

**Ministry of Education**

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**Ministère de l'Éducation**

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**2020: SB02**

**MEMORANDUM TO:** Directors of Education  
Senior Business Officials

**FROM:** Andrew Davis  
Assistant Deputy Minister  
Education Labour and Finance Division

**DATE:** March 24, 2020

**SUBJECT:** **Occasional Teacher and Casual Education Worker  
Payments**

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This memorandum is provided to share guidance on payments for occasional teachers and casual education workers during the current two-week closure period.

We recognize the importance of these workers to the functioning of our education system. School boards have raised questions regarding the cancellation of scheduled work, and questions regarding those staff that otherwise had expected to be available for work if not for these unforeseen circumstances. Some school boards have already made commitments in this regard, while others have been awaiting central direction, which this memo is intended to provide.

**Scheduled for Work**

Where occasional teachers or casual education workers were scheduled for work during the two-week school closure period, school boards are encouraged to pay these employees despite school board cancellation or other policies.

## **Salary Continuance**

Where occasional teachers or casual education workers were not scheduled for work during the two-week school closure period, school boards are encouraged to provide salary continuance for the two-week school closure period utilizing their Grants for Student Needs (GSN) funding to cover the costs that would have otherwise been expected to be incurred.

### *Calculation of Salary Continuance*

Based on precedent under the *Employment Standards Act, 2000*, it is suggested that school boards look at the average earnings from the previous twelve weeks and prorate that for the two-week closure.

Some school boards have already proceeded with similar measures, and in those circumstances, boards may not wish to change their methodology.

In either instance, it is suggested that school boards consider excluding the following to ensure that funds are targeted to the individuals intended:

- those that have left the employ of the school board;
- those now scheduled and being paid as a long-term occasional or contract employees; and
- those who are retired and receiving a pension.

Should the closure period be extended, school boards are asked to follow their collective agreement obligations. For those whose income may still be interrupted by the current extraordinary circumstances, the Ontario government is working with the federal government on a range of supports. Staff who may be affected by the current COVID-19 circumstances should access the range of income and employment supports, if eligible, that are being established by the federal and provincial government, including Employment Insurance. School boards should be prepared to issue Records of Employment to affected staff to assist them with accessing these supports.

Visit Ontario's [website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

### ***Original signed by***

Andrew Davis  
Assistant Deputy Minister  
Education Labour and Finance Division

c. Education sector unions