



# **UTS TEACHER HANDBOOK**

**2025-2026**

# Table of Contents

|                                                                                                                                                |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <a href="#">INTRODUCTION.....</a>                                                                                                              | <a href="#">4</a>  |
| <a href="#">2025-2026 Important Dates and Closures.....</a>                                                                                    | <a href="#">5</a>  |
| <a href="#">UTS PAST and PRESENT.....</a>                                                                                                      | <a href="#">6</a>  |
| <a href="#">Our Mission: Making a Difference.....</a>                                                                                          | <a href="#">6</a>  |
| <a href="#">Our Vision: Academic Excellence.....</a>                                                                                           | <a href="#">6</a>  |
| <a href="#">Our Values: Community.....</a>                                                                                                     | <a href="#">6</a>  |
| <a href="#">Our Pillars.....</a>                                                                                                               | <a href="#">7</a>  |
| <a href="#">Employee Norms.....</a>                                                                                                            | <a href="#">8</a>  |
| <a href="#">Organisational Structure.....</a>                                                                                                  | <a href="#">9</a>  |
| <a href="#">Structure of University of Toronto Schools - Roles and Responsibilities.....</a>                                                   | <a href="#">9</a>  |
| <a href="#">School Accreditation and Membership.....</a>                                                                                       | <a href="#">10</a> |
| <a href="#">School Safety Plan.....</a>                                                                                                        | <a href="#">10</a> |
| <a href="#">Joint Health &amp; Safety Committee (JHSC).....</a>                                                                                | <a href="#">10</a> |
| <a href="#">WHO DOES WHAT.....</a>                                                                                                             | <a href="#">11</a> |
| <a href="#">Principal.....</a>                                                                                                                 | <a href="#">11</a> |
| <a href="#">Academic Leadership.....</a>                                                                                                       | <a href="#">11</a> |
| <a href="#">Administrative Leadership.....</a>                                                                                                 | <a href="#">13</a> |
| <a href="#">Operational Departments.....</a>                                                                                                   | <a href="#">16</a> |
| <a href="#">JOINING UTS.....</a>                                                                                                               | <a href="#">17</a> |
| <a href="#">UTS Bargaining Unit Teachers.....</a>                                                                                              | <a href="#">17</a> |
| <a href="#">Positions of Responsibility (PoR) 2025-2026.....</a>                                                                               | <a href="#">19</a> |
| <a href="#">Academic Department Coordinators.....</a>                                                                                          | <a href="#">19</a> |
| <a href="#">Program Directors and Coordinators.....</a>                                                                                        | <a href="#">19</a> |
| <a href="#">Teachers Onboarding Package (BU and LTO).....</a>                                                                                  | <a href="#">20</a> |
| <a href="#">Signing Up and Forms to Complete.....</a>                                                                                          | <a href="#">20</a> |
| <a href="#">Vulnerable Sector Screening Check (VSSC) Form</a>                                                                                  |                    |
| <a href="#">Completion of a VSSC is a condition of employment at UTS.....</a>                                                                  | <a href="#">20</a> |
| <a href="#">Mandatory Training/Certification.....</a>                                                                                          | <a href="#">20</a> |
| <a href="#">Orientation.....</a>                                                                                                               | <a href="#">22</a> |
| <a href="#">Teachers' Roles and Responsibilities.....</a>                                                                                      | <a href="#">22</a> |
| <a href="#">Attendance at Staff Meetings, Department Meetings, Student Late Start Periods, Professional Activity and Development Days.....</a> | <a href="#">22</a> |
| <a href="#">Work Schedule &amp; Absence Protocol.....</a>                                                                                      | <a href="#">23</a> |
| <a href="#">Reporting Absences and requesting Class Coverage.....</a>                                                                          | <a href="#">23</a> |
| <a href="#">Guidelines for Assigning On-Calls and Lunch Supervision.....</a>                                                                   | <a href="#">24</a> |
| <a href="#">On-Call and Lunch Supervision Allocation Guidelines.....</a>                                                                       | <a href="#">25</a> |
| <a href="#">Procedures for On-Call /Supply Assignments.....</a>                                                                                | <a href="#">26</a> |

|                                                                            |    |
|----------------------------------------------------------------------------|----|
| Long Term Absences Due to Health Reasons and Re-Entry Process.....         | 26 |
| Access to the Building and Car Parking.....                                | 27 |
| Access to building:.....                                                   | 27 |
| Parking.....                                                               | 28 |
| Dress code.....                                                            | 28 |
| Expense Reimbursement.....                                                 | 28 |
| REMUNERATION.....                                                          | 28 |
| Salary and wage payments.....                                              | 28 |
| Salary review process.....                                                 | 29 |
| Salary deductions.....                                                     | 29 |
| BENEFITS, LEAVES & PROFESSIONAL GROWTH.....                                | 29 |
| OVERVIEW:.....                                                             | 29 |
| Eligibility.....                                                           | 29 |
| Benefits Plan.....                                                         | 30 |
| Pension.....                                                               | 30 |
| University of Toronto Services.....                                        | 30 |
| Family & Employee Assistance Program.....                                  | 30 |
| Educational Assistance Program.....                                        | 31 |
| Professional Development Funds.....                                        | 32 |
| TRAVEL AND VEHICLE POLICY.....                                             | 33 |
| CODE OF CONDUCT & PROFESSIONAL BOUNDARIES.....                             | 33 |
| Conflict of interest.....                                                  | 33 |
| Interaction with students and parents outside of school premises.....      | 33 |
| Guidelines for Teachers with children enrolled at UTS.....                 | 34 |
| Confidentiality.....                                                       | 34 |
| Technology, Privacy and intellectual property.....                         | 34 |
| Dealing with Social Media, and other forms of media/giving interviews..... | 36 |
| Mobile phone use.....                                                      | 36 |
| LEAVING PROCEDURES.....                                                    | 37 |
| Return of company property.....                                            | 37 |
| Access to UTS email and network accounts.....                              | 37 |
| Exit Interviews.....                                                       | 37 |
| Teacher References.....                                                    | 37 |
| 11. Additional Supports & Resources.....                                   | 38 |

## INTRODUCTION

This handbook provides an overview of school policies and procedures, with specific focus on teaching staff. All school policies are subject to periodic updates throughout the year, as required to address evolving legislation and operational needs.

For a school-wide/All Staff overview of School Policies, please review the [2025-2026 Staff Handbook](#). For the most current information on policies, please visit the [Staff Portal](#). Please read the weekly Staff Updates, which are published on Friday. Thank you for staying engaged and informed!

If you have any questions regarding specific information provided in this handbook, please consult Human Resources.

## 2025-2026 Important Dates and Closures

A more comprehensive list is available at this [link](#).

| Dates                                  | Events                                                |
|----------------------------------------|-------------------------------------------------------|
| July 1, 2025                           | <b>Canada Day</b> - <i>School Closed</i>              |
| August 1, 2025                         | Early Closure                                         |
| August 4, 2025                         | <b>Civic Holiday</b> - <i>School Closed</i>           |
| August 26-28, 2025                     | PA/PD Days                                            |
| August 29, 2025                        | Early Closure                                         |
| September 1, 2025                      | <b>Labour Day</b> - <i>School Closed</i>              |
| September 2, 2025                      | AM: New Students in the building                      |
|                                        | PM: PD/PA and Staff Meeting                           |
| September 3, 2025                      | First Day of School                                   |
| October 10, 2025                       | PA/PD Day (no classes)                                |
| October 20, 2025                       | <b>Monday after Open House</b> - <i>School Closed</i> |
| October 13, 2025                       | <b>Thanksgiving Day</b> - <i>School Closed</i>        |
| November 7, 2025                       | <b>Fall Mid-Term Break</b> - <i>School Closed</i>     |
| November 10, 2025                      | <b>Fall Mid-Term Break</b> - <i>School Closed</i>     |
| December 19, 2025                      | <b>Last day of classes</b>                            |
| December 22, 2025<br>- January 2, 2026 | <b>Winter Holidays</b> - <i>School Closed</i>         |
| January 5 - 6, 2026                    | PA/PD Day (no classes)                                |
| February 13, 2026                      | <b>Winter Mid-Term Break</b> - <i>School Closed</i>   |
| February 16, 2026                      | <b>Family Day</b> - <i>School Closed</i>              |
| March 9 - 20, 2026                     | <b>March Break</b> - <i>(no classes)</i>              |
| April 3 - 6, 2026                      | <b>Easter Holidays</b> - <i>School Closed</i>         |
| May 18, 2026                           | <b>Victoria Day</b> - <i>School Closed</i>            |
| June 17, 2026                          | Final Assembly & Final Day for Students               |
| June 19 to 24, 2026                    | PA/PD Days (no classes)                               |

## UTS PAST and PRESENT

Established by the University of Toronto, in 1910 as a department of the Department of Education, University of Toronto Schools is today the only university co-educational Independent school in Canada that is based solely on merit and affiliated with a university. Our current Affiliation Agreement was signed in 2015 and will be in place until 2069. As part of our affiliation, UTS must add value to U of T. We do so by contributing to the University's Mission and Presidential priorities.

UTS enrolls approximately 675 students grades 7 through 12 and has a generous bursary program. UTS graduates are highly regarded by top universities and post-secondary institutions around the world. The ranks of our alumni include 57 Orders of Canada, 21 Rhodes Scholars, 18 Olympians, three ambassadors, and two Nobel Laureates.

UTS is located on the University of Toronto's St. George Campus. The school's affiliation with the University of Toronto offers our students and staff access to the University's considerable resources and extensive learning partnerships.

