



SCHOOL DISTRICT #36  
(SURREY)

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*A HANDBOOK FOR  
TEACHERS ON CALL*

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# SURREY TEACHER-ON-CALL HANDBOOK

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**Surrey School District has a mission .....**

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..... “to provide safe and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship.”

The purpose of this Teacher-on-Call handbook is to support teachers-on-call as they carry out their teaching responsibilities. This handbook is dedicated to the hard-working teachers-on-call in the Surrey School District who contribute daily to the continued educational development and growth of our students..... and to assist learners to realize their full potential as individuals.

# SURREY TEACHER-ON-CALL HANDBOOK

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## 1. WELCOME

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Welcome to Surrey School District and thank you for your commitment to our learning community. Surrey is a wonderful and dynamic place to work and to learn, and we look forward to supporting you in your upcoming school assignments.

Our District motto “Keeping Learners at the Centre” speaks to the need for all professional staff to work effectively together to ensure that the young people in our schools receive high quality service throughout their education journey. Part of that service is provided by all our teachers-on-call, who bring professional skill, flexibility and a commitment to positive relationships to the many school assignments you may experience during a year. Part of our responsibility at the district and in school administration is to support you as a member of the Surrey educational team and that you receive the collegial support that is so important in successful schools and districts.

I wish you the best in your future work with our students.

Sincerely,

**MIKE McKAY**  
Superintendent of Schools

On behalf of the Surrey Teachers’ Association, I would like to welcome you to SD#36. Surrey is a large district with a diverse student population and offers a variety of teaching opportunities. Working as a teacher-on-call is challenging and rewarding and a job of utmost importance to the success of the school system. Your role is essential to both students and fellow teachers.

As a teacher-on-call, you are also a member of the Surrey Teachers’ Association and the B.C. Teachers’ Federation. We represent you in your various areas of work. We are active in supporting teachers’ professional development, in advocating for social justice initiatives, and in bargaining and enforcing the Collective Agreement. You are the heart of our organization. Your voice and participation help us to be successful in taking on these tasks. We look forward to seeing and hearing from you.

Whether you are new to the district, returning for another year or transitioning into a different stage of your career, we wish you a successful and enjoyable year.

Regards,

**Denise Moffatt**  
President, Surrey Teachers’ Association

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## II. INTRODUCTION

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Teaching-on-call requires a high degree of professionalism. It is to you, therefore, the professional educator, that this handbook is dedicated. It is our sincere hope that we have been able to collect and put forward for you information that will prove helpful to you in the performance of a most important role.

On behalf of the students of the Surrey District, we thank you for having joined our teaching team.

### **What does teaching-on-call offer?**

**VARIETY** - Teaching-on-call offers variety by exposing educators to new students, new professional colleagues, new classrooms, new schools and different administrative styles.

**OPPORTUNITIES** - Teaching-on-call offers opportunities: the chance to experience, first hand, different teaching and learning styles; to acquire knowledge about various programs of study; to gain considerable experience in a short period of time; and to further develop and refine teaching talents.

**JOB SELECTION** - Teaching-on-call allows you to select your own work using the 'job shop' option of our automated dispatch system.

### **CONSIDERATION FOR HIRING**

Throughout the school year, job bulletins are circulated throughout the District. Copies of

these can be found at all schools and on our district website [www.sd36.bc.ca](http://www.sd36.bc.ca). Please review them carefully, noting the closing date for each bulletin.

Teachers-on-call should be aware that the School Board will hire, based on qualifications and suitability, from the teacher-on-call list. Teachers-on-call may be considered and, whenever possible, appointed to vacant teaching positions as they become available throughout the year. See article 29.32

**EVALUATION** - Working as a teacher-on-call provides an opportunity for individuals to demonstrate their professional abilities. **After a reasonable period of time in a school, a teacher-on-call may request that a principal/vice-principal evaluate their teaching-on-call performance. (See Article 43 of the STA-Board Collective Agreement.)**

### **What happens if there is a problem with a colleague?**

**ETHICS** - All teachers are expected to act in an ethical manner. (See the BCTF Code of Ethics printed on page 11 of the handbook). Any concerns which teachers-on-call may have about colleagues whom they are replacing, or that the regular teacher may have about how the teacher-on-call who handled the assignment, should be discussed between the two colleagues.

