

## Frequently Asked Questions: EA Spareboard

1. **What will I be paid as an Educational Assistant General- Spareboard employee?**

\$28.86/hr plus 13% in lieu of benefits

2. **Will I be paid for holiday breaks during the school year as a Spareboard employee?**

No. You receive 13% in lieu of benefits.

3. **How can I get a continuing contract?**

As an SD61 employee you will have access to internal postings. Internal postings (temporary and continuing postings) generally go up every two weeks for 1 week duration and are available to view and apply on through [eServices](#). The first posting of the year happens 2 weeks before school starts and the last posting of the year happens in June. Internal postings will temporarily stop in April and resume in June as we staff for the next school year. Internal postings are filled based on seniority and qualifications. The likelihood of winning a posting depends on the number of people who apply on the posting, and their seniority. If you have full availability, it is possible to post into an assignment within three months (on average). However, there is no guarantee of this timeline.

4. **How long is probation before I receive benefits?**

The probationary period is 6 months once you post into a continuing assignment. The summer months do not count towards the probationary period. Upon successful completion of probation employees are entitled to [benefits](#).

5. **Where can I find information on how to do my Timesheets?**

You can find instructions on how to fill out your timesheets [here](#).

6. **Can I choose what schools I work at?**

As a Spareboard employee you can not choose which school you will be dispatched to. You can however only apply to internal postings at schools you would like to work.

7. **I only want to work 2 days a week. Can I do that?**

Limited availability needs to be approved by HR Manager Tim Osborne  
[tosborne@sd61.bc.ca](mailto:tosborne@sd61.bc.ca).

8. **Can I apply for a different position either temporary or continuing if I am in a continuing position? What about if I am in a temporary position?**

Yes, you can apply for a different position if you are in a continuing position. You can not apply for a different temporary position while in a temporary position, but you can apply for a different continuing position.

**9. I am applying for permanent residency and require at least 30 hours / week. How can this happen for me?**

There are a few full time EA roles that are 30 hours a week. You would have to apply to a continuing EA position that had 30hrs and be the successful candidate. A lot of EA positions are in the 27-28 hour range. A 30 hr position is not guaranteed and it may take a while to be a successful candidate in a 30hr position depending on who else applies for the role.

**10. Where can I find more information about the role and the collective agreement?**

You can find the EA Handbook [here](#) and the collective agreement [here](#). The collective agreement goes into detail about all your rights as a CUPE 947 employee.

**11. Who can I contact if I have more questions?**

For general HR Questions you can contact Jocelyn Westfall [jwestfall@sd61.bc.ca](mailto:jwestfall@sd61.bc.ca).  
For questions about your pay you can contact [payroll@sd61.bc.ca](mailto:payroll@sd61.bc.ca).  
For questions about benefits you can contact [benefits@sd61.bc.ca](mailto:benefits@sd61.bc.ca).  
For questions about dispatch you can contact [ads@sd61.bc.ca](mailto:ads@sd61.bc.ca).  
For questions about the role you can contact your EA mentors Denyse Zumach [dzumach@sd61.bc.ca](mailto:dzumach@sd61.bc.ca) or Jody Boreen at [jboreen@sd61.bc.ca](mailto:jboreen@sd61.bc.ca).