



SUPPLY EMPLOYEE SIGN –UP INFORMATION

January 12, 2021

WELCOME

- Welcome the onboarding process for DDSB. Our names are Susan Dafoe, Yun Shetler and Janet Smith-Medeiros of the Employee Information Group within Human Resources. Please direct your questions to us regarding your employee personal file as follows:
- Susan Dafoe – employees with surnames beginning with A – K
- Yun Shetler – employees with surnames H-O
- Janet Smith-Medeiros– employees with surnames beginning with P-Z

GUIDELINES

Below you will find guidelines on how to complete the forms so you can be added to the HR System.

Its important that all documents are reviewed, signed and dated. **If a form is not signed and dated, we cannot add you to the system:**

1. Personal Information Form

- Please include your proof of name change if you have a different name from your photo I.D.

2. DDSB Direct Deposit Banking form

- The DDSB Form needs to be completed and returned with either a void cheque OR a direct deposit form from your banking establishment.

3. Social Media form

- Please sign and date form

4. DDSB Offence Declaration

- Please complete – sign and date and attach police receipt

GUIDELINES

3. TD1 (Federal Tax Form) and TD1ON (Provincial Tax Form)

Please fill in the following:

- *Last name, First name, Date of Birth, Address, Postal Code and Social Insurance Number*

Review the forms thoroughly and consult with a financial adviser if assistance is required. At a minimum the forms need to be completed as follows:

Working for **ONLY** the DDSB in the current tax year?

- TD1 - Line 1 and 13 must have, at the minimum, the basic personal amount– do NOT leave blank
- TD1ON - Line 10 must have, at the minimum, the basic personal amount – do NOT leave blank
- Do not tick off the box on the second page indicating more than one employer.

Working for **MORE** than one employer in the current tax year?

- TD1 – Line 13 must have a “0” – do NOT leave blank
- TD1ON - Line 10 must have a “0” – do NOT leave blank
- Tick off the box on the second page indicating more than one employer.

Sign and date with a current on both Forms

GUIDELINES CONT'D

4. Supply Teaching Availability and Qualifications Form

- Select the areas you are qualified in and the areas you want to work. The more areas selected – the more calls you will receive.
- Dispatch / SFE will send an email about call out system after we have added you to the HR System

5. QECO Statement of Evaluation

- If you already have your statement of evaluation, please send to your HR Associate to ensure you are paid accordingly to your qualification when you are in an assignment over 10 consecutive days.
- New teachers will need to start the application process with QECO (qeco.on.ca).
- Please note that once you obtain your statement of evaluation, you will need to forward this evaluation prior to **the last teaching day in December OR May 31st** . Please refer to the Collective Agreement for specific details.
- When you apply for an updated statement of evaluation you must provide your HR Associate with a copy of the Pending Letter advising us that you are in the process of being evaluated. Please refer to your Collective Agreement for further details.

GUIDELINES CONT'D

6. Previous Teaching Experience

- If you have previous teaching experience you are required to submit an experience verification letter from your previous employer which outlines whether your experience is supply, LTO or permanent.
- The letter of experience will need to indicate the start and end dates of position, position type (perm, LTO, supply) number of days worked, FTE, leaves taken, etc. This information must be broken up by school year.
- Email your HR Associate with a request for the Teachers previous experience template or you can submit a letter of experience from your previous employer with the required information. You must have been a certified teacher at the time of the experience.

7. Vulnerable Sector Check

- Scan your original Vulnerable Sector Check (must be recent within 6 months) to your HR Associate – address in the contact information.
- If you do not have your Vulnerable Sector Check yet, scan your receipt from your local Police division with your completed Offence Declaration. Its important to scan the original Vulnerable Sector Check to us as soon as it arrives.

CONTACT INFORMATION

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HR Associate-Employee Information

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JANET SMITH-MEDEIROS

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