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It is only after this discussion has occurred that either party may take the issue to a principal/vice-principal.

## Who can I contact?

**HUMAN RESOURCES DEPARTMENT** - We welcome your feedback. Please let us know what is useful and what can be improved upon. Please contact the Human Resources Department at (604)599-7400 or the STA office at (604)594-5353 to provide feedback. Alternatively, contact us through the First Class e-mail system. As a TOC you will be assigned a First Class e-mail address.

**UNION REPRESENTATION** - Please remember that the school STA staff representative is the official representative of the union at the school site and is available to answer any questions and assist you as needed. If you require additional information please contact the STA at (604) 594-5353.

## Where can I get more information?

**RESOURCES** - Keep informed. Locate district resources, and take advantage of all the things Surrey has to offer, ie: Curriculum & Instructional Services Centre, School District No. 36 Surrey ([www.sd36.bc.ca](http://www.sd36.bc.ca)), Surrey Teachers' Association website ([www.surreyteachers.org](http://www.surreyteachers.org)). There is also a wealth of resources available on the First Class system under the SD 36 conference icon.

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## III. CALL-OUT

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Placement on the teacher-on-call list is continuous in that teachers are added to it throughout the year. At any given time, the list can number as few as 700 or as many as 1,000 teachers. Dispatch of teachers-on-call is done through an automated dispatch system called "ADS". The ADS system does two call-outs per day in order to fill vacancies.

### Call-out times

The first call-out is in the morning from 5:30 a.m. to 12 noon to fill absences for that day. The evening call-out is from 4:30 p.m. to 10:15 p.m. for absences the following day or for future dates. Please note that the evening calling occurs seven days a week, while the morning calling only happens Monday to Friday. In order to receive calls by the system, you must register with the system by calling ADS at (604) 507-5757, entering your 5 digit PIN (preset as your employee number) and voicing your name

### Call out Details

When called by ADS, the teacher-on-call will be given the following information:

- The school name
- The teacher's name
- The dates and times of assignment
- The grade or subjects
- Special instructions from the teacher (optional)
- A job number

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When you are contacted about an assignment, be sure that you have noted all of this information. **The job number is important** as it is your confirmation that you have accepted an assignment. You will also need the job number if you have to cancel an assignment.

Once you have accepted a teacher-on-call assignment, your responsibility is to report to the school **15 minutes prior to the regular starting time**. If you are dispatched late, or know for some other reason that you may be late, please inform the school of your expected time of arrival.

## ADS Options

Through the computer (Employee Self Service), you have the ability to change your phone number so that the system will know where to call you. You can also review your current assignments, change the days of the week when you are available or specify a range of dates when you are unavailable to accept assignments. You also have the ability to ‘job shop’ by logging into the system and reviewing the available assignments that you are qualified to teach.

The ADS system will list available jobs (providing there are jobs available) and you may book the job online.

Remember that teachers have the ability to request you as a teacher-on-call through the dispatch system by using your employee number. The system is accessible 24 hours a day, 7 days a week.

## TOC Assignment Cancellation

There may be times when an assignment for which you have been dispatched will get cancelled. Should this happen, you should attempt to secure another teaching assignment through ADS. If you are unsuccessful, please contact our dispatchers so that they may attempt to find you another suitable teaching assignment.

## Dispatchers

Dispatchers are available from 5:00 a.m. to 3:00 p.m., do not hesitate to contact them directly at (604)599-7446 or (604)599-7496.

