



Welcome to the Greater Victoria School District

Teacher Teaching on Call (TTOC)

Handbook

Human Resource Services
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February 2019

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Introduction



Congratulations on being selected to serve the Greater Victoria School District as a Teacher Teaching On Call (TTOC). The Board of Trustees recognizes the vital role TTOCs fulfill to maintain the education program within School District #61. You will have opportunities to see and be part of various teaching styles and programs, to gain experience and to share ideas with students and colleagues. Being a TTOC should enhance your confidence and your ability as a teacher and strengthen your understanding of education in general.

The purpose of this handbook is to support the professional development of TTOCs and to provide the following useful information:

- Orient new TTOCs to their roles and responsibilities.
- Serve as a collection of practical and specific information regarding Greater Victoria School District practices, school policies and teachers' working conditions.
- Help TTOCs increase their effectiveness as teachers.

Our Mission Statement

“The Greater Victoria School District is committed to each student’s success in learning within a responsive and safe environment.”

We believe in:

Engagement – Students are actively engaged in their education and connected to our learning community.

Equity – We give each student the opportunity to fulfill their potential.

Innovation/Positive Change – We are innovative. We constantly seek ways to make positive change.

Integrity – We are ethical and fair.

Openness and Transparency – We are open about the decisions we make and how we make them.

Partnerships – We create open and respectful partnerships with each member of our learning community.

Respect – We respect ourselves, others, and our environment.

Social Responsibility and Justice – It is our shared responsibility to work with and inspire students to create a better world.

Note: Please refer to the District [web site](#) for the Mission, Vision and Values of the Greater Victoria School District

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Duties and Responsibilities of a TTOC while on Assignment

Your Assignment	You may be asked to accept assignments on very short notice. This may give you little or no preparation time.
Arrival at School	<p>Check in at the school office in a timely manner, if possible. The absent teacher may leave instructions, keys and details of your assignment with the Administrative Assistant. With permission from the principal, you may phone the absent teacher for direction. You are expected to fulfill all the duties and responsibilities of the regular teacher, including instruction, supervision and attendance at meetings requested by the principal.</p> <p>Enquire about instructions regarding school schedules, bells, announcements and any other pertinent information including students with special needs, fire and earthquake routines. Check at the office regarding any students with safety plans or.....</p>
Classroom Procedures	<p>Locate the teacher's day book and review the instructions for your assignment. Check the previous day's outline and bulletin for activities that may require follow-up during your class.</p> <p>Prepare for an orderly beginning: attendance register, seating plan(s), enough texts and worksheets, videos, paper supplies and other materials.</p>
Educational Assistants	There may be Educational Assistants in the classroom working with special needs student(s). Educational Assistants are valuable resources for the classroom and they are familiar with the student requirements (IEP – Individual Education Plan).
Arrival of Students:	<ol style="list-style-type: none">1. Introduce yourself. Write your name on the board and pronounce it.2. Briefly explain the circumstances of your employment and that it shall be business as usual.3. Check the seating plan and record absentees and late arrivals. Report your attendance to the office.4. Notify the principal immediately of any accident or serious problem, but avoid leaving a teaching area unsupervised. You may require assistance from a neighbouring teacher.
Release of Students	No Teacher Teaching On Call in an elementary, middle or secondary school should ever dismiss a student from class or school without specific authorization from the school office. Do not send students off the school property for any reason, without authorization from the principal or his/her designate. Remember, you are responsible for the students throughout the whole school day and should not release them from the school at any time without parental approval via the principal.

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Classroom Management

- Classroom Management**
1. Be patient – it is natural for a class to test a Teacher Teaching On Call. You represent a change for them. Patience, understanding, firmness, and respect will enhance the learning situation.
 2. Expect good behaviour and standards of work – children tend to respond to whatever we expect of them. A positive approach is worth a hundred negative rules.
 3. Be fair and consistent – your success in classroom control will depend to a great extent on your degree of fairness and consistent treatment. Children must know what to expect of you and what you expect of them.
 4. Be professional and ethical – students learn by example. Be careful in your choice of words and actions with students, both in and out of school.
 5. Use names – students are usually more responsive when you refer to them by name. Experienced Teachers Teaching On Call will confirm that the benefits are worth the effort of learning names.
 6. Be ready – materials and plans for the day are a must. This is another reason for getting to school early and ensuring that you know what you want the class to be doing during the day.
 7. Leave time – this is important at the secondary level when classes change each period. Leave enough time at the end of each period for the class to gather material together and for you to prepare for the next group.
 8. Use common sense – this is the prime suggestion of all. All rules, regulations, guides, and directives in the world are no substitute for this.
 9. Keep your sense of humour.
 10. When all else fails – if you encounter a situation beyond your control, refer the matter to the administration immediately. Responsibility for maintaining classroom control supersedes professional pride when seeking assistance. You may often find that other teachers or department heads nearby will render assistance if they are available.