Our staff include 70 teachers, three social workers, 29 operations staff, 9 senior managers, and 7 academic administrators. UTS prides itself on being proactive and taking meaningful action to support the creation of a diverse and inclusive workplace. We are working to ensure that the voices leading our academic program and student life, reflect and understand the community we exist to serve.

To support our purpose of providing students with an educational experience that is world-class and instils a love of learning, we strive for excellence not only in the classroom, but in every facet of our school.

### Our Mission: Making a Difference

We ignite the brightest minds to make a difference in the world.

### Our Vision: Academic Excellence

To advance our longstanding tradition of academic excellence as a global leader in education, including through our affiliation with the [University of Toronto](#) and our partnership with the [Ontario Institute for Studies in Education](#).

### Our Values: Community

UTS has flourished since 1910 through enduring values and principles. To achieve excellence as students, staff, parents, alumni and as a school, we commit to be:

- respectful of each others' rights, differences and ideas.
- accountable for our actions, behaviours and words.
- honest and have integrity in our interactions individually and as a community.

## Anti-Racism, Equity, Diversity and Inclusion

We foster culture, curriculum, relationships and policies that support an anti-racist, equity-driven, diverse and inclusive school.

### Our Pillars

| Leading in Learning                       | Inclusion by Design                                                                                        | Belonging and Wellness                                                                                                                              | Impact with Integrity                                                       | Better Together                                                                                                 |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Drive excellence in teaching and learning | Create a place firmly grounded in human rights and respect, where all identities are valued and celebrated | Intentionally foster a positive school culture that develops students into healthy adults able to navigate the pursuit of achievement with wellness | Make a real difference, guided by empathy, integrity, ethics and leadership | Propel us to greater heights through collaboration, partnerships and affiliation with the University of Toronto |

## **Employee Norms**

### **Presume good intent**

- Trust the motives of colleagues
- Don't carry yesterday into today

### **Communicate thoughtfully and purposefully**

- Listen carefully
- Use email with discretion
- Use face to face communication for difficult or sensitive conversations

### **Be open, transparent, and truthful at all times.**

### **Be respectful, compassionate, and kind to one another.**

### **Encourage open dialogue and disagreement in private, and solidarity in public.**

### **Be accountable for our actions and responsibilities**

- Mistakes are OK and we should strive to own our mistakes and learn from them
- Respect deadlines

### **Show gratitude and recognize the contributions and accomplishments of others.**

### **Strive to be proactive and to avoid surprises.**

### **Strive to understand problems and to be constructive, focussing on solutions whenever possible.**

## Organisational Structure

All members of the School community are expected to be courteous and considerate, use appropriate language and behaviour, and show respect for the rights and property of others. Each member of the School, including the Board of Directors, Principal, the school's Senior Leadership Team, teachers, and operations staff have specific roles and responsibilities that they are required to meet on an everyday basis to students, parents, fellow employees and other stakeholders.

### Structure of University of Toronto Schools - Roles and Responsibilities

UTS comprises two not-for-profit corporations; the UTS Foundation operates under the auspices of the Trustees who safeguard the endowment investments. The UTS Board of Directors hires the Principal of the School, oversees the strategic vision of the school and is responsible for its financial well-being.

The **Principal**, supported by the **Deputy Principal** hires the Leadership Team and takes a leadership role in the daily operation of the School and provides this leadership by:

- (i) demonstrating care and commitment to academic excellence, and a safe teaching and learning environment;
- (ii) holding everyone under their authority accountable for their behaviour and actions; and
- (iii) communicating regularly and meaningfully with all members of the School community.

The **Senior Leadership Team (SLT)** is composed of two operational groups; the *Academic Leadership Team (ALT)* led by the Deputy Principal and the *Business & Operations Leadership Team (BOLT)* which reports to the Principal.

Members of both groups take varying leadership roles in the daily operation of the School, in accordance with their respective job descriptions, and work collaboratively to provide this leadership by:

- (i) demonstrating care and commitment to professional excellence, and a safe teaching, working and learning environment;
- (ii) holding everyone under their authority accountable for their behaviour and actions; and
- (iii) communicating regularly and meaningfully with all their direct and indirect reports, as well as team members, and members of the School community as needed from time to time.

**School Staff** is composed of *Teachers* and *Operational Staff*. Teachers in continuing positions are members of the UTS-OSSTF Bargaining Unit ("the B.U."), Teachers on one-year appointments are not members of the B.U. Operational Staff is divided into roles that are unionized with United Steelworkers, and non-unionized Confidential and managerial positions.

Working under the leadership of, and in collaboration with the School Principal and the Senior Leadership Team, School Staff maintain order in the School and are expected to hold everyone to the highest standard of respectful, professional and responsible behaviour. As role models, employees uphold these high standards when they:

- (i) help students work to their full potential and develop their self-worth;
- (ii) communicate regularly and meaningfully with parents and guardians;
- (iii) maintain consistent standards of behaviour for all students;
- (iv) demonstrate respect for all students, staff and parents/guardians; and
- (v) prepare students for the full responsibilities of citizenship.

For an overview of the school's organisational structure please refer to [this link](#).

## School Accreditation and Membership

UTS is accredited by the Ontario Ministry of Education and is a member of the Canadian Accredited Independent Schools (CAIS). It also holds membership in the Conference of Independent Schools of Ontario (CIS Ontario), and the International Association of Laboratory Schools (IALS). UTS receives no provincial funding. Our operating budget and endowment funds are funded entirely by tuition fees and the generous donations of alumni, parents, staff and friends of UTS who support our endeavours.

## School Safety Plan

UTS has a comprehensive School Safety Plan in place. The Plan is outlined in the [Emergency Preparedness and Crisis Management Manual](#). The Manual covers Emergency Contacts; Crisis Management (including fire drills, evacuation and lockdown; Policy and Procedures for Preventing, Identifying and Investigating Harassment, Abuse and Violence; Risk Management, Pandemic Planning and Disaster Recovery. The Plan is a guideline for the Principal of the School or their designate(s).

The school has a full-time nurse on staff to attend to any incidents requiring quick medical attention. First Aid boxes are located in Student Services, the Main Office, Staff Room (3rd floor), PhysEd, and other school locations. Automated External Defibrillators (AEDs) are located outside the **Ridley Fitness Centre**, the **McIntyre Gym**, and at the Huron entrance doors on floors *L1 through 3*.

## Joint Health & Safety Committee (JHSC)

Consistent with the Occupational Health & Safety Act, the School has a Joint Health & Safety Committee composed of representatives from teaching staff (represented by OSSTF bargaining unit teacher), operations staff (represented by USW bargaining unit employees) certified members of management and the School Nurse. The JHSC meets regularly and inspects school premises in accordance with the OHSA, and presents its year-end report to the UTS Board every December.

## WHO DOES WHAT

| <b>Principal</b>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                                                                                                                                                                            | <b>Role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Dr. Leanne Foster</b>                                                                                                                                                                                                                               | <b>Principal</b> <ul style="list-style-type: none"> <li>• Strategic Oversight</li> <li>• Board Relations</li> <li>• Overall management of school operations</li> <li>• University of Toronto Affiliation</li> <li>• Research and Innovation</li> <li>• Eureka! Research Institute@UTS</li> <li>• CAIS Accreditation 2024-2025</li> </ul>                                                                                                                                                                                                     |
| <b>Academic Leadership</b>                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Name</b>                                                                                                                                                                                                                                            | <b>Role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Dr. Kim Tavares</b>                                                                                                                                                                                                                                 | <b>Deputy Principal</b> <ul style="list-style-type: none"> <li>• Oversight of Academic Programming, and AEDI</li> <li>• Oversight of co-curricular and extra-curricular programs</li> <li>• Oversight of all academic staff, including hiring and performance management</li> <li>• Oversight of Administrative Coordinator to Heads of Middle and Senior School</li> </ul>                                                                                                                                                                  |
| <b>Garry Kollins</b><br>Admin Liaison for: <ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Music Director</li> <li>• Experiential Education Coordinator</li> <li>• Robotics</li> <li>• Math Co-curricular Coordinator</li> </ul> | <b>Vice Principal, Student Life</b> <ul style="list-style-type: none"> <li>• Co-curriculars including athletics, clubs &amp; societies</li> <li>• Co-curricular Field Trips/ Travel/ Risk Management</li> <li>• Experiential Learning (Outdoor Ed)</li> <li>• Major Student Events</li> <li>• UTSAALiaison</li> </ul>                                                                                                                                                                                                                        |
| <b>Jenny Pitt-Lainsbury</b> <ul style="list-style-type: none"> <li>• Languages Student Exchange</li> </ul>                                                                                                                                             | <b>Vice Principal, Academic Operations</b> <ul style="list-style-type: none"> <li>• Main Office</li> <li>• Safe Schools</li> <li>• Emergency Preparedness (fire, lock-down drills)</li> <li>• School Opening and School Closing</li> <li>• School Calendar - daily/weekly/monthly/yearly schedules/events and related communications</li> <li>• Coordinates/Chairs Staff meetings</li> <li>• Scheduling and Room Allocation</li> <li>• On-calls and supply teaching assignments</li> <li>• Hiring of Supply Teachers and Proctors</li> </ul> |

