
STAFF – EMPLOYMENT RELATED - FAQ

1. During the Government-directed school closure period (March 23 – April 5, 2020, currently), will I be paid? What about my benefits/pension?

- Permanent 10- or 12-month employees will be paid during the closure period.
- Long-term Occasional ((LTO) or Long-term Assignment (LTA) employees with active contracts through the closure period will be paid. If you have an LTO/LTA contract that begins or ends during the closure period, you will only be paid for the portion of the closure period that you would have worked.
- Occasional, Supply and Casual employees, who have day-to-day assignments booked for dates during the closure period, will have their assignments cancelled in Smart Find Express (SFE). You are not required to be available during this period. The DDSB has, however, decided to average your hours over a 5-week period between February 3 and March 6, 2020, and will arrive at a reasonable estimate of average hours for you individually for the 2-week closure period. This amount will be paid to you on the April 23rd pay.
- Timesheet employees: Employees and managers should continue to submit electronic timesheets for those individuals who are paid according to timesheet submissions (LTOs, Continuing Education instructors, etc.) during the closure period.
- Benefits and pension: For those of you who are eligible for pension and benefits, there will be no change to this entitlement.
- Records of Employment (ROE): For those of you who will not receive pay during March Break and/or the closure period, automatic ROEs will be automatically submitted on your behalf to EI in early April to facilitate filing and access to funds that may be available through the Federal Government's Employment Insurance program.

2. I'm supposed to work at home during the closure period. What does that mean?

- Employees receiving pay from the DDSB are expected to be available to work during the closure period.



- As such, you are expected to check email and voicemail (if applicable) daily while you are working at home. If possible, these queries should be actioned. Instructions for accessing these two electronic resources are included with this communication.
- Some work is considered critical business and facilities support for the organization. If this work applies to you, your manager will advise.

3. Shall I just return to work at the regular time on April 6, 2020?

- The DDSB will follow Durham Region Public Health Department (DRPHD) protocols and recommendations regarding self-isolation following out-of-country travel, local health concerns and quarantine requirements.
- Please monitor DDSB email on a daily basis for system information and the DRPHD website <https://www.durham.ca/en/health-and-wellness/novel-coronavirus-update.aspx> for updates and continue to remain vigilant as you move within your community and elsewhere.
- The DDSB will take its direction regarding re-opening of schools and board services from the Ministry of Education and the Public Health Department.
- For those employees who rely on Smart Find Express (SFE) to accept assignments, please monitor the system as we near April 6, 2020, or any revised re-opening date as communicated. As we receive information confirming re-opening dates, SFE will be activated for assignment opportunities.

4. How will previously-booked leaves of absence, vacation etc be handled?

- We are presently reviewing all previously-booked vacation and leave requests for the school closure period. We will provide further updates on this matter in future communications. Should you want your leave request reviewed and are available to work, please contact your supervisor.
- Leaves beginning or ending during the closure period will be processed according to any approvals already provided. Where there is a change to an active work status during the closure period, compensation will be as per #1 outlined above.
- Any new request for leaves, either paid or unpaid, will be approved in accordance with respective collective agreements or employment terms and conditions. Such leaves are to be requested through the usual leave request process.

5. Sick and WSIB Absences, Modified Work Arrangements

- Sick leaves will continue as required during the period of closure and sick banks will be drawn upon accordingly. Medical documentation is required as requested and in accordance with collective agreements. Please send documentation via email where possible, to either shortterm.absence@ddsb.ca or to your assigned Ability Case Manager.



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- Staff who are already participating in or scheduled to begin a modified return-to-work program will have a hiatus during the closure and then continue or begin the accommodation once business has returned to usual. Please contact your Ability Case Manager if you have questions.
- Clearance and return-to-work meetings will be arranged once re-opening has been determined. Please monitor your DDSB email as these may be scheduled electronically during the closure period.
- WSIB leaves will continue in accordance with WSIB direction which will be communicated to those impacted as soon as a decision is communicated to the DDSB. If you are receiving pay direct benefits from the WSIB, please contact the WSIB for information.

6. Am I able to access my worksite during the closure?

- As communicated in a message sent to all staff on Friday, March 13, 2020, the DDSB Education Centre will be open on Monday, March 16th to allow staff to collect belongings and necessary items that will facilitate working at home. Staff are urged to arrive at work, consult with management, collect equipment and materials and leave the office as soon as reasonably possible on the 16th.
- Given the order from the Ministry of Education on the advice of the Medical Officer of Health, schools will not be accessible for the duration of the closure. Individual concerns that would constitute an emergency situation can be raised with your Principal.

7. I am scheduled for a mandatory training session during the closure period. What will happen now?

- Mandatory training will be rescheduled for a date after April 6, 2020. Keep your eyes on PD Place for new dates.

8. Can I apply for jobs while I'm not at work?

- Job postings may continue through the closure period, where necessary, and you may submit your application on line as always. Interviews will be deferred to after the closure period.

