



York Region District School Board

Occasional Teacher Handbook

STAR Operators – star.team@yrdsb.ca

Or

Extension 4357, option 5

Table of Contents

| | |
|--|----|
| MISSION, VISION, AND VALUES | 4 |
| General Information | 5 |
| Duties of an Occasional Teacher:..... | 5 |
| Personnel Information | 6 |
| STAR System..... | 7 |
| School Hours | 7 |
| Unable to Fulfill Accepted Assignments..... | 7 |
| Unavailable Day(s)..... | 8 |
| Leave of Absence - Unavailable for 12 or more consecutive weeks:..... | 8 |
| Late STAR System Call | 8 |
| Location Change Requests..... | 8 |
| Severe Weather Days..... | 9 |
| Benefits for Occasional Teachers | 10 |
| Elementary OT's: | 10 |
| Secondary OTs:..... | 10 |
| Long Term Occasional Teachers | 11 |
| LTO Assignments..... | 11 |
| Frequently Asked Questions (FAQ's) | 13 |
| Instructions to Register and Apply for a Job Posting Using Apply to Education (ATE)..... | 15 |
| Method of Payment – Long Term Occasional (LTO) | 16 |
| Benefits for Long Term Occasional Teachers (LTO) | 19 |
| Health and Safety | 20 |
| Health and Safety Policy | 20 |
| Health and Safety Contacts..... | 21 |
| Reporting a Work Related Accident..... | 22 |
| Employee Checklist | 22 |
| If You Seek Medical Assistance: | 22 |
| Board Policies and Procedures..... | 23 |
| Frequently Asked Questions – Daily Occasional Teachers..... | 24 |
| Frequently Asked Questions – Long Term Occasional Teachers..... | 29 |
| Secondary School Times..... | 30 |
| Elementary School Times..... | 32 |
| Helpful Phone Numbers..... | 38 |
| Occasional & Long Term Teachers 2025-2026 Pay Schedule | 39 |
| York Region District School Board 2025-2026 School Year Calendar | 39 |

MISSION, VISION, AND VALUES

Mission

To advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community.

Vision

To be a leader in public education by empowering all students to become engaged and caring citizens of the world.

Values

Our School Board operates based on a set of values which guides our actions:

Inclusivity

We demonstrate equity and inclusivity in all that we do. We demand an environment in which all students, staff, parents, and our community feel valued and have a sense of belonging. We expect empathy, mutual respect and understanding to be demonstrated in our words and actions.

Relationships

We value positive, meaningful relationships with students, staff, parents, and our community. We value diversity of opinion, sincere dialogue and community engagement.

Innovation

We continuously strive to provide the best educational programs for all students. We empower staff and students to take initiative and to be innovative leaders.

Engagement

We encourage active participation in all learning and activities by creating an environment that engages students, staff, parents, and our community.

Responsibility

We are individually and collectively responsible for creating the best possible school community to support the achievement and well-being of all individuals. We are responsible for the delivery of effective and sustainable educational programs and stewardship of Board resources.

Optimism

We approach all situations with optimism. We cultivate confidence and resiliency in all students and staff.

Inspire Learning!

General Information

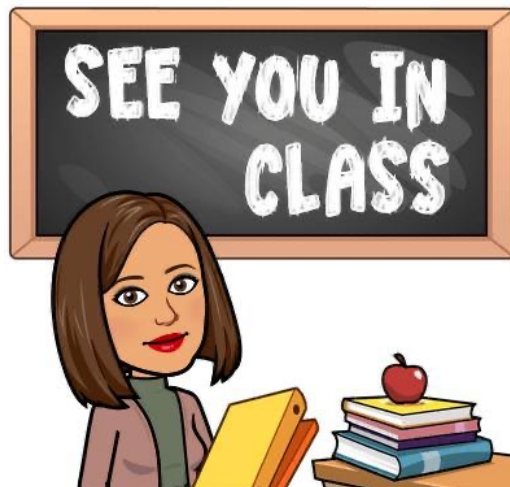
Duties of an Occasional Teacher:

Occasional teachers are required to:

1. Arrive and be ready at the start time given by the STAR System. Always sign in at the office and pick up instructions and lesson plans. Follow the regular teacher's program as closely as possible, using the day planner and timetable as a guide while maintaining established routines.
2. Be aware of:
 - Fire drill information
 - Lockdown procedures
 - Attendance and dismissal procedures
 - Exceptional health needs
 - Integrated student's information
3. Remain at the school until the end time of the job assigned by the STAR System.

Report to the office prior to leaving the school

4. At the end of the assignment:
 - Leave a record of the work covered by the class/classes assigned and any difficulties encountered.
 - Report any accident or unusual occurrence to the Principal.
 - Leave the classroom in the tidy condition in which you found it.
 - Return classroom key to the main office.



Personnel Information

Please remember to notify Human Resource Services with the [Name, Address and Bank Info Change Form](#) of any change of address or phone number within 14 days of the change. (As per ETFO-OT CA article L.A.11.7 & OSSTF CA article L.F.7.5)

A teacher shall have access during normal business hours to all his/her personal data/documents maintained in his/her personnel files by the Board. The teacher or designate shall have the right to make copies of any material contained in such file.

Where a teacher authorizes in writing access to his/her personnel file by another person acting on the teacher's behalf, the Board shall provide such access.

Please call in advance to schedule an appointment so that an administrative staff member is available to go through your file with you.

If you have any questions regarding your file or wish to set up an appointment to view your file, please contact one of the STAR operators at extension 4357 (HELP), option # 5.



STAR System

STAR System - is the Staff Absence Replacement System

Occasional teachers are referred to in STAR as substitutes.

School Hours

Elementary

The STAR System indicates the expected arrival and departure times for the school locations.

PLEASE try to arrive 15 minutes prior to the start time of a mid-day or afternoon assignment. For these assignments the STAR System gives you the actual instructional start time of when the class begins.

Secondary

The STAR System indicates the actual instructional time of the school location. Occasional teachers are expected to be present in the classroom and ensure the classroom is ready for students at least 15 minutes before the commencement of classes.

Unable to Fulfill Accepted Assignments

If you have accepted an assignment at a school and are unable to fulfill your assignment you need to:

Call the STAR System OR log in to the STAR System web to cancel out of the assignment – for detailed instructions on how to do this refer to: [Substitute Quick Reference brochure](#)

In urgent circumstances give a **minimum of 1 hour** notice so that the STAR System is able to arrange for another occasional teacher. Please contact the STAR operator at 905-727-0022 ext. 4357 option 5.

Elementary

If an Occasional Teacher cancels an assignment within sixty (60) minutes from the start time of the assignment, the Occasional Teacher must contact the school and notify them. (ETFO-OT Article L.E. 3.11)

Unavailable Day(s)

If you are going to be unavailable for a day or a block of time (vacation, surgery, etc...) log onto the STAR System web site and make yourself unavailable. If you receive a call from the STAR System and decline the job using any decline reason code, *the system does not make you unavailable*.

