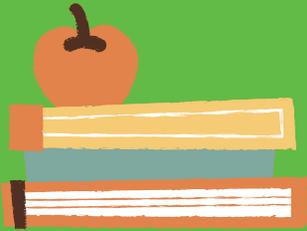


# DAILY OCCASIONAL

Working as a Daily Occasional Teacher has many benefits. You have the ability to choose when and where you will work. You have the opportunity to positively impact the lives of students. You are a professional with a wealth of knowledge to share!



This job does also present many challenges. This document is intended to help support you in finding quick answers related to board policies and our collective agreement.



# DUTY TO REPORT

If you have been involved in an incident at a school (a slip/fall, violent incident, been threatened, sworn at by a student, etc.) use this QR code to access more information and to complete the required form.



\*Forms must be filled out within 24 hours!

## OUR CONTACT:

 519-571-0222

 [wrotlocal@wrotl.ca](mailto:wrotlocal@wrotl.ca)

# WATERLOO REGION OCCASIONAL TEACHERS LOCAL

470 Weber St N #204,  
Waterloo, ON N2L 6J2



### **What time do I have to arrive for my shift?**

Legally, 15 minutes before the school day, or 5 minutes before the half day begins (check the school website if unsure of start time)

### **What if I will be late?**

If you are running late due to an emergency contact the school administration.

### **What do I do if I arrive and the job has changed?**

If the accepted assignment no longer exists or the OT is required to cover for another class within the school, the OT may be reassigned based on assignment preferences as listed on their ApplyToEd. profile. With mutual agreement, the OT may be re-assigned outside of their preferences on their ApplyToEd. profile. If the assignment no longer exists and there is no other need for coverage at the school, the OT will only be reassigned to a school location and assignment preference identified within the OT's ApplyToEd. profile. OT's may choose to decline the daily assignment and will not be paid.

### **What do I do if the assignment is more than a half day?**

All shifts are either a full day or a half day. If the shift is even one minute more you can go to the school for the entire day and they will pay you for the full day (you may be assigned other duties for the extra periods). If you worked more than your assigned half day speak to admin and email our local.

### **What do I do if there are no supply notes?**

Speak to the principal and they will provide you with a plan for the day. If you ever need a quick lesson check out TVO Kids or ETFO website.

### **Am I required to do duty?**

It is the boards obligation to notify you of a morning duty, check the job description for notes on morning duty. You are obligated to complete all regularly assigned duties scheduled for the day you are covering.

### **What happens if the job is extended beyond 9 days?**

On day 9 you are officially in an LTO you will receive back pay based on where you sit on the salary grid. Remind your principal to notify HR.

### **What happens if I am asked to teach during my scheduled planning time?**

If admon takes all of your scheduled planning you will be paid out for 1 missed planning by the board. It is wise to confirm with the admin they entered this into the pay system. Let our office know!

### **What do I do if the shift I was assigned is cancelled at the last minute?**

Email [wrotlocal@wrotl.ca](mailto:wrotlocal@wrotl.ca) if you receive less than 2 hours notice.

### **Am I required to work during my scheduled breaks?**

You are entitled to 1 uninterrupted 40 min lunch. When you work a full day.

### **More info on our website:**