|                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tigist Amdemichael</b><br>Admin Liaison for all Academic Department Coordinators                                             | <b>Dean of Academics</b> <ul style="list-style-type: none"> <li>• Responsible for the development and implementation of the school's vision for teaching, learning and curriculum</li> <li>• Assessment &amp; Reporting</li> <li>• Academic Course Calendar</li> <li>• Ministry of Education /inspection</li> <li>• TPA/Teacher support</li> <li>• Parent/Teacher Interviews</li> <li>• Advanced Placement (Curricular)</li> <li>• ISA Tests</li> <li>• New Teacher Orientation and Onboarding</li> <li>• Teacher Professional Learning</li> <li>• Oversight of Science Lab Tech and Library Tech.</li> <li>• Oversees Department Coordinator Meetings</li> <li>• Timetabling</li> </ul> |
| <b>Dr. Nancy Dawe</b><br>Admin Liaison for: <ul style="list-style-type: none"> <li>• Student Services</li> </ul>                | <b>Dean of Students</b> <ul style="list-style-type: none"> <li>• Student Services: social &amp; emotional support; educational counselling; meeting the needs of all learners, including ESPs</li> <li>• Accommodations</li> <li>• Attendance issues/ Work Completion</li> <li>• Guidance and Career Studies</li> <li>• Post-secondary counselling</li> <li>• Student wellness Team (Social Work and School Nurse)</li> <li>• Extended Absences</li> <li>• Support for Elite Athletes and Performers</li> </ul>                                                                                                                                                                          |
| <b>Jill Strimas</b><br>Admin Liaison for: <ul style="list-style-type: none"> <li>• Debate</li> <li>• Public Speaking</li> </ul> | <b>Head of Senior School (M4-S6)</b> <ul style="list-style-type: none"> <li>• Student <u>Code of Conduct</u> and student discipline</li> <li>• Student Attendance</li> <li>• Academic Discipline</li> <li>• Student Council</li> <li>• Global Citizenship Program</li> <li>• Student Government/ Mentorship</li> <li>• Digital Citizenship</li> <li>• International Partnerships</li> <li>• Curricular trips (senior grades)</li> <li>• UTSPA Summer Experiential Program</li> <li>• Curriculum, Assessment &amp; Pedagogy Implementation</li> </ul>                                                                                                                                     |
| <b>Royan Lee</b>                                                                                                                | <b>Head of Middle School (F1-M3)</b> <ul style="list-style-type: none"> <li>• Student <u>Code of Conduct</u> and student discipline</li> <li>• Student Attendance</li> <li>• Academic Discipline</li> <li>• Digital Citizenship</li> <li>• Curricular trips (Middle School)</li> <li>• Supports Summer Camps and Summer Credit Courses</li> <li>• Curriculum, Assessment &amp; Pedagogy Implementation</li> </ul>                                                                                                                                                                                                                                                                        |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dr. Kim MacKinnon</b>         | <b>Director of the Eureka! Research Institute@UTS</b> <ul style="list-style-type: none"> <li>Oversees the work of the Eureka! Research Institute@UTS, including facilitation of membership and reporting to the Eureka! Advisory Board.</li> <li>Develops and supports direct research-practice partnerships with the University of Toronto and the OISE Master of Teaching Program for UTS.</li> <li>Responsible for the development and management of the Co-design Innovation Fund (CDIF).</li> <li>Oversight of applications to conduct research at UTS from the University of Toronto, and other universities (ethical reviews).</li> <li>Works in partnership with the Head of Innovation &amp; Research to develop and support internal school-based research initiatives, including strategic program development inquiry, as well as practitioner-based inquiry.</li> <li>Represents UTS in research-to-practice organisations (e.g., IALS, CSSE, AERA).</li> </ul> |
| <b>Nasreen Khan</b>              | <b>Head of AEDI &amp; Outreach</b> <ul style="list-style-type: none"> <li>Access and Outreach programming</li> <li>New Student Integration</li> <li>Curricular and Co-Curricular program support related to AEDI &amp; Outreach</li> <li>Supports multi-year curricular program review and innovation</li> <li>Supports Summer Outreach programs</li> <li>Student Code of Conduct violations related to AEDI</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Administrative Leadership</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Duncan Buttenshaw</b>         | <b>Chief Financial Officer</b> <ul style="list-style-type: none"> <li>Oversees School Finances</li> <li>Oversees the Finance Department</li> <li>School budget/cash flow</li> <li>CapitalBudget Management</li> <li>Risk assessment</li> <li>Manages school banking and school credit cards</li> <li>Sets Up and monitors department budgets</li> <li>UTS Foundation and UTSA accounting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Martha Drake</b>              | <b>Executive Director, Advancement</b> <ul style="list-style-type: none"> <li>Oversees alumni relations, fundraising, advancement communications and UTS community engagement to support and implement UTS strategy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <ul style="list-style-type: none"> <li>• Responsible for school relationship with UTSA.</li> <li>• UTSPA Liaison</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Lily McGregor</b>    | <b>Chief People Officer</b> <ul style="list-style-type: none"> <li>• Human Resources               <ul style="list-style-type: none"> <li>◦ Organisation and oversight of staffing</li> <li>◦ Staff policies and procedures (relating to employment at UTS)</li> <li>◦ Workplace Complaints</li> <li>◦ Labour Relations</li> <li>◦ All employment contracts</li> <li>◦ Pay Equity/Job Evaluation</li> <li>◦ Job descriptions and job postings</li> <li>◦ Hiring procedures</li> <li>◦ Benefits administration</li> <li>◦ Health &amp; Safety</li> <li>◦ Privacy policies</li> </ul> </li> </ul>                                                                                                                                                                      |
| <b>Kara Lysne-Paris</b> | <b>Director of Marketing &amp; Communications</b> <ul style="list-style-type: none"> <li>• Oversees the Communications Department - including support for school internal/external communications needs.</li> <li>• Supports the implementation of the UTS strategic plan through alignment of the school's brand, communications strategy and market positioning</li> <li>• CAIS Accreditation Visit Lead</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>Julie Martin</b>     | <b>Director, Facilities &amp; H.R. Services</b> <p><b>Facilities/Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Oversees Day-to-day school facilities services</li> <li>• Primary Liaison with ACML</li> <li>• Liaises with U of T campus Police re: security issues and back-up/additional security</li> <li>• Additional security for large events</li> <li>• Application of Health &amp; Safety procedures/repairs</li> <li>• Events - oversight and budget relating to event catering, rentals and technical needs (Theatre Tech)</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Tracking of all staff attendance</li> <li>• Benefits and Pension enrollment/cancellation</li> <li>• Payroll</li> </ul> |
| <b>Jai Pandey</b>       | <b>Director of IT Services</b> <ul style="list-style-type: none"> <li>• Oversees all UTS IT needs - IT day-to-day functions as well as special projects.</li> <li>• Provides high level technical and software support to ensure that all UTS computer systems are kept</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <p>at the highest level of functionality and accessibility for all client groups</p> <ul style="list-style-type: none"> <li>• Supports smooth integration into the classroom and academic program.</li> <li>• Responsible for the security of the school's IT/media network</li> <li>• Ensures that network capacity meets administrative and academic needs</li> <li>• Provides ongoing IT support to all stakeholders with access to UTS IT/Media systems</li> <li>• Provides direction to IT technicians with respect to equipment and software setup protocol</li> </ul>      |
| <b>Charline Wan</b> | <p><b>Director of Admissions</b></p> <ul style="list-style-type: none"> <li>• Responsible for Strategic Enrollment Management</li> <li>• Develops and implements Admissions strategy, with specific focus on including recruitment of historically underrepresented families</li> <li>• Organises Admissions and outreach events, including Open Houses</li> <li>• Works with Communications to develop and execute an admissions marketing strategy</li> <li>• Supports the integration of new students and families</li> <li>• Works to achieve high retention rates</li> </ul> |

For an overview of the school's organisational structure please refer to this [link](#).

## Operational Departments

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advancement</b><br>Room 250                 | Serves UTS by "advancing" the strategic plan through alumni and parent relations, fundraising, and community outreach. Advancement has UTS merchandise, too! If you have any alumni news, or an opportunity to engage alumni or parents, please email: <a href="mailto:advancement@utschools.ca">advancement@utschools.ca</a>                                                                                                                                                                        |
| <b>Communications</b><br>Room 256              | The Communications team is responsible for the UTS brand, visual, digital and print communications and ensuring our constituents receive prompt, accurate and informative communications about the school. The Communications Department manages all school social media channels, as well as the UTS website and weekly updates to staff and parents. If you have any news that you would like to share, please email: <a href="mailto:communications@utschools.ca">communications@utschools.ca</a> |
| <b>Facilities</b><br>Room L-127                | The Facilities team manages all UTS facility needs, as well as the coordination of school events. Please email the <a href="#">Facilities team</a> for items that are health & safety, building or security related. e.g. a spill in the hallway, a request for keys, or an individual who doesn't belong. Important contact information can be found <a href="#">here</a> .                                                                                                                         |
| <b>Finance</b><br>Room 118 - West Wing         | The Finance Team manages all day-to-day accounts payable and receivable are also managed through the finance department. These include all expense reimbursements and most purchasing requests, as well as departmental budgets. You can reach the Finance Team at: <a href="mailto:accounts.payable@utschools.ca">accounts.payable@utschools.ca</a>                                                                                                                                                 |
| <b>Human Resources</b><br>Room 119 - West Wing | Human Resources all staff attendance items and related functions in ADP. In addition, you can reach out to <a href="#">UTS HR</a> for employment letters, pay information, benefits and pension enrollment and leave questions. Any issues relating to working conditions should be addressed directly to <a href="#">Lily McGregor</a> (Chief People Officer).                                                                                                                                      |
| <b>IT</b><br>Room 245                          | The IT department handles all UTS network needs, hardware, software and technical support to staff and visiting members of the community. The IT department also handles all school phone accounts (including cell phones). For more information relating to your IT needs, please visit the <a href="#">IT site</a> or email <a href="mailto:it@utschools.ca">it@utschools.ca</a> .                                                                                                                 |

## JOINING UTS

### UTS Bargaining Unit Teachers

All UTS employees are guided by the School's policies and procedures which are consistent with the Ontario Human Rights Code, Occupational Health & Safety Act, Ministry of Education guidelines, as well as prevailing legislated guidelines relating to schools and workplace conduct. UTS teachers in continuing positions are unionized with the Ontario Secondary Schools Federation (OSSTF District 34). Their employment is guided by their collective agreement and the Ontario College of Teachers Standards of Practice.