Cardinal Rule **Do not embarrass students in front of their peers!**
When you need to talk to the student about his/her behaviour, do it after class, at break, or after school. If all else fails ask him/her to leave the room, set your class to work and talk to the student outside the classroom.

Note: For further information and tips on Classroom Management, please refer to the “The Practice of Teaching - Handbook for New Teachers and TTOC” from the B.C. Teachers’ Federation

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Call out Practices and Procedures

The District requires teachers to record their absences through a computerized absence system (ADS – Automated Dispatch System). Please note the following:

1. **At no time is it appropriate for a TTOC to enter an absence on behalf of the absent teacher. All employees are required to enter their own absences in ADS.**
2. Replacement TTOCs are selected by ADS in the following order:
 - a) preferred TTOC (up to 3) – name and number entered in ADS by absent teacher
 - b) by qualified Subject order
 - c) by rotation
3. Call out takes place between 6:30 to 8:30 pm, then at 6:30 am on the morning of the absence. Preferred replacements are called every 30 minutes each night prior to the absence from 6:30 to 8:30 pm, then one time only at 6:30 am on the morning of the absence. If no answer, then ADS will execute the next search criteria according to the following:
 - a) Phase 1 – exact Subjects and Levels as indicated by the absent teacher
 - b) Phase 2 – some (then one) of the Subjects at the indicated Levels
 - c) Phase 3 – Subjects from the same family as the indicated Subject at that Level
 - d) Phase 4 – some (then one) of the Subjects at any Level
 - e) Phase 5 – any Subject at the indicated Level
 - f) Phase 6 – any Subject at any Level

Be aware that a manual or automated call out may also happen during school hours.

Note: Seniority is not considered as a search criteria for any phase.

4. ADS will contact up to two phone numbers provided by the TTOC. When the TTOC is called out by ADS, the PIN number must be entered. If the call out is not authenticated by input of the PIN number, ADS will automatically try the second number. If ADS attempts to contact a cell phone that is in a “dead” area, it will receive a recorded message indicating that the TTOC is not available. ADS will move on to the next available TTOC.
5. Absences may be entered at any time, but ADS does not begin a replacement search until 15 working days prior to the absence.
6. When a TTOC has accepted the assignment through ADS, the TTOC will not be considered for any other absence on any day that may overlap the assignment.
7. A TTOC has the ability to make themselves “unavailable” through the ADS system. (Please refer to the [ADS Web Guide](#)). It is your responsibility to maintain accurate availability records. Please update your unavailability in advance of call-outs whenever possible.
8. TTOCs are not limited by or penalized for refusals. *In order to remain on the TTOC list, the District requires that TTOCs work a minimum of 25 days within the school year.*
9. A minimum call-out for any assignment is .4 FTE.

Note: For further information on ADS, please refer to the District web site.

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Safety and Accident Procedures

General Guide

Accident Procedures

Attend to the injury and in serious cases request assistance from the office or nearest staff member. Do not leave the injured student. Make sure you notify the administrator as soon as possible after any accident.

Particular attention in preventing accidents must be given when in playground areas, P.E. class, shop, science or Home Economics. Do not attempt to instruct or use materials in areas for which you are not qualified.

Students who become sick or injured either in the classroom or on the playing field should not be sent to the office, medical room or washroom alone. Request help from another staff member, or designate a reliable student to assist. Do not leave any teaching area unsupervised.

Emergency Procedures

Each school will have a slightly different fire alarm system, muster station or routine. Upon arrival at a school, take a few minutes to become familiar with the emergency procedures. During any fire, earthquake drill or emergency evacuation of the building, always:

1. Take a record of attendance with you.
2. Bring along the classroom emergency kit.
3. Close windows and doors.
4. Be sure to lead your class out of the building by the appropriate route.
5. Assemble at designated muster station outside the building ensuring to avoid fire lanes.
6. Check that all pupils are accounted for once outside the building.
7. Make sure no one enters the building before the "all clear" signal is given.

Fire Emergencies

If you discover a fire:

1. Pull the nearest fire alarm.
2. Evacuate the building using the nearest, safest exit.
3. Report to the principal or designate.