## Non-Availability of Work

If you know that you will be unavailable to teach, you should log into Employee Self Service and indicate that you are:

1. **Unavailable** – the system will not phone you in the morning for assignments that day, but it may call you in the evening for future assignments. There is no penalty for declaring unavailability on a given day.

## Declining an Assignment

Teachers-on-call do not have to accept every offer of work. Acceptable reasons for declining an assignment include the following:

- You are ill. If you are ill for an extended length of time, it is best to log into Employee Self Service and specify a “not available” date range.

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- You have had a particularly stressful and difficult teaching experience at a specific school (you might wish to discuss this experience with the teacher and then the school principal).
- You plan to be out of town for a few days (log into Employee Self Service and specify an “unavailable” date range).
- You have accepted a substitute teaching assignment in another school district. If you have accepted another position, please make yourself unavailable on ADS.
- You believe the assignment to be outside your area of expertise.

### Working as a TOC for Family Members

Please note that Board Policy #7213 (Conflict of Interest) prevents Surrey TOCs from TOCing for relatives.

### Parking pass

If you plan to work in secondary schools, teachers-on-call should obtain a parking pass. They can be signed out at the Human Resources office. We would like them returned when you leave the district or receive a contract.

### Photo Identification

The Surrey School district supplies photo ID for the protection of all students and staff. You must wear your ID badge whenever you are in a school. Lost or damaged badges can be replaced by contacting the Human Resources

department. We would like them returned when you leave the district.

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## IV. SCHOOL EXPECTATIONS

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- A. Report to the principal/vice-principal, or the school secretary as soon as you arrive at the assigned school. Generally, the principal/vice-principal and secretary will be aware of the regular teacher’s absence; however, the length of your assignment should be confirmed with them.
- B. Teachers-on-call must sign in the “Sign In Book” at the school office. We require a legible signature/printed name and your employee number. The secretary will include this in their school report to Payroll.
- C. Teachers-on-call, like teachers, are expected to arrive at least 15 minutes before the bell, and to remain at the school at least until 15 minutes after dismissal.
- D. It is the teacher-on-call’s responsibility to complete supervision duties as scheduled.
- E. Expect to be briefed as to your:
  - Teaching assignment
  - The location of your classroom
  - Various school facilities and the staff-room
  - The school’s time schedule
  - Procedures for fire alarm and earthquake drills and
  - Any other duties

Most schools will have a handbook or a folder containing a school map and other

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- necessary information ready for you. Check with the school secretary regarding materials that may have been left in the regular teacher's letter box.
- F. Make certain that classroom doors are locked at recess, noon hour and after school, if that is the practice of the regular teacher.
- G. As a general rule, students should never be left in the classroom at recess or noon hour. Check with a principal/vice-principal before making any exceptions.
- H. Report any unusual occurrences to a school principal/vice-principal.
- I. Consult with the principal/vice-principal before doing any of the following:
- Sending elementary students home for lunch
  - Sending students on errands outside the building
  - Safeguarding valuables
  - Initiating contact with parents
  - Planning field trips, class parties, etc.
- J. Act promptly on discipline problems. Maintain order. If you need help, contact the office for assistance.
- K. In the event that you require emergency assistance with classroom management, contact the office, or the teacher in a neighbouring classroom (if the office cannot be conveniently contacted).
- L. Check with the appropriate departments (for example, counselling or the library) before directing students to them.
- M. If you are giving supplies to students, please keep a record of which students received them.
- N. Follow the classroom teacher's plan book as closely as possible. Make note of areas completed, areas changed, and the reason for the change.
- O. Have work assigned that day marked unless the teacher has otherwise requested.
- P. Prepare a plan for the next day, including necessary board work and/or materials.
- Q. Before leaving each day, write a brief summary of the work covered, completed, and assigned. This is an important step in the communication process; this written feedback provides the regular teacher with valuable information about their students' activities and behavior while they were absent. If warranted, include specific items of concern or interest, and the names of any students who were cooperative or uncooperative. You may wish to leave your phone number so that the regular teacher can contact you, if necessary.
- R. If you have any concerns or questions about these expectations, please ask a principal/vice-principal, another member of staff or the STA staff representative for advice or assistance.