#### The UTS BU membership includes an Executive body comprised of:

**President:** Alan Kraguljac

**Vice President:** Kishon Thaveswaran

**Chief Negotiator:** Adam Gregson

**Secretary:** Andrea Stoeckl

**Treasurer:** David Cope

**Equity, Anti-Racism & Anti-Oppression Officer:** Ronell Matthews (Interim for 2025-26)

The BU President is the official representative and spokesperson of the BU in all matters. Accordingly, the President consults with the BU Executive on any CA matters that require mutual consent between the school administration and the BU. The President also assumes the role of Grievance Officer and is an Ex-Officio member of all bargaining unit committees.

Members of the Executive are voted into positions each year at the AGM; terms are only 1 year and can be renewed by re-election. Their role is to:

- ensure that the school follows the CA and that policies are applied correctly and consistently;
- support colleagues and improvement of workplace and community,
- facilitate and promote communication and organization across BU members on common issues related to the Collective Agreement and working conditions.

To support these objectives, the BU selects representatives to participate in the following Joint Committees:

**Joint Health & Safety Committee (JHSC):** Comprised of two members of management (Chief People Officer and the Director of Facilities); a representative of the USW BU, a representative of the OSSTF BU and the School Nurse. The JHSC investigates Health and Safety complaints raised by employees and issues flagged by UTS Facilities. Members of the JHSC carry out inspections of all spaces in the UTS building (371 Bloor West) that are accessible to UTS.

**Staffing Advisory Committee (SAC):** Composed of two members of the Academic Administration and two members of the OSSTF BU (elected for two-year terms staggered between the two members. The Chief People Officer serves as an ex-officio member of the SAC with observer status. The SAC functions as an advisory body to the Principal. The SAC is committed to the principle of an equitable distribution of workload.

**Committee of Common Concerns (CCC):** Comprising two members of the Administration, and two members of the OSSTF BU. The CCC is a consultative body. It discusses issues of concern to either UTS or BU - These are issues that typically pertain to strong majority of BU members (ie. PTIs, Timetable, Parent Challenges, Administration Procedures).

**PD Committee:** Comprising two Administrators, including the Dean of Academics, and two members of the OSSTF BU. The PD Committee ensures that the draft PD schedule is

communicated two weeks before the planned PD days, and that PD is aligned with UTS' strategic priorities.

The OSSTF also selects a Collective Bargaining Committee (CBC) to negotiate on behalf of the BU, and a Cheers & Tears Committee to help celebrate joyous occasions and support BU members through difficult times. Teachers looking for more information regarding the OSSTF BU should contact Alan Kraguljac at [alan.kraguljac@utschools.ca](mailto:alan.kraguljac@utschools.ca).

## **Positions of Responsibility & Department Coordinators (PORs)**

Positions of Responsibility (PoRs) are positions of academic and program leadership held by Teachers who are members of the Bargaining Unit. Positions of Responsibility may be department-focused or attached to a school-wide, interdepartmental or a department-specific program, and work in partnership with the Principal and the Administration to accomplish the school's Vision and Mission and strategic objectives, including supporting school plans for continuous program improvement and improvement of student life.

- Some PORs have terms (ie. three years) while others are continuous
- PORs are leadership roles, however, PORs are not manager positions and do not have direct reports.
- Teachers holding PoRs can advise / suggest / guide - but cannot direct.
- DCs can report incompleteness of core task (ie. ministry documents if necessary - not an adverse report).

A full list of PoR appointments for the 2025-2026 is available on the next page.

For more information regarding PoR roles and responsibilities please refer to **Article 18** in the [UTS-OSSTF Collective Agreement](#).

## Positions of Responsibility (PoR) 2025-2026

### Academic Department Coordinators

|                                 |                           |
|---------------------------------|---------------------------|
| Canadian & World Studies        | Mike Farley               |
| English                         | James Campbell            |
| Expressive Arts (Drama & Music) | Melissa Shaddick          |
| Expressive Arts (Visual)        | Janet Williamson          |
| Innovation Lab                  | Natalie (Nat) Cannistraro |
| Health & Physical Education     | Victoria Miliucci         |
| Languages                       | Chris Carswell            |
| Library                         | Rebecca Courtney          |
| Math/Computer Science           | Matthew DeClerico         |
| Science                         | Marisca Vanderkamp        |
| Student Services                | Munira Lila               |

### Program Directors and Coordinators

|                                          |                      |
|------------------------------------------|----------------------|
| Athletic Director                        | Virginia Ki          |
| Debate Program Director                  | Allison Dickson      |
| Director, Global Citizenship Programs    | Richard Cook         |
| Math Co-Curriculars Coordinator          | Adam Gregson         |
| Music Director                           | Lyriss Pat           |
| Director, University Counselling         | Dr. Andrea Stoeckl   |
| Director of AI Integration               | Adnan Zuberi         |
| Robotics Program Director                | Owain Jones          |
| Public Speaking Coordinator              | Nkechinyem Oduh      |
| Biology & Jr Science Program Coordinator | Elizabeth Strazinsky |
| Chemistry Lab Coordinator                | Bryan Balkisoon      |

## Teachers Onboarding Package (BU and LTO)

### Signing Up and Forms to Complete

Your letter of offer will be followed by a package of documents including:

- Your Canada Life Benefits booklet
- Documents containing information relating to working conditions:
  - **UTS-OSSTF C.A.** for teachers in continuing staff appointed positions
  - **Overview of Benefits** for LTO Teachers

Once you've completed and accepted your letter of offer, UTS HR will contact you to complete the following forms and information. The forms must be completed as soon as possible and returned to UTS HR in order to ensure proper payroll, pension and benefits setup. We will need your:

- Hire forms covering personal and bank account details
- completed tax form
- emergency information form (Google Form - online)
- Benefits and Pension Forms (pending eligibility)

You will also receive:

- Instructions for ADP login information and instructions
- Office assignment and key/fob info
- UTS network login information and laptop info (from IT)

### Vulnerable Sector Screening Check (VSSC) Form

#### **Completion of a VSSC is a condition of employment at UTS.**

- You will receive a Vulnerable Sector Screening Check Form and a UTS cheque payment for you to mail to Toronto Police. You will need to bring in the completed form when you receive it back. If you need to undergo additional screening (e.g. fingerprinting) please contact UTS HR at [utshr@utschools.ca](mailto:utshr@utschools.ca)
- All staff must resubmit for a VSSC every five years.

### Mandatory Training/Certification

- **Online HR modules** Before you begin your employment at UTS you will receive a link through HR Downloads to mandatory training to be completed within 30 days of hire, or before. The training modules are online, and include:
  - AODA Customer Service Standards Training
  - IASR: Information and Communications Standards and Employment Standards Training
  - Occupational Health & Safety Awareness Training for Workers (Ontario)
  - Bill 13: Creating Safer, Accepting, and More Inclusive Schools Training
  - Workplace Violence and Harassment Training for Employees (Ontario)
  - WHMIS 2015 Training Comprehensive (Immersive)
- **Policies and Procedures**  
The following school policies and procedures will be included with your onboarding package for you to review:
  1. [Anti-Nepotism Policy](#)
  2. [Anti-Racism, Equity and Inclusion Policy](#)
  3. [Acceptable Use of Technology - Staff](#)
  4. [Criminal Record Checks](#)
  5. [Employee Code of Conduct](#)

6. [Disconnecting from Work Policy](#)
7. [Guidelines with Respect to Reporting and Addressing Racism, Discrimination and Harassment](#)
8. [Guidelines on Texts and Resources Including Discriminatory Slurs & Epithets](#)
9. [Mobile Device and Laptop Policy](#)
10. [Mobile Work Phone Policy and Procedures](#)
11. [Policy & Procedures with Respect to suspected Sexual Misconduct](#)
12. [Policy with Respect to Alcohol and Drugs in the Workplace](#)
13. [Privacy Policy - Staff](#)
14. [Privacy Policy Covering the Collection and Security of Personal and Electronic Information](#)
15. [Reporting Abuse and Neglect of Students](#)
16. [Social Media Online Content](#)
17. [Social Media Procedures for School Operated Accounts](#)
18. [Staff Intellectual Property Policy](#)
19. [Vacation and Leave of Absence Policy](#)
20. [Workplace Harassment Policy](#)
21. [Workplace Harassment Procedures](#)
22. [Workplace Violence Policy](#)
23. [Workplace Violence Procedures](#)

- **First-Aid / CPR certification.**

In order to meet the highest standards for duty of care, we need to adhere to safety procedures that include the training of school staff in CPR and First Aid.

New staff member with a current Emergency First Aid & CPR/AED Level C certificate, please forward it to Human Resources. If you do not have a current EFA&CPR/AED Level C certificate, you will be required to undergo the certification at UTS, at the next available date. These are usually offered in August, October/November, and June.

Staff also have the option of getting their certification off-site. Staff will be reimbursed for offsite courses provided they submit their certificate and payment receipt to Human Resources.

Please see the link below for a training facility close to the school. You may choose an alternative location if it is more convenient.

[Toronto First Aid-CPR/AED Training Courses](#) or [Lifesaving Society](#) which covers many municipalities across Ontario.

**Teachers who do not complete their First Aid & CPR/AED Level C cannot supervise students on overnight trips.**

- **Mandatory Certification and Recertification/Training**

- Workplace Harassment & Workplace Violence refresher is mandatory.

This online refresher module must be completed on an annual basis, to comply with the Occupational Health & Safety Act of Ontario.

