

NEW TEACHERS AND TEACHERS TEACHING ON
CALL RESOURCE MANUAL

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2016-2017

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A) TEACHERS TEACHING ON CALL BOOKING PROCEDURES AND PROTOCOLS

CENTRAL DISPATCH SERVICE SCHEDULE

- Bookings will be made between 6:30 am and 3:00 pm, Monday to Thursday.
- From 6:15 am to 9:30 am, same day bookings will be made. Occasionally there could be a mid-day emergency callout if a teacher needs to leave the school.
- If you do not pick up the phone, a message will be left. Please respond as soon as possible.
- Pre-bookings for future dates are made throughout the day. If you are not at home, a message will be left or you will receive an email. A teacher may have asked for you specifically. You will need to confirm your availability with Dispatch as soon as possible.

If for some reason you will not be available for work, please report the date to Central Dispatch Service at 537-2932 (Salt Spring Island) and 1-855-537-2932 (Outer Islands). This is a courtesy to Dispatch as it saves them time in trying to get in touch with you.

- Central Dispatch is managed by Ms. Cathy George.

250-537-5548 (Extension #200) at the School Board Office or 250-537-2932 (Dispatch Line)

B) CALLOUT PROTOCOLS

- The protocol for accepting work is very specific.
- The **ONLY** way you are permitted to accept a callout is to have it confirmed by the Central Dispatch Service.
- You are not permitted to make your own arrangements personally if asked to do so by a teacher. A teacher can only ask if you are available. Telling a teacher that you are available is **NOT** a confirmation that you will be called out for them on a particular day.

C) LONG TERM CALLOUTS

- Occasionally a teacher will be ill and may need you for a longer period of time. If their anticipated return is **KNOWN**, then the callout could be on a day by day or even a week by week basis.
- If the return of the teacher is **NOT** known, after 16 days the position will need to be posted. (see alternate calendar/Letter of Understanding)

D) TTOC AND THE ISSUE OF PREP TIME

- TTOCs are paid for a teacher's prep time and the teacher is encouraged to leave work for you during this time. Marking, photocopying and notes on the day's work are appropriate requests.

BUT

- At Gulf Islands Secondary School, prep time is more complicated.
- Unless specifically requested by the teacher that a TTOC be paid for a prep block in which work has been provided for them to do, a TTOC is expected to check in at the office and offer their services elsewhere (SHIFT, LA Room, Library). You may also be REassigned by the Administrative Officer (Principal) to cover a block for another teacher.

Because:

- TTOCs are paid for a prep block that occurs in the middle of the day.

We are NOT paid (unless specifically requested by the teacher that their prep blocks be included in the callout) for a prep block that happens at the beginning of the work day or at the end of the work day ('bookends').

- If your teacher is being paid by the BCTF (Union Business for example), they will request that you are to be paid for their prep block and will be expected to provide you with work to do. You are there for that teacher only and may not be reassigned.

E) PAYROLL SCHEDULE

- Advance pay (100% of net) will be deposited into your bank account no later than the 17th of the month with the cutoff being the 10th of the month.
- Final net pay will be deposited into your bank account no later than the 7th of the following month, which will include the remaining days not paid for the previous month.
- Where the 17th and the 7th are weekends, pay will be deposited the last working day before the weekend.
- The minimum callout is .48 of a day.
- Keep your own records so you can track the hours and days that you have worked. CHECK YOUR PAYSTUB and cross check your information.
- PLEASE SUBMIT YOUR TIMESHEETS AS CLOSE TO THE 10TH AND THE LAST DAY OF THE MONTH AS POSSIBLE.