IF you are cancelling out of a previously accepted assignment, *the system does not make you unavailable*.

The system will continue to call you in both situations until you make yourself unavailable for that date/time.

To do this, as it states in the substitute quick reference brochure go to:

Unavailable Dates tab

Select *New*

Enter start and end date range

Enter start and end time (Please remember to use the correct AM & PM) OR select the ALL DAY button.

Select *call for future assignments* if you wish to be called for future assignments during the unavailable callout time period.

Select *Save*

It is very important that you remember to block yourself off when you are unavailable. When you don't, the STAR System will continue to call, which diminishes the school's chances of filling the assignments.

Leave of Absence - Unavailable for 12 or more consecutive weeks:

If you are going to be unavailable for 12 consecutive weeks or more throughout the school year, you **MUST** send an e-mail to star.team@yrdsb.ca requesting a leave of absence. Please include the start and end date of your leave and the reason. Please note all leaves must be requested prior to the start date. Additional documentation may be required (medical note). All leaves will be reviewed and you will receive an email reply on whether it is approved or denied.

Late STAR System Call

If you receive a call for an assignment that has already started or is within one hour of starting, occasional teachers have 1 hour from the time of accepting the assignment to arrive at the school. Please contact the school or STAR operator and inform them of your expected arrival time.

If you cannot arrive within 1 hour of receiving the phone call, please decline the assignment using un-preferred geographic location reason.

Location Change Requests

If you would like to update your locations that the system calls you for, please send an email to star.team@yrdsb.ca with your employee ID number and the school location names you would like added or removed, in alphabetical order. Please note that we cannot fulfill these requests at the beginning of the school year due to the high work volumes and that your request will be processed as soon as possible.

Severe Weather Days

During the school year, the board may have days that are deemed to be severe weather. In such cases the severe weather day policy would apply. ([Board Policy 152.0 Severe Weather](#)). The safety and well-being of all staff, students, families and members of the community are taken into consideration on Extreme Cold Weather (procedure 152.1), Inclement Weather (procedure 152.2) and Emergency Weather – system closure (procedure 152.3) days.

As an occasional teacher, please ensure that you monitor the following sources for additional information related to severe weather days:

- announcement section on the main web sign in page of the STAR System,
- STAR system phone message recording,
- at www.schoolbuscity.com, or by calling 1- 877-330-3001,
- by following @YRDSB on X (formerly Twitter)
- local Television and Radio stations

Board Procedure 152.1 Extreme Cold Weather Day outlines:

All schools and workplaces will be open. Staff are required to report to their regular work locations. Occasional teachers shall:

- make every effort to understand the Extreme Cold Weather procedure
- to be on duty at their regular and/or assigned work location; and
- not bring children to their work location

Board Procedure #152.2 Inclement Weather Day outlines:

All schools and workplaces will remain open and staff are expected to make every reasonable effort to report to their work assignments. Occasional Teachers shall:

- call the STAR system directly to cancel an assignment if unable to report to work,
- be aware that the assigned substitute may be cancelled by the STAR system,
- understand that by reporting to an alternate school or work location that does not require these services, you may be re-assigned to another school or work location, as required, and
- be compensated as per the articles referencing “Call-Out Errors” in the respective collective agreement if they report to assigned work, if applicable.

Board Procedure #152.3 Emergency Weather Day (System Closure) outlines:

An emergency weather day results in the closing all schools and Board offices across the system due to extreme winter weather conditions. The assigned substitute will be cancelled by the STAR system.

Benefits for Occasional Teachers

As an occasional teacher you are eligible to enroll in the basic benefit plans provided you fulfill the terms of the applicable collective agreement offered under the Employee Life & Health Trust (ELHT), Occasional Casual Members (OCM) plan.

Elementary OT's:

As per Article L.C.1.3, an occasional teacher who worked at least seventy (70) full-time equivalent days as an elementary or secondary Occasional Teacher for the Board in the prior school year may, upon application, participate in the Board's extended health, semi-private hospital care and basic dental plans, provided that:

- i. the teacher pays 90% of the premiums; and
- ii. the teacher pays such premiums in advance, half paid in September and half paid in February.

Secondary OTs:

As per Article L.F.4.1.2, an occasional teacher who worked at least eighty (80) days as an occasional teacher for the board in the prior school year may, upon application, participate in the Board's extended health, semi-private hospital care and basic dental plans, provided that:

- i. The teacher assumes 90% of the premiums; and
- ii. The teacher pays such premiums and administration fees in advance in accordance

Long Term Occasional Teachers

Job Vacancies – LTO Assignments

Long term occasional assignments shall be posted on Applied to Education (ATE) which can also be viewed on the BWW (Careers - LTO Vacancies)

LTO Assignments

As a long term occasional teacher you must register in the STAR System as an employee. This will enable you to call in and request an occasional teacher if needed. After your LTO paperwork has been processed in Human Resource Services, a congratulatory email will be sent to your Board email account. Please refer to this email for step by step instructions on how to register as an LTO teacher.

NOTE: You will be registered on STAR twice and have two personal identification numbers (PIN), one as an occasional teacher and one as a long term occasional teacher. You will use the occasional PIN again once the LTO is completed to accept daily work again.

During your LTO assignment, if you need to report an absence you must, enter your absence under your LTO (900) profile. If you are unsure how to report an absence as an LTO, please review the LTO brochure provided to you in your introductory email from the LTO representative. Alternatively, you may contact the STAR operators at extension 4357 option 5.

At the completion of the **10th consecutive day** of your assignment at the same school for the same teacher, please fill out the long term occasional agreement with the principal or vice principal, if it has not already been completed for you.

Personal Identification Numbers for long term occasional teachers remain the same for the entire school year. If you register as an LTO for one assignment and then complete it and start another LTO assignment in the same school year, you will continue to use the same personal identification number. For example, if you have an LTO assignment from September to December at Mount Albert P.S. and then you receive an LTO assignment at Wilshire P.S. from March to June, you would not have to re-register. You would just use the same personal identification number from the first LTO assignment.

If you are working two LTO assignments during the same time period at the same school, you will still only require one personal identification number. If you are working two LTO assignments during the same time period at different schools, you will still only require one personal identification number, but should you be absent you will have to report two separate absences for the different locations.

LTO Assignment in STAR

As of the 2022-23 school year, occasional teachers who accept LTO assignments will no longer have the assignment associated with the LTO contract recorded in STAR under their substitute profile.

If the contract is a full time 1.0 FTE, HR will continue to ensure that the LTO is blocked in STAR for the duration of the contract. However, if the contract is less than 1.0 FTE the LTO is responsible for blocking their profile in STAR to ensure they receive calls for assignments based on their availability only. This can be done by either adjusting the schedule in their substitute profile or by entering unavailable dates.

To add unavailable dates

Go to Schedule, and select “Unavail dates”

Select “New” and select the period of time that you are not available to accept daily assignments (include start, end and either all day or the specific hours that you are not available).