- First-Aid / CPR re-certification must be completed every three (3) years.
- WHMIS training must be completed every three (3) years. It will coincide with the timing of your First-Aid/CPR recertification.

For further information regarding any of the above, please contact UTS Human Resources.

## Orientation

Your orientation is coordinated by the **Dean of Academics**. This includes:

- New Teacher Orientation prior to the school year
- Human Resources onboarding (HR modules, ADP registration, VSSC, payroll setup)
- Laptop, fob, email and network setup by IT Services

You will also receive access to:

- **Staff Portal** (policies, resources, updates)
- **UTS email and communication tools**

## Teachers' Roles and Responsibilities

As a UTS teacher, your professional conduct and teaching are held to the highest standards, guided by:

- The **Ontario College of Teachers (OCT)** Professional Code of Conduct
- UTS policies aligned with **CAIS best practices**

**You are expected to:**

- Deliver intellectually stimulating, inclusive, and accessible instruction
- Support co-curricular and student wellbeing initiatives
- Participate in research, mentorship, and school innovation
- Attend key events: Open House, Curriculum Night, Graduation, PA/PD days, and staff meetings

Please consult the [Academics Page](#) on the UTS Staff Portal, for detailed information about UTS Academic Policies, Assessment Processes, Assignment Calendars, Reporting and PTIs, and Parent Teacher Communications.

## Attendance at Staff Meetings, Department Meetings, Student Late Start Periods, Professional Activity and Development Days

100% FTE teaching staff are expected to attend all staff meetings, student late start periods, department meetings, professional development (PD) and professional activity (PA) days.

Teachers who are 100% FTE and have coaching or other duties that conflict with attendance at staff meetings, student late start periods, PA or PD days, should follow the steps below.

Teachers who are not 100% FTE and are not scheduled to be on site the day of staff meetings, student late start periods, or on PA/PD days should follow the steps below and/or speak with the Dean of Academics to discuss alternate arrangements.

For Special Schedule Days (e.g. House Island Day, National Day for Truth and Reconciliation) staff who are 60% and more FTE are required to attend and participate in the events of the day, if they are scheduled to be in onsite on those days.

All Teachers, regardless of their FTE, should ensure they remain up-to-date on information and responsibilities shared at staff and department meetings, student late starts, PA or PD day even if they have to be absent.

If you are unable to attend, please:

1. Advise the Vice Principal, Academic Programs [Jenny-Pitt Lainsbury](#) and your Department Coordinator that you will be absent.
2. After the meeting, students late start, PA or PD, connect with your Department Coordinator and, if necessary, the Dean of Academics to ensure you have all information and are aware of all of the responsibilities shared at the meeting.

## Work Schedule & Absence Protocol

- **Work Year:** Covers 187 work days
- **Daily Hours:** 8:30 a.m. – 4:00 p.m.

Teachers with a 100% Full Time Equivalent (FTE) timetable (5 teaching sections), will ideally be on school premises from 8:30 a.m. to 4:00 p.m., and must be present in their Period 1 classroom at least 15 minutes prior to the commencement of class.

Teachers with less than 100% FTE are expected to be on school premises at least 15 minutes before their scheduled classes in accordance with their approved timetable.

- **Regular Class Schedule:**

| Regular Day             | 70 Minute Classes     |
|-------------------------|-----------------------|
| 8:45 a.m. - 9:55 a.m.   | Period 1 (70 minutes) |
| 10:00 a.m. - 11:10 a.m. | Period 2 (70 minutes) |
| 11:15 a.m. - 12:25 p.m. | Period 3 (70 minutes) |
| 12:25 p.m. - 1:15 p.m.  | Lunch (50 minutes)    |
| 1:20 p.m. - 2:30 p.m.   | Period 4 (70 minutes) |
| 2:35 p.m. - 3:45 p.m.   | Period 5 (70 minutes) |

For a detailed schedule covering Assembly days, late start days and other special days, please refer to this [LINK](#).

## Reporting Absences and requesting Class Coverage

Except for co-curricular absences, Teachers must log their absences in ADP. A medical note is required to support absences that are longer than 5 days, due to medical issues. Long Term absences due to a medical condition are addressed by UTS Human Resources (please review *Long Term Absences Due to Health Reasons and Re-Entry Process - pg 26*)

**Planned Absences:** Teachers who know that they will be absent from work two or more days in advance of their absence are asked to:

1. Submit their absence request in ADP (unless the absence is due to covering a co-curricular activity)
2. Complete all coverage requests on the UTS Data Hub, **and** email [teacherabsences@utschools.ca](mailto:teacherabsences@utschools.ca). Lesson plans should be added to the coverage request on the Data Hub before 7 a.m. on the day of the absence. Phys Ed Teachers should ensure that [OPHEA guidelines](#) are followed when submitting lesson plan information for supply teachers.

3. Fill out and submit any additional forms and documentation required (ie., Short-term Leave or PD application form).

**Unexpected Absences:** Teachers who experience sudden illness, or a personal emergency the day before, or the morning before the school day, are asked to:

1. Submit their absence requests in ADP.
2. Complete all coverage requests on the UTS Data Hub, **and** email [teacherabsences@utschools.ca](mailto:teacherabsences@utschools.ca). *Teachers are encouraged to do this the night before rather than waiting till the morning of the absence in cases of illness.*
3. Lesson plans should be added to the coverage request on the Data Hub (before 7 a.m. on the day of the absence). Phys Ed Teachers should ensure that [OPHEA guidelines](#) are followed when submitting information for supply teachers.
4. Send materials for photocopying to the Department Coordinator or another department member who can deliver them to
5. the Main Office.

**Emergency Absence:** Teachers who are at school and must leave unexpectedly due to sudden illness or emergency, should:

1. Submit their absence requests in ADP as soon as possible.
2. Email [teacherabsences@utschools.ca](mailto:teacherabsences@utschools.ca) (preferred), and/or call the Main Office at 416-978-3212, and/or let the Main Office know in person that you will be leaving and the classes/ on-calls that need support.
3. Teachers who have an emergency supply lesson can bring the lesson, or email the lesson to the Main Office; if not, the Main Office will arrange an emergency on-call teacher to supervise the class.

For more information regarding procedures supporting teacher absences, please visit the Staff Portal page [Teacher Absences - Supply/On-Calls](#)

**Lates:** Teachers who are late arriving at their class must:

1. Notify the Main Office as soon as they know that they will not be able to arrive at their class on time by emailing [teacherabsences@utschools.ca](mailto:teacherabsences@utschools.ca) (preferred), and/or calling the Main Office at **416-978-3212**.
2. Teachers who are late should not try to secure last minute coverage for their classes by reaching out to colleagues and requesting that they cover their classes in their absence. All coverage for late arrivals must be arranged with the Main office.
3. Human Resources will follow up with any Teacher who registers more than three (3) late arrivals within an academic year. Chronic lateness may result in [disciplinary action](#).

## **Guidelines for Assigning On-Calls and Lunch Supervision.**

**(per article 24:04 of the CA):**

A Teacher may be assigned up to twelve (12) lunch supervisions and 22 full-period on-calls per school year, subject to the following conditions:

- a) No teacher shall be assigned more than three (3) instructional periods per school day (i.e. three (3) classes or two (2) classes and one (1) on-call period);
- b) No teacher shall be assigned more than one (1) on-call and one (1) lunch supervision per school day;

- c) No teacher shall be assigned more than a total of three (3) on-calls and supervisions in aggregate in any school week;
- d) The period of the school day during which a Teacher may be assigned an on-call shall be clearly indicated on the Teacher's timetable.
- e) Any period of lunch supervision shall not be considered a lunch break for the purposes of Article 24:06.
- f) UTS shall promulgate the lunch supervision schedule in a timely fashion to provide maximum reasonable advance notice to the Teachers so assigned.
- g) UTS shall post an [accounting](#) of the on-calls and supervisions assigned to each Teacher.

Neither UTS nor the Bargaining Unit shall be held responsible for any apparent contravention of this Article resulting from a Teacher's voluntary coverage of additional classes, on-calls or lunch supervisions, nor shall it be deemed precedent-setting or binding on either Party.

### **On-Call and Lunch Supervision Allocation Guidelines**

The following guidelines:

- *Factor the FTE% class instruction sections and additional time release sections assigned - i.e. the FTE% used to establish salary.*
- *Comply with the requirements outlined in the UTS-OSSTF CA*
- *May be amended from year-to-year, to support evolving program needs, in compliance with the CA.*

#### **40% FTE teachers**

- Teach on either Day 1 or Day 2 only.
- Will have 2 on call blocks over a 2 week cycle
- Will be assigned their on-call and lunch supervision duties prorated to a 40% FTE, to be scheduled on their teaching day
- Expectations regarding attendance for 40%FTE teachers on PA/PD days, and staff meetings should be reviewed in the *Attendance at Staff Meetings, Department Meetings, Student Late Start Periods, Professional Activity and Development Days* section of this Teacher Handbook

#### **60% FTE teachers**

- Teach on either Day 1 or Day 2.
- Are scheduled to be on-site 3 days/week, including every Wednesday.
- Are scheduled for 3 on-calls on Wednesdays on which they do not teach.
- Will have 3 on call blocks over a 2 week cycle
- Will be assigned Lunch Supervisions prorated to a 60% FTE, with 7 lunch supervisions assigned on days that the teachers teach or any Wednesday, in compliance with the requirements of the CA.

#### **80% FTE teachers**

- Teach on Day 1 and Day 2.
- Scheduling accommodations for 2 half-days or 1 full-day per week free of teaching or on-call commitments, may be extended upon request, pending timetable feasibility, as well as program and operational needs.
- Are expected to be available on Wednesdays.
- Will have 4 on call blocks over a 2 week cycle

- Will be assigned Lunch Supervisions prorated to an 80% FTE, with 9 lunch supervisions assigned for the year, on any day as long as the assignment complies with the requirements of the CA.