F) TTOC BENEFITS

- TTOCs are not entitled to any Extended Health or Dental programs . We have ACCESS to these programs but must pay 100% of the premium.
- Currently, we receive \$13.09 per 1.19 day worked in lieu of benefits.
- Blue Cross is worth checking out: www.pac.bluecross.ca/teachers

G) BCTF ADVANTAGE PROGRAM

- THE BCTF Advantage Program offers a full extended health and dental program for TTOCs. The plan contains many different options so you can take control and build the best plan that suits your specific needs.
- Start with extended health care benefits (we already have MSP). This includes coverage for vision care, registered specialists and therapists, accidental dental, homecare and nursing, medical equipment and supplies, ambulance services and more, to lay a strong foundation for your coverage.
- You then have the option to add on drug or dental coverage or a combination of both. Once you determine if you want to add either one or both, then decide on the level of coverage that you need.
- For more information, call 1-877-778-8717 or visit the BCTF website. Click on Health and Dental Benefits and follow the prompts.
- TTOCs do not have any maternity or disability coverage in the event of an accident.

H) PROVINCIAL SPECIALIST ASSOCIATIONS (PSA)

- PSAs are channels for members to exchange ideas on research, teaching strategies, curriculum development, Professional Development opportunities (conferences related to individual PSAs) and networking with other teachers who share memberships.
- Newsletters and resources are available in your area of interest.
- As a new teacher or TTOC, you are eligible to receive a free membership to a PSA of your choice if you attend a new teacher/TTOC workshop or induction in your local. There is also a TTOC discount.

I) HEALTH, SAFETY AND WORKING CONDITIONS

The WORKER'S COMPENSATION ACT and the Occupational Health and Safety Regulation are designed to protect workers by preventing workplace injury and disease. TTOCs are entitled to the full protection of the act and the OH&SR. However, these rights are hollow unless they are fully exercised.

- Each school that you work in should have a Health and Safety Representative. If you don't know who they are, contact your Staff Rep or look on the SD64 website under Health and Safety for a list of all Reps.
- If you suffer an injury at work, no matter how minor, advise the Principal, Vice-Principal or first aid attendant immediately. Fill out a WorkSafeBC Form 6A and make two copies. Keep one for yourself, send one to the local union office and give the original to the Principal or Vice-Principal and they will forward it to the SBO along with their report.
- Call 1-888-WORKERS to report your injury to WorkSafeBC. See your doctor and make sure to tell them that the injury happened at work.
- If you want advice about your claim, or if you receive a letter from WorkSafeBC denying your claim, immediately contact the WCB Advocate at 1-800-663-9163, Local 1890 or 604-871-1890.
- When you arrive at a school, it is a good idea to find out who is the designated First Aid Attendant. This is also necessary to know for student injury when you might be asked to fill out an ACCIDENT REPORT, especially when a head injury is suspected or an ambulance run is called for.
- This is IMPORTANT. Ask if any of the students in your class have a history of violence. If there is such a student, ask for and become familiar with, the student's behaviour plan and a SAFETY PLAN for the students, teachers and staff.
- Ensure that you have been provided with a copy of the school's emergency plan, including protocols for earthquake, fire and lockdown. Become familiar with the exit routes and school plan for assembling the students out of the building, attendance records etc.
- - 1) You have the RIGHT TO KNOW the dangers in the workplace.
 - 2) You have the RIGHT TO PARTICIPATE in workplace health and safety activities.
 - 3) You have the RIGHT TO REFUSE unsafe work.
 - 4) You have the RIGHT TO NO DISCRIMINATION-you cannot be fired or disciplined for participating in health and safety activities.
- If you would like more information, please contact Mike Wisla, Health and Safety Officer email: mwisla@bctf.ca or toll free 1-800-663-9163 (local 1891), direct 604-871-1891
- Note: "An employer must ensure that BEFORE a new worker begins work in a workplace, the new worker is given health and safety orientation and training specific to that new worker's workplace." (This training is provided at the TTOC/New Teacher Orientation)

This means that in every new school or class you teach, the employer must orient you to the risks and procedures to mitigate these risks BEFORE you start work. (Part 3 OH&SR) Pay attention to emergency protocols, student behaviour and safety plans.

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For further information, contact Mr. Tom Graham at tgraham@sd64.bc.ca
or Ms. Alison Bain at abain@sd64.bc.ca

For forms, safety site representatives and other information, contact:

<http://sd64.bc.ca/district/health-and-safety>

J) PROFESSIONAL DEVELOPMENT AND PROFESSIONAL GROWTH

All teachers in the district, including TTOCs, are eligible to apply for up to \$500.00 per year in each of the Professional Development and Professional Growth programs. For both Pro D and Pro G, funding is available as long as the pools of money last.