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## V. ROLE OF SCHOOL & TEACHERS

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1. School staff will continue to ensure that teachers-on-call are made to feel they are welcome additions to the teaching staff.
2. Principal/vice-principals and/or STA staff representatives can be counted on to help you with any problems that you might encounter.
3. Teachers, secretarial support staff and other staff members can also be of great help.
4. Each school will have developed a practical written guide outlining the daily routines and emergency procedures. That guide should be made available to teachers-on-call.
5. Information for teachers-on-call will be displayed prominently in the staff room on the **STA TOC bulletin** board.
6. The regular classroom teacher will provide the following:
  - A. Each teacher will be responsible for providing the teachers-on-call with a planbook which includes a complete plan for the day. The planbook provides the teacher-on-call with an overview of what has happened in previous lessons. Continuity is ensured when the teacher-on-call leaves a plan for the subsequent day's activities.
  - B. Teachers should also provide a practical written guide outlining routines and

procedures (including any pertinent supervision schedules).

- An attendance record
- A weekly time schedule
- A list of students' names and a seating plan; the names of students who are able to provide assistance and of those with special needs should be highlighted or noted; a list of those students (if any) who are divided into different groups for teaching purposes; a list of those students who will be receiving some instruction outside of the classroom (for example, LST).
- A copy of any school bus schedules, as well as fire and disaster drill plans.
- A note stating where teacher manuals and answer keys can be found.
- A note about neighbouring/buddy teachers who can provide needed information and/or clarification regarding curriculum, audio-visual equipment and school policies.
- A note about any special events assemblies.
- If necessary, a code number to the Xerox machine.

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- Classroom or washroom key as required.

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### VI. SALARIES AND BENEFITS

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The teacher-on-call signs in on the school's "Sign In sheet". The school forwards this information to the Payroll department. It is the responsibility of the teacher-on-call to sign in accurately; to include a legible signature (preferably print), employee number and to indicate the portion of the day they have been called in for. You should keep your own record of when and where you work in case of discrepancies. If you have any concerns regarding your pay, please contact Payroll or the Human Resources offices.

The rate of pay for teachers-on-call is in accordance with the current Board-STA collective agreement, Article 9, Teachers-on-Call. For salary categories and how teaching experience is credited, please see the Board-STA collective agreement, Articles 45, 46, 47 and 48.

Teachers-on-call on short term assignments are paid biweekly, on every second Monday.

#### **Missed Prep Time**

Schools have been advised that a teacher's preparation time (Article 25) is also that of the teacher-on-call who has been dispatched to replace the teacher due to illness or a leave of absence. There are, on occasion, times when teachers-on-call are asked to cover a class during their prep-time. Should this occur, please ask the school for a TOC missed prep-time

form and complete Section A. Please note that this form needs to be signed by the principal or vice-principal of the school.

Please be advised that if you are a secondary teacher on call who was dispatched for a full day assignment but the teacher has less than a 1.0 assignment, the school may ask you to cover the extra blocks. These are not recorded as missed prep-time.

These forms are to be returned twice a year (December for the Fall Term and June for the period following Winter Break until the end of the year) and should include occasions when extra prep-time was given to you because of a field trip or school activity.

Missed prep recovery forms cannot be processed if they are not signed by the TOC, or if they are not the original document. No faxes or photocopies can be accepted.

#### **Sick Leave:**

After twenty working days, teachers-on-call will be granted a "one time only" credit of five sick days in their sick bank (see Article 39.51 and 39.52 of the Board-STA collective agreement). A teacher-on-call may utilize accumulated sick leave credits when, *after accepting, reporting for and actively taking up an assignment, the teacher-on-call is unable to work because of illness or injury.*

Eligibility for paid sick leave will cease when the teacher-on-call's sick leave credits are exhausted or when the teacher, who the teacher-on-call was assigned to replace, returns to duty, whichever occurs first.

