

Issue 2

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Sue Heuman, TOC Rep  
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SURREY TEACHERS' ASSOCIATION

# TOC NEWS

## InService and the T.O.C.

Have you attended any inservices lately? Did you know TOCs are allowed to attend inservices? It's a great way to build on your professional development and build connections with other teachers.

There are many ways to find out about upcoming in-services. Check out:

- The STA website at [www.surreyteachers.org](http://www.surreyteachers.org)
- First class under Staff Conferences -> District Workshops/Focus Days
- Listserv
- STA boards at elementary and secondary schools

There are a few TOC workshops put on a year by the TOC Committee, but please check out other inservices as well.

Pro-D funding is available for TOCs up to a maximum of \$150 a year. To apply for funding, go to the STA website, click on "Teachers on call" on the left side of the screen, to print off an application. Submit the application to Sue Heuman c/o the Surrey Teachers Association for approval. You can get pre-approval before you receive your receipts, the application is returned to you and you resubmit with the receipts attached. You can also send an e-mail to Sue Heuman, Chair of the TOC Committee at [sjheuman@hotmail.com](mailto:sjheuman@hotmail.com).

Also, the annual Surrey Teachers' Association Convention is happening on May 4<sup>th</sup>. This year, the popular EI workshop will be available at the elementary and secondary sites. This is an excellent workshop as it takes you through the steps of applying for EI during the summer.

If you have any questions about inservices or applying for funding, send an email to listserv, or e-mail Raj Randhawa at [raj@randhawa.org](mailto:raj@randhawa.org).

### *Important Websites and Phone Numbers:*

Surrey Teachers' Association	<a href="http://www.surreyteachers.org">www.surreyteachers.org</a>
B.C. Teachers' Federation	<a href="http://www.bctf.ca">www.bctf.ca</a>
Surrey School District	<a href="http://www.sd36.bc.ca">www.sd36.bc.ca</a>
CISC: Teachers' Centre	<a href="http://www.sd36.bc.ca/sites/cisc/Teachercentre.html">www.sd36.bc.ca/sites/cisc/Teachercentre.html</a>
STA Office	(604) 594-5353
Debbie Anderson (dispatch)	(604) 599-7446
Kathy Fournier (payroll)	(604) 599-7449



### **T.O.C. Committee Members**

Sue Heuman – Chair email [sjheuman@hotmail.com](mailto:sjheuman@hotmail.com)  
Raj Randhawa  
Cynthia Styles  
Nabeela Charania

## Upcoming TOC Workshops:

### May 4<sup>th</sup>, 2007, STA Convention Day – Earl Marriott and Semiahmoo Secondary

Go to the STA Convention web site to find out more about this wonderful, educational day. There are two venues, one for Elementary Teachers and one for Secondary Teachers but you can attend any workshops at either venue. Check out the fabulous selection of workshops and displays.

Note: there may be a charge for some workshops. [www.staconvention.ca](http://www.staconvention.ca)



### May 14, 2007 – Conference Centre – Tips on applying for positions.

Meet with an elementary principal and a secondary principal to find out what they are looking for in a job applicant. This is also a good opportunity to meet other TOC's and do some networking. Further details will be advised in the next newsletter and on the T.O.C. List Serve. 3:30 (snacks) Meeting 4:00 – 6:00 pm.



### June 2007 (date to be advised) – Employment Insurance Tips for T.O.C.s.

This is an exciting workshop giving tips to TOC's on how to apply for E.I. Look for further details in the next newsletter and on the T.O.C. List Serve.

## Did ya know???

- T.O.C.'s are not eligible to collect Salary Indemnification so S.I.P. should not be deducted from your pay.
- T.O.C.'s are eligible to receive \$3.00 per full day worked and \$1.50 per half day in lieu of benefits.
- It pays to check that you are getting the benefits that the union has fought hard to get for T.O.C.'s and not having amounts deducted that shouldn't be. Check your paystub carefully, it's surprising what can happen.
- If you are struggling with personal issues and want someone to talk to, you can call the Employee/Family Assistance Provider - Banwell Wilson and see a counsellor.  
Check out [www.efap.ca](http://www.efap.ca) for more information.

*You are invited to attend the following upcoming STA event /meetings:*

STARA Meeting Wednesday, April 18,	4:00-6:00	District Conference Centre
STA Convention Friday, May 4		Earl Marriott & Semiahmoo Secondary
Annual General Meeting Wednesday, May 9,	4:00-6:00	District Conference Centre

*Watch for updates on the TOC boards*

# GUIDELINE FOR READING YOUR PAY STUB



Have you ever received your pay stub, looked at the amount you earned, groaned at your net pay, and then wondered if you were reading a foreign language because you could not understand why your pay was so little? If you said yes to all of the above, do not worry. You are not alone as many Surrey TOCs feel exactly the *same* way you do. The following is a guide to help you better understand how your pay is calculated and how much is deducted each pay period. So grab your pay stub, get comfortable, and let us begin.

