



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50 (HAIDA GWAII)**

TEACHERS TEACHING ON CALL GUIDELINES

A) The Application Process

- 1) Applications will be accepted when the TTOC list is declared open in specified areas of expertise. Interested applicants need to check the District website for positions they may want to apply to.
- 2) The following documentation must be submitted when applying for TTOC positions:
 - a) TQS card;
 - b) Valid British Columbia Teaching Certificate (proof of current practicing membership is required);
 - c) Official Transcripts;
 - d) Resume with SD50 Teaching Application.
- 3) It is the responsibility of TTOC candidates to ensure that their documentation is complete. Candidates who have not completed their documentation will be paid as a non-certified TTOC.

B) Determination of Active Status

If availability changes, the TTOC must notify the District immediately in writing. It is a condition of employment for Teachers Teaching on Call that they be available for work. Therefore:

- 1) TTOC's must write and provide an explanation as to availability or lack of availability for the upcoming school year by August 15th.

The District will review the letter after the deadline for submission. If the District is satisfied with the availability for work with School District No. 50 (Haida Gwaii) as a TTOC, the TTOC will remain on the list. If the District is not satisfied, the name will be removed from the list.

- 2) When TTOCs become unavailable for work for personal or professional reasons they must notify the District immediately, in writing, so we can advise schools that the TTOC is not active and they should call another TTOC when a teacher must be absent from their classroom. Their status will be changed to "inactive". An inactive TTOC wishing to return to active TTOC status for School District No. 50 (Haida Gwaii) must contact the District, in writing. They will be made active immediately upon receipt of written notification.
- 3) TTOCs that are inactive for one year will be removed from the list.
- 4) TTOCs who do not return the annual TTOC renewal form for the forthcoming school year will be removed from the list.



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C) Payment for Work as a TTOC

- 1) Payment for work as a TTOC will be as per the Collective Agreement.

D) Leaves of Absence

- 1) Leave of absence provisions in the Collective Agreement do not apply to TTOCs.

E) Retired and Resigned Teachers

- 1) May apply to work as a TTOC when the TTOC list is open in their area of expertise, pursuant to rules and regulations of the Teacher's Pension Plan.
- 2) Will be required to complete a TTOC application and provide proof of current membership (as a practicing member) with the BC Teacher Regulation Branch.
- 3) Will not automatically be added to the list and may be required to participate in an interview.

F) Process If Removed From the TTOC List

- 1) TTOCs who have been removed from the TTOC list for reasons specified in Section B, above, may request a review of the decision within 30 days of notification of such removal. Requests should be addressed to the Superintendent of Schools. If unsuccessful, TTOCs who have been removed from the TTOC list can only be reinstated through the application process identified under Section A within these Guidelines.

G) Changing TTOC Assignment

- 1) If a TTOC accepts an assignment in a school and subsequently desires to accept another assignment in another school, the TTOC may request a change in assignment in writing, provided at least two working days' prior notice of the change is given.
- 2) The TTOC may be expected to assist with planning for the first three days of the balance of that assignment.

School District No. 50 (Haida Gwaii) recognizes the significant contribution of Teachers on Call (TTOCs) to its effective delivery of quality educational services. We greatly value our TTOCs' professionalism and are committed to ensuring the best working conditions for our TTOCs. To this extent, we need our TTOCs' collaboration to ensure that our TTOC list is accurate and useful to our continuing classroom teachers.