



Upper Grand District School Board  
Human Resources

**To: Occasional Teachers**

**From: Jennifer Rose, Executive Officer, Human Resources**

**Re: Occasional Teachers on No Bus Days**

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On **ALL No Bus Days**, the occasional teacher that is assigned to a job is expected to be at the school.

- If the occasional teacher goes to the school as assigned in Smart Find – they will be paid.
- If the occasional teacher contacts the assigned school and is told by the principal, vice-principal or principal designate not to go – they will be paid.
- If the occasional teacher contacts the school and explains they are not able to get to the school safely, the occasional teacher has 2 options:
  1. The occasional teacher can cancel themselves out of the assigned job in Smart Find – they will not be paid.
    - It is the responsibility of the occasional teacher to cancel the job in Smart Find.
    - Please use the following Decline/Cancellation Reason:  
*3 – Inclement Weather*
  2. The occasional teacher can go to the closest school to their home – they will be paid.
    - The occasional teacher must contact the school of the assigned job in Smart Find and ask permission to go to the closer school.
    - The original Job # and School assigned in Smart Find will go on the occasional teacher's timesheet.
    - The school the occasional teacher went to will sign the timesheet.

**ELEMENTARY SCHOOLS:** When an Elementary School is **Closed** on a **No Bus Day**, the school is closed to students. Occasional teachers are still expected to be at the school for their assignment in Smart Find. Occasional teachers may choose to be at the school they are assigned to for which they will be paid, or they may choose to cancel their assignment and will not be paid.

*If you have any questions or concerns, please do not hesitate to contact the Smart Find Help Line at 519 822-4420 Ext 803.*