If you hear a fire alarm:

1. Evacuate the building using the nearest, safest exit.
2. Take command of your class at the pre-established incident command point.
3. Send attendance information by student runner to the command point.
4. Communicate and coordinate with the Fire Department on-scene commander, if necessary.
5. Do not re-enter the building until the Fire Department advises it is safe to do so.

Earthquake Survival Guide

1. The standard of practice for all schools during an earthquake shall be:

- **Drop, cover and hold on.** Take cover under a table or desk and hold onto a table leg, if possible.
- **Count to 60 slowly**, when (after) the rumble stops.
- **After counting to 60 everyone can stand up, as long as shaking has stopped.**
- **When safe to do so, evacuate the building.** Calmly ensure everyone has shoes on and has their (coats and) backpacks. Assist the injured, if you can, but do not delay the evacuation. If someone is unable to be evacuated ensure their location is noted on the floor plan and evacuate everyone else. Ensure individuals are in a refuge area, if possible, and that their location is noted.
- **Proceed to your designated muster station outside.**
- **Take attendance and communicate** to the incident command post.

TTOC – Earnings & Deductions

How Pay is Generated TTOC pay is generated through the Absence Management System (AMS). When an assignment is accepted by the TTOC through ADS call-out, the TTOC's name is entered against the absent teacher as the replacement. This entry identifies pertinent payroll and absence information.

TTOCs are paid every second Friday, based on the dates and FTE in AMS and approved by the principal. Details of dates and FTE worked are listed on the earnings statement.

Minimum FTE call-out In accordance with Article B.2.10, a "teacher teaching on call shall receive a minimum two hour call-out except when a part-time teacher is utilized within her/his school". A two hour call-out is .4 FTE. This would apply to each day that a TTOC is replacing a teacher who has less than a .4 position.

Minimum Call-Out in a Multi-Day Assignment of Less than Two Hours Per Day If the call-out is for more than one day, and an external TTOC is used, the Teacher Teaching On Call will receive a two hour minimum call-out (.4 FTE) for each day of the assignment. The unassigned portion of the two (2) hour period may be assigned with the school for each day of the assignment of duties for the assignment to which the TTOC was called.

FTE (am/pm) ADS will accurately reflect the portion of a day that is considered to be morning and the portion that is afternoon. Most elementary schools are .6 FTE in the morning and .4 FTE in the afternoon. Secondary schools are usually .5 FTE in both the morning and afternoon. Please note that ADS does not recognize "short days". The teacher should enter exact hours if absent for part of a day on a "short day" and a TTOC should be aware of the aberrant hours.

ADS call-outs for a full day are at 1.0 FTE even if there is an early dismissal.

Replacing 1.0 Teachers Teachers who are 1.0 FTE are replaced by 1.0 FTE TTOCs. If a teacher has scheduled prep time during that day, the TTOC is expected to remain in the school to mark papers or do lesson preparation. If there is no work, TTOCs are to report to administration for assignment of other duties. If the TTOC leaves the building they will be paid only for the actual teaching time.

Replacing Part Teachers TTOCs who are replacing less than full-time teachers should be paid for the time that they work, not the FTE of the teacher being replaced. Depending on the timetable, a TTOC in secondary could be paid varying amounts on different days of the week.

Teacher Teaching on Call - Pay & Benefits Article B.2

- 1.The employer will ensure compliance with vacation provisions under the Employment Standards Act in respect of the payment of vacation pay.
- 2.For the purposes of Employment Insurance, the employer shall report for a Teacher Teaching On Call, the same number of hours worked as would be reported for a day worked by a teacher on a continuing contract,

3. A TTOC shall be entitled to the mileage/kilometre 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.

4. TTOCs shall be eligible, subject to plan limitations, to participate in the benefits plans in the Collective Agreement, provided that they pay the full cost of benefit premiums.

5. TTOCs shall be paid an additional compensation of \$11 over daily rate in lieu of benefits. This benefit will be prorated for part days worked but in no case will be less than \$5.50. Any and all provisions in the Previous Collective Agreement that provided additional or superior provisions in respect of payment in lieu of benefits shall remain part of the Collective Agreement.

Rate of Pay:

- a. An employee who is employed as a Teacher Teaching On Call shall be paid 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 step 7, for each full day worked.
- b. An Employee who is employed as a Teacher Teaching On Call shall be paid 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 Step 8, for each full day worked.

Benefits:

As set out in Article B.11.3 Teachers Teaching on Call shall have access to the Provincial Extended Health Benefit Plan. TTOC's accessing the Plan shall pay 100 percent (100%) of the premium costs.

TRB Fee

Payroll deduction is mandatory for all employees who hold a BC teaching certificate. Payroll must deduct the \$80 annual fee for all certificate holders that are employed by the district. The TRB fee is deducted on the last pay in April and is remitted to the Teachers Regulation Branch.