### **100% FTE teachers**

- Are on-site every day.
- Will have 5 on call blocks over a 2 week cycle
- May be assigned on-calls on any day of the week, regardless of teaching assignment, in compliance with the CA.
- Will be assigned 12 Lunch Supervisions in compliance with the requirements of the CA.

## **Procedures for On-Call /Supply Assignments**

(the following procedures apply to BU and LTO Teachers):

- **Planned and Unplanned Absences:** The Main Office will assign on-calls through the Data Hub. Where possible, the Main Office will assign the teacher with subject expertise in the class being covered and the lowest number of coverage assignments. The Main office will also send a summary of coverage assignments before 8:15 AM, where possible, with the understanding that if coverage requests for absences are submitted after 7 AM, the summary of coverage assignments may need to be updated. Teachers with an on-call period should be on site during their coverage to support any necessary changes to the summary.
- **Emergency Absences:** In most cases, ATs and Supply teachers are assigned planned and unplanned coverage before teachers with an on-call period are assigned coverage. Teachers who have an on-call period and who have not been assigned an on-call are the most likely to be available to cover emergency absence and must be readily available by phone or email for the Main Office to reach out on short notice to cover emergencies.
- **Class coverage for Teachers who arrive late:** Covering for a teacher who arrives late to their class is treated as a very short-term emergency absence lasting 10 to 15 minutes. In this case, if an Associate Teacher is not readily available to cover the class, the Main Office will contact the Dean of Students to secure short-term coverage from a member of the Student Services team. Alternatively, the Main Office will contact the Director of the Innovation Lab to assist with the 10 to 15-minute coverage. The Main Office will maintain a record of short-term emergency coverage to ensure the equitable distribution of these assignments.

**Teachers who voluntarily cover a late absence for a colleague will not be given an on-call credit.**

## **Long Term Absences Due to Health Reasons and Re-Entry Process**

**It is the responsibility of employees to report all absences due to sick leave to Human Resources via ADP, or directly to [utshr@utschools.ca](mailto:utshr@utschools.ca).**

Employees who are eligible for 15 weeks sick leave benefits and who have been away due to a medical condition for more than **five (5) days** are required to provide documentation confirming that they are unable to work, or require workplace accommodations, and are participating in and cooperating with the treatment program prescribed by a licensed physician. After a **ten (10) day** period of sick leave absence, staff are required to submit to Canada Life's Absence Management Services through UTS Human Resources. Absence Management is a precursor to

LTD benefits and medical forms are completed within the 15 week Sick Leave (short term disability) period. Employees are required to comply with all requests and requirements of Canada Life in order to meet LTD eligibility.

During a sick leave period, Human Resources will reach out to the employee from time to time to ascertain the employee's return to work date, and any re-entry workplace accommodations that may be required to facilitate the return to work.

Employees who are away for medical reasons (on sick leave) may not take on any co-curricular responsibilities. They may attend school events as observers, but not take on active/supervisory duties.

### **Leave and Re-entry Procedures for teachers who are absent for a long period due to medical reasons.**

Teachers facing extended leaves of absence due to health reasons should anticipate the following process:

- a. **The Teacher** notifies the Main Office and Deputy Principal of anticipated absence, and informs HR through ADP of absence, including anticipated date of return. Lengthy absences are followed up with medical documentations, and when exceeding ten days will be facilitated by Canada Life Absence Management Services.
- b. **HR** confirms absence dates with the Deputy Principal, Dean of Academics and VP of Academic Operations.
- c. **HR** reaches out to the teacher to follow up re: medical note and other documentation.
- d. **HR** supports the Deputy Principal and Dean of Academics in hiring a replacement teacher (if there is a need for long-term coverage) and provides an update announcement to All Staff.
- e. **The Dean of Academics**
  - Reaches out to DC to find out areas requiring support
  - Communicates with the teacher regarding classroom material and related items.
  - Coordinates messaging to parents and students regarding the Teacher's absence.
- f. **HR**
  - Reaches out to the teacher and confirms return date and any workplace accommodations required for transitioning back (using a Functional Abilities Form that is completed by the teacher's physician or rehabilitation therapist).
  - Informs Deputy Principal and Dean of Academics and any other members of staff who may need to know of any supports required and timelines for such support (e.g. facilities if new desk, chair are needed. IT, if new keyboard/mouse, monitor or software are needed).
  - Monitors transition phase until the employee is cleared to return to work without any restrictions.

## **Access to the Building and Car Parking**

UTS is a Scent Free Zone. When entering school premises please make sure to meet our Scent Free Policy and refrain from using perfumes, colognes and similar scented products as they can trigger serious health reactions in individuals with asthma, allergies, migraines,

or chemical sensitivities.

#### Access to building:

All staff are provided with a fob to allow for secure entry to the school and its interior spaces. Staff are asked to keep their fob on them at all times when in the building or to ensure the fob is in a secure place.

Temporary fobs will be provided to staff who forget to bring their fob to work, on occasion. Frequent requests for a temporary fob will be discussed with the staff member in an effort to problem solve better management of the fob.

A lost fob will be replaced once. **Each subsequent replacement will require a payment of \$25 by the staff person.** Any exceptional circumstances relating to a loss should be discussed with the Director of Facilities.

Fob access to the UTS side of 371 Bloor (entrances noted below) is:

**Monday through Friday, 6:30 a.m. to 8:00 p.m with the exception of statutory holidays and school closure dates.**

Your fob will provide access to the building via

- the parking lot (loading dock doors only);
- the main entrance on Bloor Street,
- the UTS Bloor Street entrance,
- Huron Street entrance, and
- Washington Street entrance.

**UTS Security is onsite Monday - Friday from 6:30 a.m. - 11:00 p.m.**

#### **Parking**

U of T paid parking is available at the rear of 371 Bloor Street West and is accessible from Spadina Avenue. The current daily rate is \$13 and is subject to change. Monthly parking passes may be available. Please contact [utshr@utschools.ca](mailto:utshr@utschools.ca) to enquire about pricing and availability.

#### **Dress code**

UTS strives to provide a work environment that is both professional and comfortable for our employees. The School permits casual business wear. Employees are expected to present themselves in a neat, clean and professional manner at all times.

1. Employees have the responsibility to use good judgement when selecting casual-business attire. Employees who are dressed inappropriately may be asked to return home to select suitable attire.
2. Employees must be aware of their professional appearance at all times. When meeting with students, parents, or external parties, employees should dress in accordance with the expectations of those individuals.

If employees have any questions concerning the School's dress code, they should speak with their immediate supervisor, Human Resources or the *Principal* of the School. The School will comply with its obligations under the Ontario *Human Rights Code*, as may be applicable.

## Expense Reimbursement

Employees may from time to time incur expenses on behalf of the school. Employees should make sure that the expense is consistent 'allowable expenses' referenced in the Schools' [Reimbursement of Expenses - Policy & Guidelines](#). Expenses incurred by employees in relation to UTS business should be submitted using this [Expense Reimbursement Form](#) and be accompanied by back-up documentation (e.g. receipts).

## REMUNERATION

### Salary and wage payments

Starting salaries are outlined in letters of offer and all standard employment contracts. Salary detail forms outlining salary structure are provided to all staff appointed employees.

UTS pays employees on a monthly basis, on the **28th of the month**. If the 28th falls on a weekend, salary will be issued on the Friday before. In December, salary is issued on the Thursday before the winter break. Full details of the breakdown of salary or wage payments, including deductions at source will be shown on the payslip which is made available on ADP just before payday.

### Salary review process

**Teachers** salaries are calculated using a grid published in the UTS-OSSTF Collective Agreement and are adjusted every September. They factor:

- Years of teaching experience
- Years of experience at UTS
- Specialist/Honours Specialist qualifications
- Graduate/post graduate degrees.

### Salary deductions

Your ADP salary stub will outline the list of deductions. These will include:

- Federal Tax
- Government Pension
- Employment Insurance
- Ontario Teachers Pension (for teachers)
- Extended Health & Dental Insurance Premiums
- Long Term Disability Premiums
- Other deductions that the employee has signed to such as supplementary life insurance, monthly giving, or phone charges.

All payroll related questions should be addressed to UTS Human Resources.

## BENEFITS, LEAVES & PROFESSIONAL GROWTH

### OVERVIEW:

- **Salary & Deductions:** Paid monthly (on the 28th of the month); based on OSSTF grid and qualifications
- **BU Benefits:** Health, dental, LTD, life insurance (premiums based on FTE)
- **Pension:** Ontario Teachers' Pension Plan (mandatory for certified teachers)
- **Leaves:** Must be requested through ADP; documentation may be required

- **PD Funds:** \$500/year for approved courses, workshops, conferences, memberships and some purchases related to the Teacher's practice (see pg.31 for details).
- **Educational Assistance:** 75% tuition reimbursement to a maximum of \$2,500 per year.

### **Eligibility**

All UTS staff appointed employees who hold full-time appointments or part-time appointments of 50% or more, are eligible for a wide range of benefit plans. **In the case of part-time staff members, the benefit will be prorated in accordance with the part-time appointment, and premiums are adjusted accordingly.**

**Term-contract Teachers** (e.g. LTO Teachers) will have their benefits package defined within their contracts. Employees who hold a term contract that is shorter than 6-months are not eligible to participate in UTS Benefits Plan.

### **Benefits Plan**

UTS Benefits Plan covering Health and Dental, Group Life and Long Term Disability is administered by Canada Life.