Pro D funds are generally used for individual events such as conferences and workshops, whereas Pro Growth funds may be accessed in order to support long term educational goals. Teachers submitting a Pro Growth application must first develop and submit a Pro Growth plan. As well as submitting applications as individuals, all teachers, including TTOCs, may also apply for Pro Growth funds as part of a group. Please see the district website for Pro Growth funding guidelines.

Application forms for both Pro D and Pro Growth funds can be found on the district website under the 'Staff' heading. Pro D applications forms are also located on the GITA website.

To access Pro D funds, follow the steps below:

1. Before the event, fill in the application form, including the 'Estimated Expenses' column and send it to Elaine Jacobson, c/o Pender School via school mail or by fax. The application form will be signed, given a number and will be sent back to you.
2. After the event, complete the 'Actual Amount' column and return the form, original receipts attached, to Elaine in HARD COPY via school mail. Our auditor requires a hard copy. Please note the expense overview that is provided at the bottom of the form.

For Pro D, some TTOC coverage is available for contract teachers if their event is to take place during school hours. These teachers may apply for, and be granted, a leave of absence for the time needed, as long as the funding lasts.

Terms and funding for Pro D and Pro G are set out in our Collective Agreement in Article F.20 Professional Development and Growth.

PSA MEMBERSHIP

Joining a Provincial Specialist Association is one way for a teacher to enhance his or her professional development and growth. For information and cost (special rates for TTOCs), look for the link to PSAs under Professional Development on the BCTF Home page.

Teacher Qualification Service (TQS)

The Teacher Qualification Service was established in 1969 by the BCTF and the BC School Trustees' Association. The purpose of the TQS is to serve as a neutral and independent body to deal with the issue of relating teacher salaries to their level of training. The TQS issues a TQS card indicating a category which reflects the teacher's level of training. Teachers wishing to upgrade their salary category must apply to the TQS. If you have any concerns about your salary category please contact your local president.

For further information:
Teacher Qualification Service
106-1525 West 8th Avenue
Vancouver, BC V6J 1T5
Phone: 604-736-5484
Fax: 604-736-6591
website: tqs.bc.ca

Resources

BCTF website

- bctf.ca—Provides up-to-date information on BCTF policy, news, bargaining, teaching resources, research, links to other teacher organizations, links to other educational sites, and much, more, including the New Teachers' home page: bctf.ca/NewTeachers.aspx.
- Online Resource Centre: bctf.ca/teachingresources.aspx?id=8336/Journals.html—Provides links to teaching materials, web resources covering educational issues, and electronic journals for professional research.
- Social Justice teaching resources: bctf.ca/socialjustice.aspx?id=18432.

BCTF online email lists

- *bctf-beginteach*—A list to facilitate discussion among and between beginning teachers and experienced teachers.
- *TTOC-contacts*—A closed list for local TTOC representatives.
- *bctf-diversity*—A forum for educators working with students with a diversity of needs in their classrooms. The forum encourages questions, comments, information, and resource sharing related to the inclusion of these students.
- *bctf-e-alert*—A list to alert members to new information on the BCTF web site.

- *bctf-edtech-issues*—An open list for exchange of information about technological issues, concerns with curriculum, implementation, professional development, assessment, and related issues around information and communications technologies.
- *bctf-edtech-news*—A weekly report on issues regarding teachers and education technology which might have an impact on BCTF members with regard to implementation of information and communications technology.
- *bctf-enfrancais*—A discussion list, open to all educators interested in the field of French education.
- *bctf-indigenous*—Gives teachers involved in indigenous education a place to ask questions, share ideas, and build a community.
- *bctf-pd-issues*—An information forum for professional issues including curriculum implementation, assessment, and related BCTF initiatives.
- *bctf-research*—Announcements about BCTF research projects, summaries of BCTF research reports, and education/labour research URLs and resources.
- *bctf-socialjustice*—A vehicle for the sharing of information, ideas, and activities on social justice issues. The scope is broad and includes women's issues, racism, poverty, homophobia, violence, the social effects of globalization, especially the aspects of these issues which affect children, schools, and teachers.
- *bctf-socialjustice12*—An information-sharing forum for teachers teaching SJ12.
- *bctf-ttoc*—An open list for new teachers, TTOCs, and mentors to join.
- *ttocac*—A closed list for the Teachers Teaching on Call Advisory Committee.