Only employees with multiple employers may opt out of the deduction. Under the School Act and the Independent School Act, you may request that the district excludes the deduction if you are already being deducted by another employer. Before any deduction exclusion, certificate holders must confirm that they are being payroll deducted by another board or authority.

Employees not covered by the 2 points above are responsible to ensure that the fee is paid on time to the Teachers Regulation Branch.

Non-Sequential Assignment

A Teacher Teaching On Call who must cover blocks of time that are not sequential should be paid only for the time worked, but at least two hours (.4 FTE). Thus, in secondary schools, covering one block in the morning and one in the afternoon would be a .5 assignment in a four block per day schedule, or a .4 assignment in a five block per day schedule.

Working More than 1.0

Part time teachers may cover additional blocks which result in more than a 1.0 FTE assignment for that day, on an **emergent basis only**. Thus, a .857 FTE teacher could cover one block (.25), while a .571 FTE teacher could cover a half day (.5 FTE). Note that in accordance with Article B.2.10, the two hour minimum call out does not apply to teachers

FTE from within a school.

Professional Development Days TTOCs should not be replacing teachers who are absent on professional development days. If a school requires a TTOC to attend, the school will be responsible for any pay claimed by the TTOC. Be sure to check with the principal.

Teacher/School Cancellation of Call-outs If a TTOC has not been informed in a timely manner that the absence for which they have been dispatched has been cancelled or a replacement will no longer be necessary, the TTOC will be paid. The delegation of an assignment will be under the discretion of the school administrator or the Board Office. It is also at the discretion of the teacher, to inform the replacement TTOC or ADS of the cancellation of an absence as soon as possible. It is anticipated that the teacher will provide enough cancellation time to allow the TTOC a window of opportunity to receive a subsequent call out.

- Deductions from Pay**
- Pension – all TTOCs become members of the B.C. Pension Corporation (Teachers’ Pension Plan). Contributions to the plan are based on a percentage of earnings. The contribution rate is determined by the B.C. Pension Corporation.
 - BCTF dues – based on a percentage of earnings determined by the British Columbia Teachers’ Federation.
 - GVTA dues – based on a percentage of earnings determined by the Greater Victoria Teachers’ Association.
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TEACHER TEACHING ON CALL SALARY GRID AS AT JULY 1, 2018								
		TOC RATE		TOC RATE		TOC RATE		TOC RATE
		P4		P5*		P5+		P6M
INCREMENT	P4	P4/189	P5	P5/189	P5+	P5+/189	P6M	P6M/189
0	47,857	\$ 253.21	52,363	\$ 277.05	56,387	\$ 298.34	57,801	\$ 305.83
1	50,106	\$ 265.11	54,900	\$ 290.48	59,121	\$ 312.81	60,604	\$ 320.66
2	52,354	\$ 277.01	57,437	\$ 303.90	61,856	\$ 327.28	63,408	\$ 335.49
3	54,603	\$ 288.90	59,974	\$ 317.32	64,590	\$ 341.75	66,212	\$ 350.33
4	56,851	\$ 300.80	62,512	\$ 330.75	67,326	\$ 356.22	69,016	\$ 365.16
5	59,098	\$ 312.69	65,049	\$ 344.17	70,060	\$ 370.69	71,820	\$ 380.00
6	61,347	\$ 324.59	67,586	\$ 357.60	72,794	\$ 384.44	74,624	\$ 384.44
7	63,595	\$ 336.48	70,123	\$ 371.02	75,529	\$ 384.44	77,429	\$ 384.44
8	65,844	\$ 348.38	72,660	\$ 384.44	78,263	\$ 384.44	80,232	\$ 384.44
9	68,092	\$ 360.28	75,197	\$ 384.44	80,998	\$ 384.44	83,036	\$ 384.44
10	72,099	\$ 381.48	80,067	\$ 384.44	85,927	\$ 384.44	87,986	\$ 384.44

*Maximum rate Category 5 Step 8

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General Information

Personnel File	It is your responsibility to keep your personnel file updated and to inform the District if your certification, name or address has changed in any way. Article C.21 of the Collective Agreement .
Salary Level	Teachers Teaching On Call Salary Grid (page 15)
Benefits	Please refer to Article B. 2 of the Collective Agreement . Contact the Payroll and Benefits office at 250-475-4149
Seniority/Increments	Please refer to Article C.2 of the Collective Agreement . Contact Human Resource Services at 475-4122

Note: It is recommended that TTOCs keep a record of their assignments and call-outs in the event of a discrepancy.

