



The Northwest Catholic
District School Board
SCHOOLS OF HOPE

Welcome to the Northwest Catholic District School Board!

This document was created to assist you with payroll queries related to your Casual Support Staff position.

The Board web site www.tncdsb.on.ca, Department/HR menu, Forms area, contains a number of forms you may find helpful, including but not limited to: New Employee Information (this form can be used to revise information also), TD1 both Federal and Provincial, Annual Offense Declaration among others. This site is accessible from your home computer and forms may be printed from the web site. If you do not have a computer at home, please check in the office of the school where you are working and the School Secretary will be able to supply you with current forms.

Newly updated
website
www.tncdsb.on.ca

Emailing of Paystubs/T4's

We are pleased to announce we offer emailing of paystubs and T4's direct to you. Please call to find out more about this password protected service.

2018-19 Rates of Pay

Please check the Board's website or with your union for a copy of the most current Collective Agreement for the complete set of grid rates

Ontario College of Teachers (OCT)

If at any time you held a membership with the OCT, you are entitled to participate in the Ontario Teachers' Pension Plan and we are obligated to deduct contributions. Please notify us immediately if you have ever been a member of OCT.

Income Tax Deductions

We must have a signed form on file to support changes to either increase or decrease standard income tax deductions. The required forms, TD1 (Federal and Provincial versions) can be obtained from your school office or the Board's website. Once completed, you may hand the forms into your school office for forwarding to the appropriate department or mail directly to the Dryden Board Office.

Changes to the Canada Pension Plan (CPP)

Information for CPP retirement pension recipients

As of January 1, 2012, working recipients of the CPP retirement pension who are under age 65 **will have to make** CPP contributions toward the Post-Retirement Benefit (PRB). So will their employers. Individuals aged 65 to 70 who work while receiving a CPP retirement pension **can choose not to make** CPP contributions toward the PRB. In order to opt out of the contributions, a request for exemption form must be submitted to the employer. Form CPT30 is available by contacting the Dryden Board Office or downloading from the web at

<http://www.cra-arc.gc.ca/E/pbg/tf/cpt30/README.html>

For further information on the CPP changes, please contact:

Toll free (Canada and the US)

For service in English: 1-800-277-9914

For service in French: 1-800-277-9915



Records of Employment (ROE)

ROE's are automatically issued for employees holding casual positions with the Board 3 times a year – Christmas, March Break and Summer Break. If you would like an ROE at any other time, you may request one by calling the Dryden Board office at (807) 223-4663 and selecting one of the following extensions: Diane, ext 1022, Kate, ext 1021 or Diana, ext 1029.

The Board files ROE's electronically over the web. Copies are not mailed out to employees as they are available on Service Canada's website where you can review your claim and history at any time.



Canadian Union of Public Employees (CUPE)

A copy of the Collective Agreement covering the employment of Casual Support Staff is available on the Board's website under the Department/Human Resources link. The Board is obligated to deduct union dues from designated CUPE earnings.

Ontario Municipal Employees Retirement System (OMERS)

If you have ever been a member of the OMERS retirement fund, your casual employment with the Board may qualify for contributions. Please contact Dina Gardiman, Human Resources Administrator to discuss eligibility.

Ontario Teachers' Pension Plan (OTPP)

Almost any work a qualified teacher does for a school board is assessable for pension. Hours worked are converted to service credit and reported on a regular basis. New rules for re-employment took affect September 1, 2012. **It is your responsibility to notify us if you are a retired teacher collecting a pension from OTPP.** Please ensure you are aware of the rules and how they will affect you. If you have any questions, please contact OTPP Members Hotline at 1-800-668-0105 (toll free). OTPP also has a free app to track your work schedule and one for re-employed pensioners to track their total days.

Smart Find Express (SFE)

The Board utilizes an automated online system for booking Supply Teachers and Casual Support Staff. The direct phone number is **1-(855)-722-6212**. The link can be found on the Board website or you may type in the following web address:

<https://northwestcatholic.eschoolsolutions.com/logOnInitAction.do>

Payroll contacts

(Located in the Dryden Board Office)

Diane Capovilla,
Accounting Assistant
1-807-223-4663, ext 1022

Katherine Kennard
Accounting Assistant
extension 1021

Diana Griffiths
Business Administrator
1-807-223-4663, ext 1029

Kyla Vermeer
Manager of Finance
extension 1035

Human Resources

(Located in the Fort Frances Board Office)

Natalie Katona
Human Resources Officer
1-807-274-2931, ext 1236

Dina Gardiman,
Human Resources Administrator
1-807-274-2931, ext 1225



St. Michael's



Sacred Heart School