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## Health and Safety

The District is committed to an effective Health and Safety program. Every school has a Health and Safety Committee.

All accidents, incidents, injuries and near miss events should be reported on the District's Employee Incident/Injury Report form. In the case of illness or injury, be sure to seek medical attention (if warranted) and tell the doctor that the injury is work related. If possible, always report these situations before you leave the school. Keep a copy of any written report you submit for your records. For more information, see the District Policy #5206 and 5208.

## Vehicle Vandalism

If your vehicle is vandalized while you are at work, the Board will pay a portion of your deductible. Report the vandalism immediately to the principal and the RCMP. Retain the case number. Claim forms can be sent from the STA office as required. See the Board-STA collective agreement, Article 51.41, Board Policy No. 6520.

## Professional Development

Providing the teacher-on-call has worked in the school the day before and the day after the professional day, TOCs may attend a school's professional day on the approval of the school principal, as per Article 9.70. Please note that such a professional day does not break the continuity of an assignment (Article 9.40).

The STA maintains a professional development fund that TOCs can apply to for professional activities and conferences. Provided TOCs

have worked twenty days (in the previous 3 working months), they are eligible for up to \$150 per school year based on first come first served basis until the budget is exhausted. Each school's Pro-D chairperson has a copy of the TOC application form or access on line at [www.surreyteachers.org](http://www.surreyteachers.org).

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## VII. PRACTICAL TIPS

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1. Upon arrival at the school, familiarize yourself with the names of the Principal and/or Vice-Principal, school personnel and STA representative(s).
2. Introduce yourself to colleagues in neighbouring classrooms, and remember that they can be a valuable resource.
3. Try to be in the classroom early. This gives you a chance to review the teacher's notes and establish yourself as the teacher for the day. Greet the students in a friendly manner. Observe potential areas of trouble before lessons begin. Get to an assignment early so you have time to locate the plans and the materials that have been prepared for you.
4. Introduce yourself to the students. You may want to provide them with some personal information. State your expectations for the day.
5. Whenever possible, stick as closely as you can to regular procedures and routines. When changes do occur due to unforeseen circumstances (ie assembly,

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etc) , take the time to explain why. You may want to note any significant changes in the day book for the returning teacher.

6. Keep on hand a variety of absorbing and simple activities which can be used at your discretion.
7. Keep your sense of humor and be free with praise.
8. Don't be afraid to use your own ideas, to relax and to enjoy the class.
9. Leave the classroom and desk tidy and provide a report for the teacher on how the day went.
10. Watch for workshops specifically for TOCs – these are provided by both Human Resources and the STA. They are available in the teaching area conferences on the First Class Desktop (SD 36 conference – District Workshops/Focus Days)
11. Take care of your health – you are **important!**
12. Enjoy the day with the students, what you are doing is important.

See the BCTF Handbook for New Teachers pages 14-21 for suggestions and ideas.

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### B.C.T.F. CODE OF ETHICS

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The Code of Ethics states general rules for members of the BCTF for maintaining high standards of professional service and conduct toward students, colleagues and the professional union.

1. The teacher speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their rights and sensibilities.
2. The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare.
3. The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The teacher is willing to review with colleagues, students and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.
5. The teacher directs any criticism of the teaching performance and related work of a colleague to that colleague in private and only then, after informing the colleague, in writing, of the intent to do so, may direct in confidence the criticism

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to appropriate individuals who are able to offer advice and assistance.

6. The teacher acknowledges the authority and responsibilities of the B.C.T.F. and its locals and fulfills obligations arising from membership in his/her professional union.
7. The teacher adheres to the provisions of the local collective agreement.
8. The teacher acts in a manner not prejudicial to job actions or other collective strategies of his/her professional union.
9. The teacher neither applies for, nor accepts, a position which is included in a Federation in-dispute declaration.
10. The teacher, as an individual or as a member of a group of teachers, does not make unauthorized representations to outside bodies in the name of the Federation or its local associations.