To adjust the OT schedule

Go to Schedule, and select “General”

If you wish to edit the schedule, select and delete the day you wish to edit.

Select “New” and uncheck the days you do not wish to edit. Enter either the start and end times or select the ALL DAY box.

Select SAVE

**ELEMENTARY/ SECONDARY
LONG TERM OCCASIONAL (LTO) TEACHER HIRING
Frequently Asked Questions (FAQ's)**

How do I apply to an LTO?

All Elementary and Secondary LTO vacancies are posted on [Apply to Education](#) and on the BWW. Current Occasional Teachers are required to submit an online application on ATE prior to the expiry date identified in the posting. Paper and/or emailed applications will **not be accepted**.

How can I be added to the LTO List

Following the revocation of Regulation 274/12 "Hiring Practices" and the induction of Policy and Procedure Memorandum 165 (PPM 165), YRDSB will continue to maintain a Roster of Occasional Teachers. There will no longer be a Long Term Occasional Teachers list. Interview processes to add to the OT Roster will occur when there is a need.

When can I begin applying to LTO's?

Once you have an ATE account you will have access to view and apply to LTO postings.

Who can apply to LTO's?

All qualified YRDSB occasional teachers are eligible to apply to posted LTO vacancies. Internal and external applications will be considered in alignment with PPM 165.

What is the hiring process for LTO's?

As required under [PPM 165](#) – the YRDSB now has an updated [Teacher Hiring Protocol](#), applications for LTO teaching positions shall be considered after the minimum posting period has elapsed in the following order:

The teacher hiring protocol is in place to provide equal opportunity to all OCT certified teachers, irrespective of their location or where they are currently employed, to apply for any position (Occasional, Long Term or Permanent) for which they are qualified.

- For elementary panel - Principals will interview a minimum of three (3) qualified applicants, and the applicants may be a mix of internal (OT Roster) and external qualified candidates.
- For secondary panel – Principals will interview a minimum of three (3) qualified

applicants, seniority is not a factor when selecting candidates for an interview at this time; at least one (1) qualified candidate must be selected from the OT Roster

- For both panels - If fewer than three (3) candidates apply to a position, the process will proceed with those who applied, are qualified and agree to be interviewed.

- Principals will consider selecting teachers for interviews where applicants have demonstrated their ability to meet the mandatory requirements and who:

a) are reflective of the diversity of the community

b) have merit and additional qualifications and experience

c) possess additional experiences, skills, backgrounds, lived and work experiences

d) are newly qualified teachers

e) have been an Occasional Teacher for multiple years and are seeking a permanent teaching opportunity

- Equity and diversity are critical factors that are to be applied in the interview and hiring process.
- Upon request, following an unsuccessful interview, an applicant will receive constructive and specific verbal feedback from a member of the interview panel in respect of their performance during the interview.

Where can I access the OT Roster?

The OT Roster can be accessed on the [BWW Sharepoint Seniority Lists page](#)

Instructions to Register and Apply for a Job Posting Using Apply to Education (ATE)

To register and apply for a job posting, you must complete all five (5) steps:

1. Visit our [online employment application](#) and log into your account.
2. [Complete a Portfolio](#) (e.g. resume, professional supervisory references, etc.)
3. [Register for an internal account](#) - In the Account section, upper right corner of your application, Please note: this process is for internal employees only and can take 24 - 48 hours for ATE to approve or activate you before you can apply to an internal job posting
4. [View and Apply to a Job Posting \(s\)](#)
5. [Verify that you have applied to the correct job posting in the 'Jobs Applied To' section](#)

Setting Up Job Alerts on Apply to Education (ATE):

- [Permanent and Occasional/Casual Employees - Guide on How to Set Job Alerts](#)

Support

Apply to Education:

If you have any questions throughout the registration process, contact 1-877-900-5627 or email: info@applytoeducation.com Monday to Friday – 7:30 a.m. to 7:00 p.m. EST

Method of Payment – Long Term Occasional (LTO)

Please refer to the payroll schedule for short term/long term occasional teachers on the BWW under payroll services, for a complete list of pay periods and deposit dates for the current school year. To qualify as an LTO teacher you must complete a minimum of 10 days (secondary) and 10 days (elementary) for the same teacher schedule/classroom. On the 10th day, the Principal and LTO should complete and forward the necessary documents to the Superintendent. The necessary documents include:

- Agreement for an LTO Teaching Assignment **Form #P532-08**
- LTO Schedule Form (separate one for elementary and secondary)
- Certified True Copy of their Category Placement from QECO (for elementary) or OSSTF (secondary) (unless already on file)
- Certified True Copy of any previous teaching experience (unless already on file)

The Superintendent of Schools will approve and sign the paperwork and forward it to Human Resource Services. If all the necessary documents are not received in Human Resource Services, you will be paid accordingly. For example, if you do not forward the category placement or teaching experience you will be paid at the bottom of the salary grid until sufficient documents are received. Once documentation is received retroactive pay will be processed accordingly.

Once the LTO paperwork is received in Human Resource Services and has been processed, the LTO representative will send an email to your board email account. (Only for the first LTO of the school year)

This email will include:

- Step by step instructions on how to register as a LTO
- Your category/group
- Years of experience
- Your annual salary as a LTO

Links to:

[Collective agreements](#)
[Pay statement information](#)
[Faith day requests](#)

Upon receiving this email, it is the responsibility of the LTO to register on the STAR System **immediately**. The LTO will require this personal identification number in order to call in absences and request a substitute if required.

Here is a sample email that will be sent out to the LTO identifying your category, group and years of experience. Please always ensure that the information received is correct.

SALARY AND EXPERIENCE Below is your category, years of experience and annual salary. If you do not agree with the information below, it is your responsibility to send proof of your teaching experience from other school boards and/or a QECO statement of evaluation, **no later than 6 months from the start date of your LTO assignment**. Please see below for information about experience letters and QECO.

Qualification information (Article B.2.0 and B.5.0) can be found in your collective agreement <https://www.yrdsb.ca/boarddocs/Documents/SD-ETFOccccollectagreement.pdf>
The Qualifications Evaluation Council of Ontario (QECO) can be reached at

| Category | Experience | Salary |
|----------|------------|--------|
| | 0 | |

BENEFITS

Benefits are administered by the Ontario Teachers' Insurance Plan (OTIP). OTIP will contact you shortly to advise you of the options that are available for you to address your benefits as per ELHT. For more information, please contact OTIP at 1-866-783-6847.

SICK LEAVE

Sick leave balances can be found on the BWW under the **Employee Self-Serve** tab, then select the tab "**My Absence**".

If you exceed your personal illness days, you may be entitled to use your short term disability allotment (paid at 90%). The use of "bucket days" are outlined in your Collective Agreement – section L.C.2.0. If these days are exceeded, you will be pay deducted accordingly.

