



*The Northwest Catholic
District School Board*

The Northwest Catholic District School Board

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Dina Gardiman
Human Resources Administrator
Fort Frances Board Office

MEMORANDUM

TO: Occasional Teachers

DATE: 18 December 2013

FROM: Dina Gardiman

SUBJECT: Occasional Teacher List

In accordance with Regulation 274, please find enclosed the Board's Occasional Teacher Seniority List.

Ontario Regulation 274 establishes rules for school boards to follow when hiring long term occasional teacher positions. Under the regulation, school boards must establish and maintain two occasional teacher lists and post them to their website as follows:

- An Occasional Teacher Seniority List – a list comprised of all Occasional Teachers hired by the Board. Placement on this list is based on seniority (the date of hire as a qualified occasional teacher with the Board).
- A long-term Occasional Teacher Roster List – (LTO Roster) – a list comprised of teachers who applied to a Roster posting, who were interviewed and were successful in the interview. Teachers on the Occasional Teacher list can apply to a Roster posting if: they have been on the Occasional Teacher Seniority List for 10 months, and taught for a total of 20 teaching days within a ten-month period. (note the ten month period must have taken place within the last five years). Please watch the Board's website for a Roster posting in the spring of 2014.

Please review your placement on the Occasional Teacher List carefully. If your information is not reported correctly, please contact me via email: dgardiman@tncdsb.on.ca within thirty days of this memo to discuss your placement on the list.

For more information, including the Board's requirement to hire permanent teachers, please visit the Board's website www.tncdsb.on.ca.

Dina Gardiman
Human Resources Administrator

Cc: Principals
OECTA President