Eligibility for benefits coverage and the nature and extent of that coverage are governed by the terms and conditions of the relevant benefit plans. The following is only a summary and to the extent the summary is inconsistent with the terms of any relevant benefit plan, the terms of the plan prevail.

Benefit Plans include: Group Life and Long Term Disability Plan (mandatory for continuing employees – Long Term Occasional Teachers, and Associate Teachers on 1-year contracts or less are not covered); Group Life & Survivor Income Plan; Dental Care Plan; Extended Health Care Plan; Private Hospital Accommodation Plan; Vision Care Plan; and, Joint Membership Plan. UTS retains the right to alter or modify its benefit plan from time to time.

### **Pension**

Any employee who is or has been certified with the Ontario College of Teachers must participate in the Ontario Teachers Pension Plan.

A Teacher's appointment with UTS is subject to confirmation that you are a member in good standing with the OCT. All UTS Teachers who are members in the OSSTF Bargaining Unit must maintain their good standing in the Ontario College of Teachers and pay their annual OCT fees. Accordingly, UTS will, in February of each year, remit OCT dues to the Ontario College of Teachers on behalf of UTS teachers who are members of the UTS Bargaining Unit. This amount will be deducted from teacher's February pay and be reflected in the Teachers' T4A as a tax credit.

### **Teachers on Long Term Disability**

Teachers continue to accrue pension credits during the period of disability providing they remain employees of UTS. Staff members are required to pay their portion of the premium cost of all benefits plans in which they are participating except for Long Term Disability, Group Life Insurance and Pension, for which the employee portion is waived.

### **University of Toronto Services**

All UTS Teachers (with the exception of Supply Teachers) are eligible to have access to the University's library services. For more information on U of T's library access and similar resources please contact our Director of Library Services, Rebecca Courtney at: [rebecca.courtney@utschools.ca](mailto:rebecca.courtney@utschools.ca).

All UTS Teachers in continuing or on term contracts of 1-year or more, are eligible to participate in the U of T Joint Membership Club. For more information about this membership please contact UTS Human Resources at: [utshr@utschools.ca](mailto:utshr@utschools.ca)

### **Family & Employee Assistance Program**

All UTS Teachers (with the exception of Supply Teachers) are entitled to participate in the UTS Employee & Family Assistance Program. **There is no cost to you or your family to use your EFAP.**

The EFAP is being administered through TELUS Health One. The program provides all members of staff and their immediate family members with professional counselling and information services. Access to EFAP Counselling, WorkLife Programs, and Information Services is available **24** hours a day / **7** days a week / **365** days a year. EFAP resources and services provide employees and their family with information or support for a range of issues. The EFAP service provides immediate, confidential help and it is just a phone call away, toll-free at **1.844.880.9137**.

EFAP is a **confidential** and voluntary support service that can help employees find solutions to the challenges faced at any age and stage of life. Immediate and confidential support may be accessed in a variety of ways.

Professional support and advisory sessions available through EFAP include 30 minute consultations with a:

- Lawyer on topics relating to how the law applies to specific issues;
- Financial adviser for retirement planning and long range financial planning;
- Personal counselling (via video/online platform) on matters regarding
  - Family
  - Depression
  - Marriage
  - Relationships
  - Life transitions
  - Grief
  - Addictions
  - Stress
  - Anxiety
  - Other personal issue
- Online group counselling facilitated by a counsellor is also available.
- Health coach for when you are looking to change your lifestyle and address health issues. This service includes nutrition support to help achieve health goals.

For more information about the scope of services provided by TELUS Health One, and how to download their App. Please visit the Staff Portal [Employee & Family Assistance Plan page](#)

The TELUS Health One team of experts can suggest an appropriate specialist or service to address specialised or longer term needs. Some referrals are provided with a discount. While fees for these additional services are the employee's responsibility, they may be covered by OHIP or Canada Life Extended Health Benefits (e.g. psychologist, social worker costs).

### **Educational Assistance Program**

**Eligibility:** All appointed staff in continuing or on term contracts of 1-year or more.

**Provisions:** 75% of tuition fees will be reimbursed to a qualifying individual who shows successful completion of a job-related course given at a recognized educational institution. Annual cap is \$2,500 for full-time teachers. Reimbursement is prorated to the teacher's FTE.

Courses should be taken on the employee's own time, after normal working hours and must be:

- Courses of study leading to undergraduate and/or graduate certificates, diplomas or degrees offered at recognized educational institutions. Such courses must either be an asset to the individual in the performance of their present job or directly related to their potential career, or
- Individual skill improvement courses, which are related to the individual's present job or to jobs in the same field to which the individual might logically aspire.

Courses should be taken on the employee's own time, after normal working hours. However, if the course is not otherwise available, one such course at a time may be taken during normal working hours provided the approval of the Principal is obtained and alternative work arrangements are made.

**Exclusions:** Costs of course materials, books, registration and examination fees, fees for entrance into professional groups, exemption fee, and other incidental fees do not qualify for educational assistance.

**Procedures:** A [Reimbursement Application Form](#), completed should be submitted to Human Resources for processing.

Please note that conferences and workshops are subject to budgetary considerations and are not covered under the Educational Assistance Policy.

## **Professional Development Funds**

### **Personal PD**

Teachers in continuing positions, or on term contracts of 1-year or more, are entitled to \$500 in personal PD funds annually. Personal PD funds are prorated to the employee FTE. Expenditures eligible for reimbursement under this PD Fund reimbursement program must align with the strategic objectives of the school and include:

- Fees incurred in the course of professional development activities (e.g. workshops, seminars, conferences, additional qualifications and certificate courses), including:
  - Registration fees.
  - Travel, including transportation, food and accommodations.
- Membership fees for professional associations related to the Teacher's discipline/area of specialization.
- Subscription to professional and/or academic journals.
- Books, materials, computer supplies and services related to enhancing the employee's skills and knowledge, relevant to their role.

### **Additional PD Funds**

Additional Professional Development Funds are granted within the scope of the School's PD budget and the pre-approval by **the Deputy Principal for all academic PD** and the **Principal for strategic and other PD undertaken by operational departments**.

For more information about access to PD funds please contact UTS Human Resources at: [utshr@utschools.ca](mailto:utshr@utschools.ca)



## TRAVEL AND VEHICLE POLICY

### Authorisation and bookings

UTS employees who are required to travel both within Toronto or overseas as part of their role (e.g. accompanying students on a field trip, or tournament, or attending a conference) must have their travel arrangements **pre-approved**. School travel should be coordinated through UTS Finance.

Please refer to the [Reimbursement of Expenses - Policy & Guidelines](#) for information related to travel arrangements and expenses, and other allowable expense reimbursements.

## CODE OF CONDUCT & PROFESSIONAL BOUNDARIES

You are expected to model:

- Respectful and professional behaviour at all times
- Appropriate boundaries with students and families
- Compliance with UTS' technology, confidentiality, and conflict-of-interest policies

Refer to the Staff Portal [Policies & Procedures section](#) for:

- Conduct policies
- Social Media Policy
- Mobile Device Use Guidelines
- Privacy and IP Policies

### Conflict of interest

Employees of UTS must not undertake any activity or have any interest with any person or in any organisation which may constitute a conflict of interest with UTS. Accordingly, employees must notify the Principal or Human Resources immediately upon becoming aware of any potential or actual conflict of interest involving;

- Personal involvement in memberships, directorships, shares, or contracts involving UTS during their employment. Any work undertaken with other organisations must have the approval of the Principal to ensure it does not interfere or create a conflict with UTS.
- Recruitment and selection, where a candidate applying for work or an engagement at UTS that includes monetary compensation, has close personal ties to, or has any business dealings with the employee and where the employee would be perceived to be benefiting, or where the candidate would be perceived to be receiving preferential treatment during the recruitment and selection process. Where such a conflict arises, the employee must notify the Principal or Human Resources of the conflict and be recused from any interview committees, or decision making relating to the position and the candidate under consideration.

### Interaction with students and parents outside of school premises

Teachers and all other School staff are expected to hold the highest standard of respectful and responsible behaviour, especially when interacting with students and other members of the school community. While teachers are encouraged to foster a learning bond with students, all school staff must be cognizant of interactions with students and parents that can be misinterpreted, or potentially lead to situations that are legally precarious. As a measure of

protection, school staff are prohibited from employing students enrolled at UTS to work for them in any capacity. Teachers should be aware that any social interactions with parents of a student could be misconstrued as inappropriate and may lead to complications and legal liability for the teacher and the school. Teachers are advised to decline social invitations from parents.

### **Guidelines for Teachers with children enrolled at UTS**

Working at your child's school offers many benefits along with unique challenges. To prevent the perception of preferential treatment and to limit any conflicts of interest (including unintended pressure on colleagues who may teach or work with your child), the following guidelines are provided:

- Wherever possible, the Teacher should not be the parental contact for academic or disciplinary matters involving their child;
- Where it is necessary for the Teacher to be the parental contact and no other parent is available, it is acknowledged that the Teacher is acting solely as a parent in that matter and not as a member of a bargaining unit, or a Teacher;
- During any faculty meeting concerning students, the Teacher must recuse themselves from any portion of the meeting where their child may be discussed;
- Teachers should not teach their child unless alternate course arrangements are not possible; However, no child will be excluded from a single section course taught by their parent where no alternate section is available;
- There are no restrictions on a Teacher being involved in co-curricular activities with their child (including coaching), recognizing the importance of the Teacher not providing any individual benefit to their child that may be perceived as preferential treatment;
- Teachers are asked to recognize that they may be privy to information provided to them by their child that concerns other students and is confidential in nature. This information should not be shared in the course of the Teacher's work except when it involves a matter of child protection. In such a case, the information must be shared with the Principal.