*Sick leave is pro-rated based on the length and percentage of your LTO assignment, given for this LTO contract only. If you receive any further LTO contracts or extensions this school year, additional sick leave allotments will be given.
Your sick leave balance (reflected on the BWW) will be updated bi-weekly on Mondays.*

TEACHING EXPERIENCE

You can submit letters of prior teaching experience for consideration and review, if you have already submitted your letters you do not need to submit them again. This experience will be used to determine your placement on the salary grid. Please note that Elementary LTOs are not entitled to related experience.

The following information is required for teaching experience completed **in Ontario**:

- The original letter must be emailed directly to your LTO Representative from the issuing school/board, or a Certified True Copy made by the Administration Team at your school.
- The letter must be on the School/Board's letterhead, indicating the employee's job description, the exact start/end dates of the assignment(s), percentage of your position(s) and any unpaid leaves of absence.
- If the employee was qualified with the Ontario College of Teachers, this needs to be stated in the letter.
- If the school (Public/Private) is inspected and accredited with the Ministry of Education, this needs to be stated in the letter.

The following additional information is required for the review of teaching experience completed **in other Canadian Provinces & International Teaching Experience**:

- 1) Was the employee qualified to teach in the Province or Country? *This information must be included in the employment letter submitted by the employee to the Board for consideration of that teaching experience.**
- 2) Was the school (Public/Private) inspected and accredited by the respective Ministry of Education in that Province or Country? *This information must be included in the employment letter submitted by the employee to the Board for consideration of that teaching experience.**

**If there is missing information in the employment letter, a new letter should be requested by the employee. If the employee is unable to obtain a new letter, then an affidavit of teaching experience, signed by a notary public, will suffice as per our current practice.*

QECO

If your category rating is incorrectly stated in your package letter, please email a PDF copy of your most recent Statement of Evaluation to your LTO Representative for review. Note that the QR scanning code must be visible.
*In the event you are entitled to retroactive pay, your LTO representative will email you a salary change letter.
This letter will detail the changes to your salary and the expected date of payment.*

Benefits for Long Term Occasional Teachers (LTO)

Long Term Occasional Teachers are eligible for benefits during their LTO period as stated below. There may be a delay in benefit setup as LTO's are paid two weeks in arrears. Once OTIP is aware of a contract, OTIP will send an email to the LTO at their Board email address indicating action required. The LTO may incur benefits during an eligible LTO contract period only, and submit claims once the benefits are set up.

Benefit plan details: [Employer Life and Health Trust Benefits](#)

Elementary LTO benefits are effective the first day of a contract with YRDSB and are available through the ETFO ELHT plan, administered by the Ontario Teachers Insurance Plan (OTIP). Please contact them directly for any benefits related queries at 1-866-783-6847.

Secondary LTO benefits are available if the contract is greater than 90 calendar days through the OSSTF ELHT plan, administered by the Ontario Teachers Insurance Plan (OTIP). Please contact them directly for any benefits related queries at 1-866-783-6847.



Health and Safety

The field of occupational health and safety is constantly changing in order to meet the needs of new technology and the growing awareness of the health risks in our working environment. The Health and Safety team, on behalf of the Board, is responsible for responding to these changes and the health and safety issues that arise in our work locations.

Health and Safety Policy

The York Region District School Board has developed a Health and Safety Policy in accordance with the requirements of the Occupational Health and Safety (OHS) Act. It is the policy of the York Region District School Board to provide and maintain safe and healthy working environments for all employees and students.

Workplace health and safety is a joint responsibility of the Board and all its employees to act in compliance with the requirements of the Occupational Health and Safety Act, and all relevant legislation.

Supervisors are responsible for informing employees of hazards in the workplace and taking prompt corrective action if a hazard arises.

The Board, in conjunction with the Joint Occupational Health and Safety Committees, will provide information, develop procedures and provide required training to employees.

All Board Employees are responsible for making health and safety a part of their daily activity and work routine. The Board will provide all employees with ongoing information on safe work practices.

Effective implementation of this policy requires cooperation of all employees of the Board. The Health and Safety Policy shall be posted in a conspicuous location in all YRDSB schools and buildings, usually the Health and Safety Board.

Joint Occupational Health and Safety Committees (JOHSC)

JOHSC and the CUPE JOHSC represent the York Region District School Board. The names of the JOHSC members are posted on the Health and Safety Bulletin Board at each work site. The committees represent the “workers” at the respective work site, and are responsible for the inspection of the work site.

Health and Safety Contacts

The Health and Safety team is at the Education Centre Aurora and is staffed by:

Health and Safety Manager

Renate Kaskow

Ext. 2324

Environmental Safety Officer

Kori Zsigmond

Ext. 2467

Health and Safety Officer

Matthew Chan

Ext. 2326

Health and Safety Specialist

Sharon Seegobind

Ext. 2639

Health and Safety Representative

Delia Clausi

Ext. 2343



Reporting a Work Related Accident

Employee Checklist

As soon as possible following a work related accident you must:

Seek the assistance of the trained first aid assistant

If required, seek outside medical assistance

Inform the Principal of the accident

Complete the [Employee Accident/Incident report](#) eForm on the BWW.

Ensure Human Resource Services has been contacted regarding the accident.

If You Seek Medical Assistance:

Take the Functional Abilities Form (FAF) and the attached cover sheet, to the doctor. (If you can return to work immediately with **NO** modifications, the doctor will **not** need to complete the FAF). These forms are available from the school office.

If you require modifications to your work in order to return, have the treating practitioner complete the FAF indicating your capabilities and limitations.

Return the completed FAF to Human Resource Services ASAP.

Speak to the Human Resource Services WSIB representative (extension 2258) regarding your ability to return to modified or regular work duties.

Communicate regularly with Human Resource Services regarding your ability to complete the assigned work.



Board Policies and Procedures

Referenced below include, but are not limited to, numerous Board policies and procedures that govern your employment with the Board. All Board policies and procedures can be found on the YRDSB [website](#).

Policy #158.0 [Information Access and Privacy](#)

Policy #194.0 [Use of Technology](#)

Policy #222.0 [Conflict of Interest](#)

Policy #240.0 [Human Rights: Code-Related Harassment and Discrimination](#)

Policy #250.0 [Violence Prevention and Intervention and Non-Code Workplace Related Harassment - Employees](#)

Policy #407.0 [Accessibility](#)

Policy #461.0 [Smoke-Free Environment](#)

Policy #540.0 [Health and Safety – Employees](#)

Policy #545.0 [Intellectual Property, Copyright and Professional Services](#)

Policy #577.0 [Staff Progressive Discipline](#)

Policy #610.0 [Reporting Children in Need of Protection](#)

Policy #662.0 [Student Health Supports](#)

Policy #668.0 [Caring and Safe Schools \(student use of personal devices at school\)](#)