If you examine your pay stub, you will notice that it is separated into two sections. The first part of your pay stub is titled Pay Code and Description and the second – the part we really dislike - is titled Deductions. These sections will be covered separately.

## PAY CODE AND DESCRIPTION:

### Certified Pay-Days

If you have worked four or more *consecutive* days for the Surrey district, the number of days you worked is listed in this category. Your pay for these days is calculated on scale. However, instead of adjusting your rate, as shown on the bottom left of your pay stub, the school board increases the number of days in this category in order for you to receive the correct pay.

### Regular Salary

This category calculates the salary for the *non-consecutive* days that you have worked. Your wage is calculated based on the rate shown on the bottom left of your pay stub.

Confused? Here's an example:

If one week you worked Monday through Thursday and the second week you worked Monday and Wednesday then the 4 days from the first week will be listed as your certified pay days and the other two days from the second week will be listed as your regular salary.

### In Lieu of Benefits

Each T.O.C. is paid up to \$3.00 per full day of work in lieu of benefits. As T.O.C.'s are not eligible for School District paid benefits, such as dental, extended health and Medical Service Plan (MSP) the district pays \$1.50 for a half day of work and \$3.00 for each full day of work. This should show in the income portion of your paystub.

## DEDUCTIONS

### Income Tax Deductions

Income Tax deductions are, of course, the greatest amount of money subtracted from your pay. This is the amount sent to the federal and provincial governments. The amount of income tax that is deducted by the employer is based on your earnings for that period. If you earn more in a respective pay period, a higher percentage of income tax will be deducted. At the end of each calendar year, you will be given a T4 slip by the school district showing exactly how much income tax was deducted in that year. When you file your income tax return, if too much was deducted from your earnings, a refund will be issued. If you paid too little income tax, you will have to pay additional tax.



### Employment Insurance

Employment insurance gives money to eligible, unemployed Canadian residents for a short time while they look for a new job or take some training to learn new skills. In order to pay for this, a small percentage (1.8% of your gross pay - up to a maximum of \$720 per person per 2007) of your pay is deducted to go into the

Employment Insurance Account. Surrey School District also contributes (1.4 times that of the employee) to this account. The important thing to remember here is that TOC work is considered part time work. Therefore, TOCs are also eligible to apply for EI benefits.

### **C.P.P – Canada Pension Plan**

All working Canadians are required to participate in the Canada Pension Plan. On each pay cheque, a small part of your pay (approximately 2.5% to 5%) goes into this plan. When you retire, you will receive a monthly pension from the federal government. In addition, the pension plan provides you and your dependants with basic financial protection should you become disabled or die. The amount you will receive at retirement will vary according to how many years you worked in Canada before retiring and the amount of your income after retirement.

### **Teacher's Pension Plan**

As a teacher or teacher-on-call you are automatically enrolled in the Teacher's Pension Plan and both you and the Surrey School District are required to make contributions. The Pension plan gives you a regular lifetime income once you retire (and you can retire as early as age 55!). Even after your death, and depending on what kind of pension option you choose, the plan may continue to pay benefits to your spouse or another beneficiary for his or her lifetime or may pay a lump sum to your estate.

### **BCTF Dues**

All public school teachers are required to belong to the BC Teacher's Federation union. As per the collective agreement, Surrey School District must deduct an amount equal to the fees of the BCTF from the salary of the employee. T.O.C.'s pay a smaller percentage than full-time teachers. T.O.C.'s have .36% deducted versus 1.38% for full-time teachers.

## **Professional Development Funds**

**TOCs** are eligible to access up to \$150 per year of Pro-D funds to attend workshops. This is on a first come first served basis. Check out [www.surreyteachers.org](http://www.surreyteachers.org) /TOC Committee for the application form and list of what the money is allowed to go towards. Remember: you must have worked twenty days in the previous three months in Surrey. You don't count July and August as part of the three months. Apply for funds before the conference. The form will be returned to you saying whether or not you were approved. After you have received the original receipt, send it in with the application that had been returned to you.

## **Remember that there are many ways TOCs can stay informed**

**TOC Hotline 604-592-8396**

**TOC Website [www.surreyteachers.org](http://www.surreyteachers.org)**

**TOC Newsletter (mailed to TOCs)**

**TOC Bulletin Boards in staffrooms** (talk to the staff rep if you can't find TOC information)**TOC Listserv - virtual staffroom for TOCs**

*(to register, e-mail Sue Heuman on FirstClass with e-mail address, employee number and full name)*