### **Confidentiality**

In the course of their work, Teachers may come in contact with or have access to confidential information. This information may include academic records, financial data and personal or family details for any current, past or future: employee, student, prospective parent, and donor. Matters discussed in Teacher/staff meetings are also confidential. Such information is strictly confidential and must not be used or divulged (directly or indirectly), either during or after employment with UTS. A breach of confidentiality is a very serious matter and may be grounds for dismissal.

### **Technology, Privacy and intellectual property**

#### Technology:

The use of the School Network and Technology is intended for School purposes. School staff may make limited personal use of the School Network and Technology provided that such use does not compromise normal work obligations. School staff must comply at all times with the terms of this policy, the Appropriate Use of Personal Electronic Devices and all other applicable laws, policies and guidelines when accessing the School Network and Technology for any purpose.

The [Acceptable Use of Technology Policy](#) also applies to all Personal Electronic Devices ("PEDs") as they are defined in the School's Appropriate Use of Personal Devices Policies, for staff and students, respectively.

The School may at any time revoke the access of any staff member to the School Network or to the School Technology. Permitting other persons to use a staff member's account and password shall be grounds for loss of access or other disciplinary action. Once access has been terminated, the School is under no obligation to store or forward electronic communications, electronic documents or other data stored, accessed or sent by or to the account.

#### Privacy:

The federal Office of the Privacy Commissioner has issued regulatory guidance indicating that independent schools should consider themselves to be subject to the Personal Information Protection and Electronic Documents Act ("PIPEDA"). PIPEDA is a federal privacy law that applies to the collection, use and disclosure of personal information by private sector organisations in many provinces, including Ontario, in the course of their commercial activities. Whether PIPEDA actually does apply to independent schools remains an unclear point at law. However, in general, it is considered a "best practice" for institutions to aim to be PIPEDA-compliant. In the face of the Commissioner's statement, UTS is opting to act within the framework of best practice, as if it is subject to the requirements of PIPEDA.

The School collects, uses and discloses Employee Personal Information for purposes connected with creating, maintaining and terminating the employment relationship, including without limitation the following:

- to recruit, process applications, evaluate an applicant's suitability for an employment position with the School, hire/retain individuals and monitor vacancies;
- to establish, maintain and terminate records of the employment relationship;
- to administer payroll, expenses, benefits and provide services;
- to comply with statutory requirements including those related to taxation;
- to communicate or publicise information about School business, events and services;
- to monitor and appraise performance;
- to provide development and training activities;
- to monitor time and attendance (absence control) and leaves of absence;
- to administer health and safety requirements;
- to communicate with the individual's designated contact in an emergency;
- to comply with legal requirements and cooperate with law enforcement activities;
- to obtain insurance and file insurance claims;
- to apply for grants and in connection with other funding opportunities; and
- in connection with a sale or like transaction or a reorganisation of the School's operations.

The School will collect, use and disclose Personal Information for the purposes identified above, for purposes identified outside of this Policy, or where otherwise permitted or required by law. Personal information is retained for so long as necessary to fulfil the identified purposes or to comply with statutory retention periods. Personal Information that has been used by the School to make a decision about an employee will be retained for at least one year after the decision has been made. The School destroys or makes anonymous Personal Information that it no longer needs for the identified purposes or legal requirements.

Please review UTS [Privacy Policy Covering the Collection and Security of Personal and Electronic Information](#) and [Privacy Policy for Staff](#) for a more comprehensive review of our privacy protocols.

#### Intellectual Property:

While employed by, or in the course of carrying out their duties and responsibilities at University of Toronto Schools (the "School"), employees may conceive, develop, create or

author (together “create”) intellectual property, either alone or jointly with other students, staff members, members of the School community or others. Examples of such works may include inventions, designs, software code, artwork, musical works, business plans, websites and technology (“IP”). Such IP may be protected by various intellectual property laws, and other laws.

The UTS [Intellectual Property Policy](#) does not apply to any IP created by staff members outside of the courses they teach or supervise, School extracurricular activities, or outside of their duties or responsibilities with the School.

### **Dealing with Social Media, and other forms of media/giving interviews**

The Communications team manages and maintains control of all official UTS social media accounts, in accordance with the Board approved, UTS [Communications Policy](#).

The media may contact the School and individuals employed by the School for a variety of reasons including, for example: interest stories; academic issues; responses to events; school crises; and community and educational concerns. Regardless of the reason, it is important to remember that the faculty and staff of the School have a responsibility to protect the privacy of students.

Staff should be mindful when using personal and/or mixed personal/professional social media accounts, as posts can reflect on the School and may be seen in the context of their professional roles. Please exercise discretion with the content shared and maintain professional boundaries with colleagues, students, and families. Please familiarise yourself with our [Social Media and Online Content Policy for Staff](#), available on the Staff Portal, to ensure your social media use aligns with school guidelines.

#### Media Requests to Individuals:

**Any individual employed or engaged by the School who is contacted by the media will not respond to the request for comment unless authorised in advance by the Principal.** The individual will instead ask for detailed information about the request from the specific reporter, including name, media represented, telephone number, area of interest, and timelines and refer that information to the Principal or designate.

### **Mobile phone use**

Teachers who have been issued a mobile phone for work use are asked to take reasonable steps to maintain the handset in good working condition. Guidelines for the assignment of mobile phones to teachers and staff during school field trips is captured in the [Mobile Work Phone Policy and Procedures](#). Key excerpts are outlined below:

- **Project-based mobile phone assignment**

The UTS IT Department coordinates the purchase and maintenance of school cell phones. The School maintains an inventory of spare cell phones for use by staff when on co-curricular or other school activities that take place off-campus. Requests for a spare cell phone must be submitted by a member of the Senior Leadership Team or a designate (e.g., for Student Life needs, the Associate Director of Student Life).

- **Reimbursement for cell phone surcharges - for UTS staff covering out-of-town school trips.**

Teachers and other staff members who participate in out-of-town school-sanctioned activities, such as co-curricular or curricular field trips, tournaments, and conferences associated with the school's strategic plan, may submit reasonable long-distance and

roaming surcharges for reimbursement. Reasonable surcharges cover:

- Phone calls related to student issues and other emergencies that may arise during an out-of-town field trip or tournament.
- Phone calls related to family emergencies.

When the long-distance charges are attached to a school phone, Staff should notify IT of the additional charges and the reason for the extra charge. Staff who incur surcharges on their personal phones should submit a request for reimbursement of these surcharges to UTS Finance using a UTS Expense Reimbursement Form. The Form must include an authorizing signature of the:

- VP of Student Life (for co-curricular trips, including travel for games/tournaments)
- Head of Middle School (for related curricular trips)
- Head of Senior School (for related curricular trips, including overseas trips)
- Deputy Principal

Unjustifiable use of UTS assigned mobile phones, resulting in excessive data use and additional expenses, will be charged to the Teacher and deducted from the Teacher's pay.

Please be aware of the [Mobile Device and Laptop Use Policy](#). While the policy is for students, we are seeking to model appropriate professional use of mobile devices within the school.

## LEAVING PROCEDURES

### Return of company property

Upon departure from employment, or upon request of the School at any time, employees are required to return the keys, security pass, School documentation, and any other School property – including correspondence, documents, and anything belonging to the School or emanating from the employee's employment with the School.

Keys, security pass/fobs and any electronic devices that are property of UTS should be returned to UTS Human Resources (room 119 - West Wing).

All work related digital files (developed in the course of work at UTS) are the property of UTS. These must be kept intact on laptops, network and Google Drives, and other digital platforms used by employees in the course of their employment.

Access to personal files stored on UTS devices or cloud storage can be coordinated with UTS IT.

All books and other physical files/documents should be returned to the employee's supervisor, or in the case of a teacher, to the Administrative Liaison.

All UTS property must be returned in a prompt and timely fashion to ensure continuity. Teachers and all other staff must also confirm that they will not reproduce any of the above-mentioned matters for possible use inconsistent with the best interests of the School.

Loss or theft of keys or a security pass must be reported promptly to the School administration.

## Access to UTS email and network accounts

Access to UTS email and network accounts will be discontinued on the last day of employment. UTS IT will place a standard message on the account directing the UTS community and stakeholders to address their inquiry to the appropriate party.

## Exit Interviews

Departing employees will be invited to attend an exit interview. The interview will be scheduled in the last week of employment. This is a confidential interview aimed at helping UTS better understand how it can improve organisational performance. The exit interview focuses on aspects of the employee's experience at UTS and may include areas such as remuneration, training, working conditions, benefits, management practices, etc. Information provided in these interviews is used to make improvements where appropriate.

## Teacher References

Inquiries about current and former employees will be referred to the Chief People Officer. *University of Toronto Schools* (the "School") verifies only factual information that can be objectively substantiated, such as dates of employment, position, title, and salary. The School will not release other information about current or former employees without their written consent.

The School provides information to credit agencies only with the written consent of the Teacher. Members of the school administration will refer all reference requests to the Chief People Officer.

### Employee Responsibilities

- Forward all reference requests directly to the Chief People Officer.
- Make sure that a written [consent form](#) has been completed and returned to the appropriate persons.

## 11. Additional Supports & Resources

- **Employee & Family Assistance Program (EFAP):** 1-844-880-9137
  - **U of T Library Access**
  - **HR Contact:** [utshr@utschools.ca](mailto:utshr@utschools.ca)
  - **IT Support:** [it@utschools.ca](mailto:it@utschools.ca)
  - **Main Office:** [mainoffice@utschools.ca](mailto:mainoffice@utschools.ca) - for attendance and general support
- 

We are excited to have you on board and look forward to working with you to support our students and school community. Please don't hesitate to reach out with questions or ideas. Welcome again to UTS!