Frequently Asked Questions – Daily Occasional Teachers

| Question | Answer |
|--|---|
| What is the daily rate of pay for occasional teachers? | Elementary Occasional teachers receive \$293.54 per day. Secondary Occasional Teachers receive \$293.54 per day. |
| How do I access the STAR system? | The STAR system is accessible through any web browser, https://star.yrdsb.ca You will use the YRDSB Single Sign On option when accessing the STAR system as an occasional teacher |
| Where can STAR related documents be found? | STAR system documents can be found on the BWW under Services, Human Resource Services, STAR System Documents. |
| What is the required number of schools that must be on my profile? | For elementary occasional teachers there is no required number of schools however we do not hire to work at only one or two locations. For secondary occasional teachers it must be as per the collective agreement (L.F.7.3) four (4) school locations |
| How many days per week does an occasional teacher have to be available to teach? | For elementary occasional there is no requirement, however, you must complete the required number of FTE days during the school year. For secondary occasional teachers the collective agreement must be followed (L.F.7.4) no fewer the 3 days of the week. |
| If I am a retiree and have completed my required number of days, what do I need to do? | As a retiree, if you are not going to continue to teach please make yourself unavailable in the STAR system and request a leave of absence if it will be for 12 weeks or more. |
| I was away and blocked myself in the STAR system but I still received calls. | During the evening callout the STAR system will call for jobs up to 30 days in advance. Please ensure that when making yourself unavailable on the web the “call for future assignments” is NOT checked. |
| Can the STAR system only call me at night instead of in the morning? | You can modify your call out times (via the phone or over the web). Please refer to your Substitute Quick Reference Brochure . for instructions on how to modify. |
| How do I change my geographic locations? | If you would like to update your locations that the system calls you for, please send an email to star.team@yrdsb.ca with your employee ID number and the school location names you would like added or removed, in alphabetical order. |

| Question | Answer |
|---|--|
| If an OT is late for an assignment can the school secretary change the times in STAR? | Yes, after consultation with Human Resource Dept. the job times may be adjusted. |
| If an OT receives a late call for a job, can the school secretary change the times in STAR? | If the OT arrives within 1 hour of accepting the assignment the school should NOT adjust the times in STAR. If the OT arrives later than 1 hour from the time of accepting the assignment, the school, in consultation with the Human Resource Dept. may adjust the times of the assignment in STAR. |
| I accepted a job but I am no longer able to fulfill the assignment. What should I do? | Call the STAR system to cancel out of your assignment. If cancelling within 1 hour of the start time you MUST also contact the school directly . Then go into the STAR system and make yourself unavailable for that date/time, so the system does not continue to call you with job offers. |
| What happens when the occasional teacher's job for the day gets cancelled in the morning? | If an occasional teacher receives a cancellation once at the school, the school must call the STAR Team. The STAR team will look for an alternative assignment. If there is no other assignment, the STAR Team will advise the school to keep the OT for the time of the original job. As the occasional teacher, in this instance, you can be asked to provide coverage as necessary (i.e. prep pay back, etc.). Where this is the case, the administrator should consult with the OT regarding the timetable assigned for the day. |
| Does a daily occasional teacher require a classroom key for the day? | Yes, as a daily occasional teacher, you're required to have a key to the classroom in order to facilitate entry to the classroom and leaving the classroom secure when the class is vacant. The key is also required should "a lockdown" be announced. |
| How does the school office manage a key system for the occasional teacher? | The school office must manage the school keys. Some schools have chosen a key numbering system and a sign in and sign out system for the daily OT. A school may use creative ways to ensure that the occasional teacher is reminded to return the key to the office. For example, attach the key to a colourful mini-hockey stick or ruler that makes the key identifiable. Please note that you will not be asked to leave a personal item as insurance for the return of a school classroom/work area key. |

| Question | Answer |
|--|---|
| <p>May a principal or vice principal ask an elementary occasional teacher to do morning duty prior to the morning entry bell?</p> | <p>As a daily elementary OT, you will require time to read day plans, review emergency procedures, medical alerts and familiarize yourself with the classroom resources, classroom expectations and school day routines.</p> <p>As a daily elementary OT, you will not be assigned a supervisory duty prior to the commencement of class on the first day of an assignment. An alternate supervisory duty may be assigned on the first day of the OT assignment if the teacher being replaced has an assigned supervisory duty.</p> <p>No Short Term OT shall be assigned an after school supervisory duty or bus duty for the first three weeks of the school year. (L.E.3.4)</p> |
| <p>What timetable is a daily elementary occasional teacher to follow for the assigned school day?</p> | <p>As a daily elementary OT, you will follow the regularly assigned timetable of the teacher that you are covering for that day. The timetable of a daily elementary OT on a per diem basis shall be the same as the timetable of the teacher being replaced. (L.E.3.1.1)</p> |
| <p>What can an elementary occasional teacher be asked to do during a PREP period?</p> | <p>As an occasional teacher, you will use professional judgment to direct the preparation work for the day.</p> |
| <p>What should be communicated to you, as an occasional teacher, when being asked to cover day to day for several days in a row for the same assignment?</p> | <p>At times, as an occasional teacher, you may be asked to return to the classroom multiple days in a row to ensure continuity in the classroom. Principals will communicate this need to you when this may be anticipated.</p> |
| <p>Does an elementary occasional teacher need to ensure safe dismissal of students at the end of the day?</p> | <p>As an elementary occasional teacher, you are responsible for ensuring that students are ready for dismissal at the end of the school day. As the occasional teacher, you should advise the school office of any students that have not been picked up at the end of dismissal. Dismissal should not exceed 15 minutes beyond the end of the instructional day. Please note that no short term occasional teacher shall be required to remain at a work location beyond fifteen minutes after the usual dismissal of students for the day. (L.E.3.7)</p> |

| Question | Answer |
|--|---|
| When should a daily elementary occasional teacher report for work before the morning bell? | As daily elementary OT, you will report for your assignment at least 15 minutes prior to the morning entry bell. When the job starts at the beginning of the instructional day, the start time will be provided by STAR. Please note that when the job is for a later morning start time or an afternoon start time, the elementary OT will report to the assignment 15 minutes prior to the time indicated on the job (in this situation the time indicated in STAR will NOT include the 15 mins but the actually instructional start time of the assignment). |
| What do I do if I'm not available to work on a significant faith day? | Please make yourself unavailable in STAR using the unavailable date function. |
| How do I apply for a leave of absence? | If you are going to be unavailable for less than 12 consecutive weeks, you only need to make yourself unavailable in STAR using the unavailability date function. If you are going to be unavailable for 12 weeks or more, you must send an e-mail to star.team@yrdsb.ca requesting a leave of absence. Please provide the start and end date of your leave and the reason. All leaves will be reviewed by HR dept and you will receive an email reply on whether it is approved or denied. |
| How do I apply for a maternity leave? | Go to the BWW, under employee self-serve, click on My eForms and apply for your maternity leave. Please also ensure you attach a doctor's note indicating your date of confinement. The system will automatically start calling you when your maternity leave is finished (granted you have completed your Annual Offence Declaration (AOD) while on leave). |
| Do occasional teachers remain on the OT roster from year to year? | No, occasional teachers may be removed for the following reasons; A) Failure to fulfill the requirements under the collective agreement regarding the minimum required (FTE) days to be completed in a school year to remain active on the list. (Elementary L.D.1.5 or Secondary L.F.1.3.4) If you have met this criteria, the STAR team will communicate to you via Board email in June regarding the renewal process. IF you have not met this requirement you will be removed from |

the OT Roster for the following school year. A termination letter is sent to the OT in the regular mail.

