

LTO

A Long Term Occasional assignment (LTO) is 9 or more consecutive days in an assignment. Most LTOs are posted and you must apply online, some LTOs happen when you pick up supply days and they ask you to stay. LTOs are not permanent and can end at anytime with 2 weeks notice. There are many benefits to having an LTO including consistent work, opportunities to build lasting relationships with staff and students and opportunities professional learning



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.



WROTL

We are here to support you! As a member of a union there are resources and supports you can access through our local and through ETFO Provincial.

COLLECTIVE AGREEMENT

Leaves? Benefits? Salary? Use this QR code to view our agreement:



OUR CONTACT:

 519-571-0222

 wrotlocal@wrotl.ca

LTO

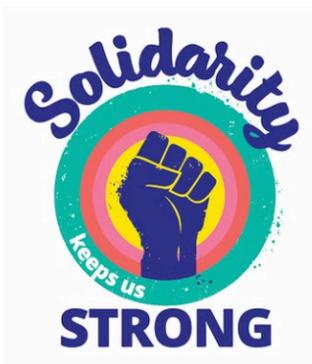
WATERLOO REGION OCCASIONAL TEACHERS LOCAL

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



RIGHTS

Benefits FAQs:



Can the admin take away my planning time?

If there is a fail to fill the admin can take your planning time, and you will be repaid that time on another day. If your LTO ends and you are still owed planning time periods you will be paid out for the time.

My LTO just started mid year and I have nothing from the previous teacher. What do I do?

Speak with your Admin. Long range plans and grades for students should have been left for you.

How do I move up on the salary grid?

Complete your QECO evaluation and submit it along with your prior experience form to HR with in 5 months time in order to determine your step on the salary grid.



RESPONSIBILITIES

What do I do if I am sick?

Make sure you enter your job in easy connect and that you have supply notes. If you are going to be off for 6 days or more you will require medical documentation. Sick leave that you have available is listed on the WRDSB secure site and is based on the length of your LTO.

Do I have to write report cards?

Report cards are the responsibility of the teacher who is in the classroom when they are due. If you have just started speak with your admin if you think you will need more time or support to get them done.

If your LTO end date is close you may be paid to work an extra day once the other teacher returns in order to give you time to finish the report cards.

If you leave an LTO you are responsible for leaving all assessment and documentation for the incoming teacher.

LINKS

ETFO Provincial:

<https://members.etfo.ca/>

Lesson Plans and Assessment:

<https://tvolearn.com/>

<https://www.dcp.edu.gov.on.ca/en/assessment-evaluation/crrp-ae>

<https://ontariomathresources.ca/>

Ministry Documents:

<https://www.dcp.edu.gov.on.ca/en/curriculum>

For more information:



DUTY TO REPORT