### NOTE:

It shall not be considered a breach of Clause 5 of the Code of Ethics to report reasonable grounds for suspecting child abuse to proper authorities according to legal provisions and official protocol requirements.

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### B.C.T.F. POLICY AND PROCEDURE 31.B.10

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Advice on how to proceed with a concern respecting a colleague's teaching and related work may be sought from Federation staff

and/or local officers in good faith. Such discussion will not constitute a breach of Clause 5. "Appropriate Individuals" in Clause 5 of the Code of Ethics shall mean those persons who are able to offer advice and assistance on questions of teaching practices and their effect on students. The first emphasis should be at all times on exploring means of assisting, rehabilitating, and correcting.

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## EXCERPTS FROM COLLECTIVE AGREEMENT

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### ARTICLE 9 – TEACHERS-ON-CALL

#### 9.10 TEACHERS-ON-CALL

Teachers-on-call are those teachers who are assigned on a day-to-day basis in this district.

#### 9.20 DUTIES OF TEACHERS-ON-CALL

9.21 Teachers-on-call and those teachers whose assignment is that of a permanent teacher-on-call shall be required to perform only those duties that are appropriate to the assignment of the teacher they are replacing.

9.22 All information which is available about the nature of the assignments will be provided to the teachers-on-call when they are called by the dispatch centre.

Where a teacher-on-call has reasonable cause to do so, a call-out may be declined.

9.23 Teachers-on-call shall be provided with a mutually agreed upon Surrey Teacher-

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on-Call Handbook when employed with the district. This booklet will be published with the costs being shared 75% by the Board and 25% by the Association.

### 9.30 RATES OF PAY

**9.32 Long Term Assignment:** On the fourth consecutive and each subsequent days in an assignment, an employee shall be paid 1/189 of their category classification and experience or at Category 4 Step 0 **whichever** is the greater amount for each full day worked. Such payment on scale shall be retroactive to the first day of the assignment.

### 9.40 CONTINUOUS ASSIGNMENT

The term "consecutive day" will refer to designated days in session for students, ie: teachers-on-call must be in receipt of wages for four consecutive teaching days before qualifying for scale placement. A teacher-on-call's service shall not be considered to be broken by:

- 9.41 non-instructional day, or
- 9.42 the teacher-on-call's illness or accident, or
- 9.43 the occasion of the regular day off of a part-time teacher who is being replaced.

### 9.50 CALL OUT

When a teacher-on-call is called out by the Board's Substitute Dispatch, a school, or a teacher and if, for circumstances beyond the teacher-on-call's control, the assignment is reduced or cancelled, payment shall be:

- 9.51 A full day's wage if called out for the full school day.
- 9.52 A percentage of a full day's wage equal to the time which would have been worked if called out for part of a school day; **HOWEVER**
- 9.53 The minimum payment for work performed by teacher-on-call on any day will be fifty percent (50%) of the daily rate. A teacher-on-call called in to work for the morning only will be paid 60% of the daily rate. The maximum daily payment will be 100% of the daily rate.
- 9.54 Effective July 1, 1998, a teacher-on-call shall be entitled to the mileage kilometer allowance, rate or other payment for transportation costs, as defined by the collective agreement for which the employee he/she is replacing is entitled to claim.

### 9.60 PART-TIME TEACHERS

Where a teacher with a part-time assignment works as a teacher-on-call at a time when the teacher is not scheduled to work, the teacher will be paid:

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**9.61** rate of 1/200 of certification and experience for each day worked with the teacher's regular students, or

**9.62** In accordance with Articles 9.31 and 9.32 if the work is not with the teacher's regular students.

### **9.70 PROFESSIONAL DAYS FOR TEACHERS-ON-CALL**

A teacher-on-call on assignment may attend the school's professional day, with pay, on the approval of the school's principal/vice-principal, providing the teacher-on-call is on assignment in the school on the day previous and the day after the school's professional day. This approval shall not be arbitrarily denied.