Ministry of Education - School Regulations – Section 4 (Duties of a Teacher)

4 (1) The duties of a teacher include the following:

- a) providing teaching and other educational services, including advice and instructional assistance, to the students assigned to the teacher, as required or assigned by the board or the minister;
- b) providing such assistance as the board or principal considers necessary for the supervision of students on school premises and at school functions, whenever and wherever held;
- c) ensuring that students understand and comply with the codes of conduct governing their behaviour and with the rules and policies governing the operation of the school;
- d) assisting to provide programs to promote students' intellectual development, human and social development and career development;
- e) maintaining the records required by the minister, the board and the school principal;
- f) encouraging the regular attendance of students assigned to the teacher;
- g) evaluating educational programs for students as required by the minister or the board;
 - i. evaluating each student's intellectual development, human and social development and career development, including, as required by the minister, administering and grading Required Graduation Program Examinations;

- ii. ensuring the security of Provincial examinations, including retaining completed Provincial examinations for any period of time set by the minister;
 - h) providing the information in respect to students assigned to the teacher as required by the minister, board or, subject to the approval of the board, by a parent;
 - i. advising the school principal regarding the organization of classes in the school and the placement of students with special needs in those classes;
 - i) when required to do so by the minister, verifying the accuracy of the information provided to the minister under paragraph (h);
 - j) regularly providing the parents or guardians of a student with reports in respect of the student's school progress as required by the minister or the board; and
 - k) attending all meetings or conferences called by the principal or superintendent of schools for the district to discuss matters the principal or superintendent of schools considers necessary unless excused from attending the meeting or conference by the principal or superintendent of schools.
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British Columbia Teachers' Federation – Code of Ethics

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

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. *The member follows legal requirements in reporting child protection issues.*
3. The member recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the member and the practices employed in discharging professional duties.
5. The member 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 the criticism, in confidence, to appropriate individuals who are able to offer advice and assistance.* *It shall not be considered a breach of the Code of Ethics for a member to follow legal requirements or official protocols in reporting child protection issues.*
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in her or his professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.

9. The member neither applies for nor accepts a position which is included in a Federation indispute declaration.
10. The member, as an individual or as a member of a group of members, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.

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.

Membership in Professional Organizations

The Teacher Regulation Branch (TRB)

In accordance with Section 19 (subsection 1 & 2) of the School Act:

1. Subject to subsection (2), a board must not employ a person as a teacher, principal, vice principal, director of instruction, superintendent of schools or assistant superintendent of schools unless that person:
 - a) holds a certificate of qualification as a teacher, or
 - b) holds a letter of permission to teach issued under the *Teachers Act*.
2. A board may employ a person who possesses qualifications approved by the board, but does not meet the requirements of subsection (1), if that person is:
 - a) employed for 20 or fewer consecutive teaching days and teaching a particular class or classes where no teacher holding a certificate of qualification is available, or
 - b) instructing a general interest course that is not leading to school graduation.

Please Note:

- Pursuant to the *Criminal Records Review Act*, all Ministry of Education certificate holders must undergo a criminal record check, which includes a vulnerable sector check, every five years. The Teacher Regulation Branch of the Ministry of Education facilitates this requirement by collecting your authorization and submitting it to the Criminal Records Review Program of the Ministry of Justice who will perform the criminal record check.
- Payment of the annual TRB membership fee is your responsibility. Please check with the Teachers Regulation Branch (www.trb.ca) for due dates. Non-payment of annual dues will result in you being declared a member not in good standing and, subsequently, being removed from the District's Teacher Teaching On Call list.

The British Columbia Teachers' Federation (BCTF) and the Greater Victoria Teacher's Association (GVTA)

In accordance with Article A.3 (1) of the current [Collective Agreement](#):

All employees covered by this Collective Agreement shall, as a condition of employment, become and remain members of the British Columbia Teachers' Federation and the Local(s) in the district(s) in which they are employed, subject to Article A.3.2.

Long Term Teacher On Call (LTTOC)

Definition TTOCs who post into a temporary assignment, usually due to a leave of absence from a regular teacher:

- assignments over 40 days will be paid on teacher pay.
 - will receive a Confirmation of Assignment Letter from Human Resource Services.
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Acknowledgements and References

TOC Handbook - Employee Services Department School District No. 71 (Comox Valley)

Handbook for New Teachers - BC Teachers' Federation

Regulation 1420.1 - An Emergency Response Plan for Greater Victoria Schools

Provincial Collective Agreement between BCPSEA and GVTA

Collective Agreement between GVSD #61 and the greater Victoria Teachers Association

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