To subscribe to a BCTF email list:

Go to BCTF.ca. At top right-hand side of page, select email lists and click on this. Select the listserve you wish to join. Enter your email address.

BCTF publications

For a complete list of BCTF publications (current news, briefs and position papers, catalogues, magazines, journals, maps, and research reports) visit the BCTF website at:

bctf.ca/publications.aspx.

- *PD Calendar*—A list of conferences offered by PSAs and other professional groups. It is available in print in the Teacher newsmagazine and online. www.bctf.ca/uploadedFiles/Public/ProD/PD-Calendar.cfm
- *Social Justice* newsletter—Articles about social justice issues relevant to teachers.
- *Teacher* newsmagazine—Articles of interest to teachers. It is distributed to all teachers in their schools and is available online. bctf.ca/publications/TeacherNewsmag.aspx
- *BCTF Services Handbook*—Contains information about professional and social issues programs and services. It is available online: bctf.ca/BCTF-MemberServices.aspx
- *BCTF e-alert*—To know what's new on the web, sign up to e-alert: bctf.ca/signup
- *Various brochures*—Published throughout the year as needed on a variety of issues, such as **Why No School Today?**, which gives answers to common questions about professional development days.

Amplitude
Frequency
Phase

School District #64 (Gulf Islands) Occupational Health and .
112 Rainbow Road, Salt Spring Island, BC V8K 2K3
Telephone: 250-537-5548 Fax: 250-537-4200

WORKER'S NOTIFICATION OF INJURY – WCB Section 53 (Summary):

A worker *must* report an injury or disabling occupational disease *as soon as possible* to the employer's representative: First Aid Attendant, Supervisor or Principal.

Section 53(3) Act requires that, where he/she is fit to do so, the worker must give the employer details of the injury on a prescribed Worker's Report Form (6A), supplied by the School Secretary.

The Employer's Report (Form 7) is the responsibility of the Principal of each school or the Supervisor of Maintenance staff, Bus Drivers and Building Support Workers.

Using information provided by the Worker's Report (Form 6A), the Principal or Supervisor will fill out the Employer's Report (Form 7).

All of the reports are then sent by school mail to the School Board Office where Payroll information is provided. The reports are then faxed to Worksafe within the 3-day deadline.

WORKSAFE REPORT FORMS – MUST BE FILLED OUT BY:

- ▶ Form 6A – injured employee
- ▶ Form 7 – Principal or Supervisor

WORKSAFE FORM 7 EMPLOYER – REPORTING REQUIREMENTS:

The employer shall report to the Board, *within three (3) days* of its occurrence, every injury to a worker that is or is claimed to arise out of and in the course of employment.

A Form 7 need only be filled out if the following are evident:

1. The worker loses consciousness following the injury;
2. The worker is transported, or directed by a first aid attendant or other representative of the employer, to a hospital or other place of medical treatment, or is recommended by such a person to go to such place;
3. The injury is one that obviously requires medical treatment;
4. The worker states an intention to seek medical treatment;
5. The worker has received medical treatment for the injury;
6. *The worker is unable or claims to be unable by reason of the injury to return to his/her usual job function on any working day subsequent to the day of the injury;
7. The injury or accident resulted, or is claimed to have resulted, in the breakage of an artificial member, eyeglasses, dentures, or hearing aid;
8. The worker or the Board requested that an employer's report be sent to the Board.

Forms, contacts and other helpful information are available at the district Health & Safety web page. <http://www.sd64.bc.ca/healthsafety.html>

