



The Dufferin-Peel Catholic District School Board

Casual Occasional Teachers

Welcome to a new school year!

Please read the following important information regarding WEBTRACS:

<https://dpcdsb.sfe.powerschool.com>

WebTRACS Call Out Times

- **Elementary** - a.m. call out will start at **5:00 a.m.**
- p.m. call out will be from **4:00 p.m.** to **10:00 p.m.**
- **Secondary** - a.m. call out will start at **5:00 a.m.**
- p.m. call out will be from **4:00 p.m.** to **10:00 p.m.**

PIN (needs to be six digits)

- Please be sure you are registered as an Occasional Teacher (OT) on WebTRACS and have obtained your Personnel Identification Number (PIN) so that you can be called for assignments and review available jobs. Refer to your Quick Reference Sheet for instructions on how to register or review your PIN. Only you can obtain your PIN number through WebTRACS
- New Occasional Teachers (never registered with TRACS) will need to have two identifiers in order to register with WebTRACS. *WebTRACS will use your Employee ID number for your Access ID and default your employee ID number for your PIN.* You must call (905) 366-5640 and register with WebTRACS by creating your own PIN
- PIN must be six digits
- Current Occasional Teachers: Access ID will be your Employee ID and your PIN is your current PIN.
- Occasional Teachers will be able to call WebTRACS (905) 366-5640 and change their PIN.

Recording Your Name

- Please refer to your Quick Reference Card for instructions on how to change the recording of your name. The Quick Reference Card is located on the WebTRACS website.
- For name changes, you are required to complete the GF319, Name and Address Change form, found on the HR Portal, and forward it to dphrportal@dpcdsb.org.

Changing Your Permanent Phone Number

- If your **permanent phone number** has changed please complete and submit the GF319, to the attention of Teacher Personnel. If you use the 'Change the Phone Number' option in WebTRACS, your WebTRACS calls will be forwarded to that number but it will not update your permanent information unless the change is received in writing.

Accepting Assignments

- If you accept a job in **the morning within 1½ hours of the job start time**, please contact the school before leaving to inform them that you have accepted the job (they may need to refresh their WebTRACS system to see that you have accepted the job).

Arrival Time

- Please **arrive at least 15 minutes** prior to your assignment.
- Call the school as soon as possible if you are delayed.

Cancelling Assignments

- If **you cancel a job it is your responsibility** to call the school and let them know that you have cancelled your assignment.

Days Unavailable

- Should you be unable to work for a day or more for any reason, make yourself unavailable on WebTRACS to avoid being removed from the central list.

Article 13.07 states:

(a) Long Term Unavailability

(i) An Occasional Teacher who will be unavailable for work for any period exceeding sixty (60) consecutive weekdays shall inform the Board, in writing, requesting a general unpaid leave of absence at least ten (10) weekdays in advance, whenever possible, of the first day of unavailability. Written notification of the unpaid leave requests shall be made to the Manager of Teacher Personnel.

(ii) Unpaid leave shall not exceed a period of two (2) consecutive years

(b) Short Term Unavailability:

An Occasional Teacher who is unavailable for work for periods less than sixty (60) weekdays, as identified on his/her profile, shall change his/her status to unavailable for that period. It is understood that situations may arise involving single-day unavailability for which the Occasional Teacher is unable to change his/her status to unavailable prior to being called for work.

(c) An Occasional Teacher who makes themselves unavailable in accordance with (a) or (b) above shall be retained on the Board's Occasional Teacher List in inactive status during the period of such unavailability, provided that such Occasional Teacher makes herself/himself available for assignment during the school year following the commencement of the period of unavailability.

- **Submit your request in writing to the Manager of Teacher Personnel. Please include the start and end date of your requested period of unavailability.**

Article 13.08 States:

The Occasional Teacher Roster shall be purged at the end of each school year as follows:

- (a) Occasional Teachers are required to accept at least the equivalent of fourteen (14) full days of work each school year in order to remain on the Occasional Teacher Roster.*
- (b) By February 1st, all Occasional Teachers shall receive notification from the Board reminding Occasional Teachers of their obligation identified in (a).*
- (c) For Occasional Teachers who access Article 13.07 (a)(i), the number of days required to work to remain on the Roster shall be prorated but shall not be less than the equivalent of seven (7) full days subject to the Occasional Teacher being available and offered that number of days of work.*
- (d) By July 30th, any Occasional Teacher who did not meet the requirements to remain on the Occasional Teacher Roster shall be notified in writing of his/her removal from the Occasional Teacher Roster.*

Changing Your Profile

During the months of **September and February**, The WebTRACS profile form will be made available on the homepage of WebTRACS. Should you wish to make changes to your current profile (i.e. school location, assignments) please complete this form, and submit it electronically, to the HR Portal Mailbox at dphrportal@dpcdsb.org.

- Article 13.02 (b) states: "During the months of **September and February**, except in extenuating circumstances, an Occasional Teacher may request changes to their profile in writing to the Teacher Personnel Department. The written request shall be accommodated within fifteen (15) working days.

Job Postings and Application

- All open positions are posted on the Apply to Education website
<https://dpcdsb.simplification.com/>
- **During the months of July & August all Long Term Occasional assignments are posted on the Apply to Education website for the following school year.**
- Apply to Education FAQs: <http://help.applytoeducation.com/>

Qualifications/Certification

- **Section 262 of the Education Act states that:**
"No person shall be employed in an elementary or secondary school to teach or to perform any duty for which membership in the College is required under this Act, unless the person is a member of the Ontario College of Teachers".
- The maintenance of good standing with the College of Teachers is an individual responsibility. Failure to do so will result in your **removal from any duties that require a teaching certificate.**
- For any additional information contact the Ontario College of Teachers @ (416) 961-8800.

Removal From Supply List

- If you wish to be removed from the Central Supply List, contact Teacher Personnel in writing or via email to dphrportal@dpcdsb.org.

Your professionalism and commitment to the Dufferin-Peel Catholic District School Board is greatly appreciated. Have a great year!

Sincerely,

Christine Romanick
Supervisor, HRIS
Human Resources Department

WebTRACS Registration

Dufferin-Peel Catholic District School Board uses an automated system called WebTRACS that integrates database records with telephone interactive voice response and browser-based technology.

Registration is a one time only function with WebTRACS. If you have previously held a position that used WebTRACS, there is no need to register again.

NOTE: Phone registration is required before you are able to access the web system

You will need your five (5) digit Employee Identification Number.

- Dial the WebTRACS phone number, (905)366-5640
- Enter your Employee ID# when you are prompted to enter your Access ID, followed by the star(*) key
- When the system asks for your PIN, enter your Access ID again, followed by the star (*) key
- You will be asked to record your name, press the star (*) key when done. Press 1 to accept the recording, Press 2 to re-enter the recording of your name
- Create your PIN. Enter the PIN you want to use followed by the star (*) key. The PIN must be numeric, and at least 6 digits in length

To access the web system:

- Open your Internet browser and access the WebTRACS site <https://dpcdsb.sfe.powerschool.com>
- Enter your Access ID (employee ID) and the PIN you just created over the phone for the password
- The system will prompt you to create a password. Your password must be a minimum of 8 characters, and include at least 1 letter and 1 number or special character

If you have any questions, please contact the WebTRACS team at:

DPHRTRACS@dpcdsb.org

or

(905)890-0708 extension 24166