### **9.80 ACCUMULATION OF FULL-TIME EQUIVALENT EXPERIENCE**

**9.81** All long-term experience (ie., experience while paid on scale pursuant to Article 9.32) will be accumulated for the purposes of experience credit.

**9.82** Upon the accumulation of the equivalent of 180 days of teaching (paid at scale), the teacher-on-call involved shall be eligible for an increment on the next increment date following completion of this service.

### **9.90 BENEFITS**

**9.91** **Effective July 1, 2000** teachers-on-call shall be paid an additional compensation of \$3 over daily rate in lieu of bene-

fits. This benefit will be prorated for part days worked but in no case will be less than \$1.50. Any and all provisions in the previous Collective Agreement that provide additional or superior provisions in respect of payment in lieu of benefits shall remain part of this Collective Agreement.

**9.92** Effective July 1, 1998, teachers-on-call shall be eligible, subject to plan limitations, to participate in the benefit plans in the Collective Agreement, provided that they pay the full cost of benefit premiums. (see Article 9.93).

**9.93** After the accumulation of twenty (20) working days, a teacher-on-call shall be entitled to enroll in the Medical Services Plan (Article 52.20) and the Extended Health Benefits Plan (Article 52.50) upon the payment to the Board, quarterly, in advance, of the premiums applicable to maintain coverage.

**9.94** Where the teacher-on-call who has enrolled under Article 9.93 is granted a continuing contract of employment, an adjustment will be made for the Board's share of premiums effective as of the date of the appointment.

### **GETTING A CONTRACT (29.40)**

**29.41** Where the Board expects a teacher to be absent for more than seventy-five (75) consecutive days in a school year the replacement teacher will be offered a continuing contract of employment with a term specific assignment except where

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the Board fills the vacancy in accordance with Article 31.80.

29.42 Where a teacher-on-call completes seventy-five (75) consecutive days in the same long-term assignment, the teacher-on-call shall be granted a continuing contract of employment with a term specific assignment, retroactive to the date on which the teacher-on-call commenced the assignment. In such cases, however, benefits other than MSP and EHB shall not be made retroactive.

# Teacher on Call

## Payment for Missed Preparation Time

Prep-time as defined under article 25 of the Collective Agreement.

Schools have been advised that a teacher's preparation time (article 25) is also that of the Teacher on Call who has been dispatched to replace the teacher due to illness or a leave of absence.

There are, on occasion, times when Teachers on Call are asked to cover a class during their prep-time. Should this occur, please record the missed prep-time in Section A, and have **it signed by the principal or vice-principal of the school.**

**Please be advised** that if you are a secondary Teacher on Call who was dispatched for a full day assignment but the teacher has a less than a 1.0 assignment, the school may ask you to cover the extra blocks. These are not recorded in either section as you are being paid for a full day of work.

If the Teacher On Call doesn't cover another class during these extra blocks, they should record this unassigned time in Section B of this form.

There are also occasions when a Teacher on Call is given extra prep- time, i.e. a TOC is dispatched all day for a less than 1.0 assignment (i.e. .71 secondary) or has been dispatched as a non enrolling teacher and one of the classes they are supposed to cover is away (i.e. field trip). These times should be recorded in Section B – No signature is required.

If the time recorded in Section A exceeds that in Section B, TOCs impacted are eligible to be reimbursed for missed preparation time.

**Return your original form to the District Principal, Human Resources, Courier #481 by December 15<sup>th</sup> and June 12<sup>th</sup>. Please use the same form until it is completed before starting another one.**

*Payment will be made in December and June of each school year. Do not send forms at any other time as they will be returned to you.*

**Send original forms only. Faxes or photocopies will not be accepted.**