- B) All occasional teachers are required to complete annually all components of the occasional teacher renewal package by August 31. IF requirements listed in the renewal email are not met by August 31, the employee will be removed from the OT Roster (Elementary L.D.1.14 or Secondary L.F.7.9.5).

Frequently Asked Questions – Long Term Occasional Teachers

| Question | Answer |
|--|--|
| How do I apply for an LTO? | Elementary and Secondary LTO vacancies are posted on Apply to Education . They are also posted on the BWW under Careers, LTO Vacancies. |
| What steps need to be taken when a daily Occasional Teacher job turns into an LTO, for payroll purposes? | Principals must complete the LTO required paperwork once you as an OT have completed the required number of days under your collective agreement. You will be asked to sign this paperwork for payroll purposes. However, the LTO hiring process may still need to be adhered to depending on the length of the LTO. |
| Do elementary LTO's work on PA days? | Yes, as per your collective agreement (L.E.6.1), "A Long Term Occasional Teacher who is scheduled to work when there is a Professional Activity Day, will be paid for the day and will be required to participate in the scheduled professional activity sessions." |
| How do LTO's report an absence in STAR? | Absences as an LTO must be recorded under your LTO (900XXXXXX) profile. You will receive an email from the LTO Representative with an LTO brochure link on how to report an absence. This brochure is also found on the BWW, under Services, Human Resource Services, STAR System Documents. |
| What happens to my LTO (900) profile when my LTO has ended? | When you have completed your LTO assignment, your LTO profile will be disabled. You will use your substitute profile to accept daily OT work. |
| Should a Principal complete a performance appraisal for a teacher who has been in an LTO? | Effective September 2022, due to the elimination of the LTO List and the implementation of PPM 165 we will no longer require LTO appraisals to be completed. |

Secondary School Times

EAST AREA

| SCHOOL | A.M. BELL | P.M. BELL |
|---------------------------|-----------|-----------|
| BILL CROTHERS SS | 8:45 | 3:00 |
| BILL HOGARTH SS | 8:55 | 3:35 |
| BUR OAK SS | 8:15 | 2:55 |
| MARKHAM DISTRICT HS | 8:10 | 2:50 |
| MARKVILLE SS | 8:20 | 3:00 |
| MIDDLEFIELD COLLEGIATE | 8:00 | 2:40 |
| MILLIKEN MILLS HS | 8:50 | 3:30 |
| PIERRE ELLIOTT TRUDEAU HS | 8:10 | 2:50 |
| UNIONVILLE HS | 8:25 | 3:05 |

WEST AREA

| SCHOOL | A.M. BELL | P.M. BELL |
|-------------------|-----------|-----------|
| EMILY CARR SS | 8:00 | 2:40 |
| HODAN NALAYEH SS | 9:00 | 3:15 |
| MAPLE HS | 8:30 | 3:10 |
| STEPHEN LEWIS SS | 8:20 | 3:00 |
| THORNHILL SS | 8:00 | 2:40 |
| THORNLEA SS | 8:45 | 3:05 |
| TOMMY DOUGLAS SS | 8:00 | 2:40 |
| WESTMOUNT CI | 8:40 | 3:20 |
| WOODBIDGE COLLEGE | 8:55 | 3:35 |

NORTH AREA

| SCHOOL | A.M. BELL | P.M. BELL |
|-------------------------|------------------|------------------|
| DR. JOHN M. DENISON SS | 8:20 | 3:00 |
| HURON HEIGHTS SS | 9:10 | 3:45 |
| KESWICK HS | 9:05 | 3:05 |
| NEWMARKET HS | 8:05 | 2:45 |
| SIR WILLIAM MULOCK SS | 8:05 | 2:45 |
| STOUFFVILLE DISTRICT SS | 9:20 | 3:30 |
| SUTTON DISTRICT HS | 9:20 | 3:25 |

CENTRAL AREA

| SCHOOL | A.M. BELL | P.M. BELL |
|------------------------|------------------|------------------|
| ALEXANDER MACKENZIE HS | 8:30 | 3:10 |
| AURORA HS | 8:10 | 2:50 |
| BAYVIEW SS | 8:45 | 3:25 |
| DR G.W. WILLIAMS SS | 8:20 | 3:00 |
| KING CITY SS | 8:20 | 2:30 |
| LANGSTAFF SS | 8:25 | 2:30 |
| RICHMOND GREEN SS | 9:20 | 3:35 |
| RICHMOND HILL HS | 8:50 | 3:30 |

Elementary School Times

| School Name | Area | School Start time | Recess Start | Recess End | Lunch Start | Lunch End | School End time |
|--------------------|---------|-------------------|--------------|------------|-------------|-----------|-----------------|
| Adrienne Clarkson | Central | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |
| Aldergrove | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Alexander Muir | North | 7:45 | 9:40 | 10:10 | 11:50 | 12:50 | 14:45 |
| Anne Frank | West | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Armada | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Armitage Village | North | 8:30 | 10:25 | 10:45 | 12:25 | 13:25 | 15:20 |
| Ashton Meadows | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Aurora Grove | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Aurora Heights | Central | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| Bakersfield | West | 8:40 | 10:35 | 10:55 | 12:35 | 13:35 | 15:30 |
| Ballantrae | North | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Barbara Reid | North | 8:55 | 11:10 | 11:40 | 13:00 | 14:00 | 15:55 |
| Baythorn | West | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Bayview Fairways | West | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Bayview Glen | West | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Bayview Hill | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Beckett Farm | East | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Beverly Acres | Central | 7:45 | 9:50 | 10:10 | 11:30 | 12:30 | 14:35 |
| Beynon Fields | Central | 8:25 | 10:20 | 10:50 | 12:30 | 13:30 | 15:25 |
| Black River | North | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Black Walnut | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Blue Willow | West | 8:10 | 10:05 | 10:25 | 12:05 | 13:05 | 15:00 |
| Bogart | North | 8:05 | 10:00 | 10:30 | 12:10 | 13:10 | 15:05 |
| Bond Lake | Central | 7:50 | 9:45 | 10:05 | 11:45 | 12:45 | 14:40 |
| Boxwood | East | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| Brownridge | West | 8:25 | 10:20 | 10:40 | 12:20 | 13:20 | 15:15 |
| Burrington Outdoor | West | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |
| Buttonville | East | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Carrville Mills | West | 8:40 | 10:35 | 10:55 | 12:35 | 13:35 | 15:30 |
| Castlemore | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Cedarwood | East | 7:45 | 9:40 | 10:10 | 11:50 | 12:50 | 14:45 |
| Central Park | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Charles Howitt | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Charlton | West | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Clearmeadow | North | 8:45 | 10:40 | 11:00 | 12:40 | 13:40 | 15:35 |
| Coledale | East | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |

| School Name | Area | School Start time | Recess Start | Recess End | Lunch Start | Lunch End | School End time |
|---------------------|---------|-------------------|--------------|------------|-------------|-----------|-----------------|
| Coppard Glen | East | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| Cornell Village | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Crosby Heights | Central | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Crossland | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| David Suzuki | East | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |
| Deer Park | North | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Denne | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Devins Drive | Central | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| Discovery | West | 8:10 | 10:05 | 10:25 | 12:05 | 13:05 | 15:00 |
| Donald Cousens | East | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Doncrest | Central | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Dr. Roberta Bondar | West | 8:00 | 9:55 | 10:15 | 11:55 | 12:55 | 14:50 |
| E.J. Sand | West | 8:45 | 10:40 | 11:00 | 12:40 | 13:40 | 15:35 |
| Edward T. Crowle | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Elder's Mills | West | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |
| Ellen Fairclough | East | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Fairwood | North | 8:05 | 10:00 | 10:30 | 12:10 | 13:10 | 15:05 |
| Forest Run | West | 8:20 | 10:15 | 10:35 | 12:15 | 13:15 | 15:10 |
| Fossil Hill | West | 8:25 | 10:20 | 10:40 | 12:20 | 13:20 | 15:15 |
| Franklin Street | East | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Fred Varley | East | 7:45 | 9:40 | 10:10 | 11:50 | 12:50 | 14:45 |
| German Mills | West | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Giant Steps Program | West | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |
| Glad Park | North | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Glen Cedar | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Glen Shields | West | 8:45 | 10:40 | 11:00 | 12:40 | 13:40 | 15:35 |
| Glenn Gould | West | 8:50 | 10:45 | 11:05 | 12:45 | 13:45 | 15:40 |
| Greensborough | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| H.G. Bernard | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Harry Bowes | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Hartman | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Henderson Avenue | West | 8:45 | 10:40 | 11:00 | 12:40 | 13:40 | 15:35 |
| Herbert H. Carnegie | West | 8:00 | 10:15 | 10:35 | 11:55 | 12:55 | 14:50 |
| Highgate | East | 8:15 | 10:10 | 10:30 | 12:10 | 13:10 | 15:05 |
| Highview | Central | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Holland Landing | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| J.L.R. Bell | North | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| James Robinson | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Jersey | North | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |

| School Name | Area | School Start time | Recess Start | Recess End | Lunch Start | Lunch End | School End time |
|------------------------|---------|-------------------|--------------|------------|-------------|-----------|-----------------|
| John McCrae | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Johnny Lombardi | West | 7:45 | 10:00 | 10:30 | 11:50 | 12:50 | 14:45 |
| Johnsview Village | West | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Joseph A. Gibson | West | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Julliard | West | 7:45 | 9:40 | 10:10 | 11:50 | 12:50 | 14:45 |
| Keswick | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Kettle Lakes | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Kettleby | Central | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| King City | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Kleinburg | West | 8:20 | 10:15 | 10:35 | 12:15 | 13:15 | 15:10 |
| Lake Simcoe | North | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Lake Wilcox | Central | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |
| Lakeside | North | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Legacy | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Lester B. Pearson | Central | 8:50 | 11:05 | 11:35 | 12:35 | 13:35 | 15:50 |
| Lincoln Alexander | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Little Rouge | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Lorna Jackson | West | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |
| Louis-Honore Frechette | West | 9:05 | 11:00 | 11:30 | 13:10 | 14:10 | 16:05 |
| Mackenzie Glen | West | 8:00 | 9:55 | 10:15 | 11:55 | 12:55 | 14:50 |
| MacLeod's Landing | Central | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |
| Maple Creek | West | 8:05 | 10:00 | 10:30 | 12:10 | 13:10 | 15:05 |
| Maple Leaf | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Markham Gateway | East | 8:05 | 10:00 | 10:30 | 12:10 | 13:10 | 15:05 |
| Mazo de la Roche | North | 7:45 | 09:40 | 10:10 | 11:50 | 12:50 | 14:45 |
| Meadowbrook | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Michael Cranny | West | 8:00 | 9:55 | 10:15 | 11:55 | 12:55 | 14:50 |
| Michaëlle Jean | Central | 7:45 | 9:40 | 10:00 | 11:40 | 12:40 | 14:35 |
| Milliken Mills | East | 8:05 | 10:00 | 10:20 | 12:00 | 13:00 | 14:55 |
| Milne Outdoor | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Moraine Hills | Central | 8:15 | 10:10 | 10:30 | 12:10 | 13:10 | 15:05 |
| Morning Glory | North | 7:55 | 09:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Mount Albert | North | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Mount Joy | East | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Nellie McClung | West | 8:55 | 10:50 | 11:10 | 12:50 | 13:50 | 15:45 |
| Nobleton | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Nokiidaa | East | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |
| Northern Lights | Central | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |

| School Name | Area | School Start time | Recess Start | Recess End | Lunch Start | Lunch End | School End time |
|---------------------|---------|-------------------|--------------|------------|-------------|-----------|-----------------|
| O.M. MacKillop | Central | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |
| Oak Ridges | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Oscar Peterson | North | 8:35 | 10:30 | 11:00 | 12:40 | 13:40 | 15:35 |
| Park Avenue | North | 8:15 | 10:10 | 10:30 | 12:10 | 13:10 | 15:05 |
| Parkland | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Parkview | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Phoebe Gilman | North | 8:15 | 10:30 | 11:00 | 12:20 | 13:20 | 15:15 |
| Pierre Berton | West | 8:15 | 10:10 | 10:30 | 12:10 | 13:10 | 15:05 |
| Pine Grove | West | 8:10 | 10:05 | 10:25 | 12:05 | 13:05 | 15:00 |
| Pleasantville | Central | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |
| Poplar Bank | North | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |
| Prince Charles | North | 8:25 | 10:20 | 10:50 | 12:30 | 13:30 | 15:25 |
| Queensville | North | 8:55 | 11:10 | 11:40 | 13:00 | 14:00 | 15:55 |
| R.L. Graham | North | 8:00 | 10:15 | 10:45 | 12:05 | 13:05 | 15:00 |
| Ramer Wood | East | 8:30 | 10:25 | 10:55 | 12:35 | 13:35 | 15:30 |
| Randall | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Red Maple | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Redstone | Central | 8:55 | 10:50 | 11:10 | 12:50 | 13:50 | 15:45 |
| Reesor Park | East | 8:10 | 10:05 | 10:35 | 12:15 | 13:15 | 15:10 |
| Regency Acres | Central | 8:10 | 10:05 | 10:35 | 12:15 | 13:15 | 15:10 |
| Richmond Rose | Central | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Rick Hansen | Central | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Robert Munsch | North | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Rogers | North | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| Romeo Dallaire | West | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |
| Rosedale Heights | West | 8:15 | 10:10 | 10:30 | 12:10 | 13:10 | 15:05 |
| Roselawn | Central | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |
| Ross Doan | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Rouge Park | East | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Roy H. Crosby | East | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Sam Chapman | East | 7:50 | 10:05 | 10:35 | 11:55 | 12:55 | 14:50 |
| Schomberg | Central | 8:35 | 10:30 | 11:00 | 12:40 | 13:40 | 15:35 |
| Sharon | North | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Sibbald Pt Outdoor | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Silver Pines | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Silver Stream | Central | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |
| Sir Wilfrid Laurier | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Sixteenth Avenue | Central | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| Spring Lakes | North | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |

| School Name | Area | School Start time | Recess Start | Recess End | Lunch Start | Lunch End | School End time |
|----------------------|---------|-------------------|--------------|------------|-------------|-----------|-----------------|
| Stonebridge | East | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |
| Stonehaven | North | 8:10 | 10:05 | 10:35 | 12:15 | 13:15 | 15:10 |
| Stornoway Cres. | West | 8:25 | 10:20 | 10:50 | 12:30 | 13:30 | 15:25 |
| Stuart Scott | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Summitview | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Sutton | North | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Swan Lake Outdoor | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Tanya Khan | West | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| Terry Fox | North | 7:45 | 9:40 | 10:10 | 11:50 | 12:50 | 14:45 |
| Teston Village | West | 8:00 | 9:55 | 10:15 | 11:55 | 12:55 | 14:50 |
| Thornhill | West | 8:15 | 10:10 | 10:30 | 12:10 | 13:10 | 15:05 |
| Thornhill Woods | West | 8:45 | 10:40 | 11:00 | 12:40 | 13:40 | 15:35 |
| Trillium Woods | Central | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| Unionville | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Unionville Meadows | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Vellore Woods | West | 8:25 | 10:20 | 10:40 | 12:20 | 13:20 | 15:15 |
| Ventura Park | West | 8:45 | 11:00 | 11:20 | 12:40 | 13:40 | 15:35 |
| Victoria Square | East | 7:50 | 9:45 | 10:15 | 11:55 | 12:55 | 14:50 |
| Viola Desmond | West | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Vivian Outdoor | North | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| W.J. Watson | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Waabgon Gamig FNS | North | 8:45 | 11:00 | 11:30 | 12:30 | 13:30 | 15:45 |
| Walter Scott | Central | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| Wellington | Central | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Wendat Village | North | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Westminster | West | 8:20 | 10:15 | 10:35 | 12:15 | 13:15 | 15:10 |
| Whispering Pines | Central | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Whitchurch Highlands | North | 8:55 | 10:50 | 11:20 | 13:00 | 14:00 | 15:55 |
| Wilclay | East | 8:15 | 10:10 | 10:40 | 12:20 | 13:20 | 15:15 |
| William Armstrong | East | 8:10 | 10:05 | 10:35 | 12:15 | 13:15 | 15:10 |
| William Berczy | East | 8:45 | 10:40 | 11:10 | 12:50 | 13:50 | 15:45 |
| Willowbrook | West | 8:25 | 10:20 | 10:50 | 12:30 | 13:30 | 15:25 |
| Wilshire | West | 8:55 | 10:50 | 11:10 | 12:50 | 13:50 | 15:45 |
| Windham Ridge | Central | 8:25 | 10:40 | 11:10 | 12:10 | 13:10 | 15:25 |
| Wismer | East | 8:35 | 10:30 | 11:00 | 12:40 | 13:40 | 15:35 |
| Woodbridge | West | 8:40 | 10:35 | 10:55 | 12:35 | 13:35 | 15:30 |
| Woodland | West | 7:55 | 9:50 | 10:20 | 12:00 | 13:00 | 14:55 |
| York Academy 0158 | Central | 7:50 | 9:45 | 10:05 | 11:45 | 12:45 | 14:40 |
| York Academy 2614 | Central | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |

| School Name | Area | School Start time | Recess Start | Recess End | Lunch Start | Lunch End | School End time |
|---------------------------|---------|-------------------|--------------|------------|-------------|-----------|-----------------|
| York Academy 3950 | Central | 8:20 | 10:15 | 10:45 | 12:25 | 13:25 | 15:20 |
| York Academy 4358 | East | 8:00 | 9:55 | 10:25 | 12:05 | 13:05 | 15:00 |
| York Academy 8095 | Central | 8:50 | 10:45 | 11:15 | 12:55 | 13:55 | 15:50 |
| York Academy 8132 | West | 8:20 | 10:15 | 10:35 | 12:15 | 13:15 | 15:10 |
| Yorkhill | West | 8:35 | 10:30 | 10:50 | 12:30 | 13:30 | 15:25 |
| YRDSB Elem Virtual School | | 8:40 | 10:35 | 11:05 | 12:45 | 13:45 | 15:40 |



Helpful Phone Numbers

| | |
|--|---|
| STAR Automated system: | 905-727-7071 1-877-809-8053 |
| STAR Help desk: | 905-727-0022 ext. 4357 option 5 star.team@yrdsb.ca |
| STAR System | https://star.yrdsb.ca |
| Human Resources Inquiries: | 905-727-0022 ext. 2479 |
| Human Resources fax: | 905-841-3943 |
| Recruitment Inquiries: | 905-727-0022 ext. 2878 or careers@yrdsb.ca |
| Board Office | (905) 727-3141, 895-7216, 722-3201, (416) 969-8131 |
| Automated | (905) 727-0022, 895-7227, 722-6255, (416) 969-7170 |
| Website | www.yrdsb.ca |
| Intranet/BWW | https://yrdsb.sharepoint.com |
| LTO Reps | Email: hqs.lto@yrdsb.ca |
| LTO Vacancies | Elementary & Secondary LTO Vacancies |
| Payroll Rep. (Occasional teacher) | extension 2544 |
| Payroll Rep. (LTO) | extension 2412 & 2264 |
| Occasional/LTO Benefits | extension 2207 |
| Ontario Teacher's Pension Plan Board (TPP) | (416) 226-2700 |
| ETFO – OT President | Nadia Ciacci (905)726-7925 |
| ETFO – OT Vice President | Betty Lou Twiddy (905)726-8316 |
| OSSTF - President | Muna Kadri (905) 836-5954 |

Occasional & Long Term Teachers 2025-2026 Pay Schedule

To ensure that employees receive their correct pay on the correct date, Payroll data must be received on or before the due date shown on the pay schedule found on the [BWW](#) under Payroll Services.

Schools will verify all jobs on a daily basis which is automatically sent over to payroll the evening of the STAR verification date.

If you were not paid for a particular job, contact the occasional teacher payroll clerk at extension 2627.

York Region District School Board 2025-2026 School Year Calendar

The school calendars are available on the board website, www2.yrdsb.ca.

[Elementary schools](#)

[Regular start Secondary schools](#)

[Early start Secondary schools](#)

[Bill Crothers S.S.](#)