



Teachers Teaching On Call (TTOC)

General Handbook

We respectfully acknowledge that we are learning, playing and working on the unceded traditional territory of the Pentlatch, E'iksan, Sahtloot and Sasitla and K'ómoks First Nation. We would like to thank them for the privilege of living on the land and the gift of working with their children.

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Welcome



Welcome to the Comox District Teachers' Association (CDTA)

The Comox District Teachers' Association is Local 71 of the British Columbia Teachers' Federation (BCTF) and represents BCTF members employed by School District 71 (SD71).

The objectives of the CDTA are to promote public education and the teaching profession as a public good, strive for excellence in the working conditions, wellness, and professional development of teachers – including TTOCs

We actively engage in the work of the BCTF, acting on behalf of members in all matters related to their employment and represent them as their bargaining agent.

The purpose of this handbook is to provide important information for our members working as TTOCs in SD71 in an easy-to-access digital document. The information in this handbook has been collected from the CDTA, BCTF, SD71 Employee WebCentre and My Education BC.

The work of the CDTA is facilitated by the elected Executive, school-based representatives and various committees. Visit our website (<https://cdta71.ca>) for more information.

Phone: 250-338-1461

Address: #491 4th Street, Courtenay, BC, V9N 1G9

(1st Floor – The Sanford Building)

Your Rights as a TTOC

Every member of the CDTA, whether they are a teacher in a continuing assignment, or in a temporary assignment or a teacher teaching on call, are protected by the Collective Agreement and are entitled equally to representation and assistance by the CDTA and the BCTF. If you have any questions or concerns, you are encouraged to contact the CDTA office or contact a Staff Rep at a school.

TTOC Procedure at Schools

Arrival at School Procedures	<ul style="list-style-type: none">• Check in at the school office• A TTOC folder along with necessary keys should be available• Enquire about instructions regarding school schedules, bells, announcements, and fire and earthquake routines• Check to see if the teacher you are replacing has any supervision duties• Ask if any students come with a Worker Risk Reduction Plan and ask to see it
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Health and Safety

Reporting Incidents or Injury

1. Report injury/near miss/harassment immediately to your employer. Your employer is responsible for getting you any necessary first aid, and for transporting you to a medical facility if that's what you need.
2. See your physician. Your doctor will recommend treatment for your injury and may refer you to other health care practitioners. Be sure to ask about what modified work duties, and activities at home, you can do to help your recovery. And always let your health care provider know that you were injured at work.
3. **Use the online reporting Prismatic Reporting system to report: injuries, near misses and harassment.** Report your injury to WCB If you've missed work, call Teleclaim.

Information for TTOCs working as EAs

For several years now the district has been making Educational Assistant (EA) work available to TTOCs to cover unfilled EA absences on days when no TTOC work is available. Given that working as a TTOC is not always a steady source of income, we can certainly understand that additional opportunities to work may be appealing. However, there is some information regarding this arrangement that you need to be aware of:

- If you are working as an EA, you are still expected to abide by the professional standards of teachers and you could still be reported to the TRB if the district thinks that you breached the professional standards.
- Expectations for EAs and teachers are different. EAs receive professional training on what is expected of them and how to respond to different situations in their capacity as an EA. This training is different from teacher training. Please ensure that you are clear on the job expectations if you choose to work in the role of an EA.
- As a reminder, should you choose to work as an EA, the work you do in that capacity does not fall within the scope of our collective agreement and we would not be able to represent you with your employer in any disputes relating to that work done. You also should not be engaged in core teaching

duties while working for the employer as an EA. If you were to be asked to perform teaching duties while working as an EA, you should not.

The choice of whether to accept EA work is, of course, ultimately yours. As your union, we want to ensure you are aware of the implications associated with working as an EA so that you can make an informed decision.

Please contact the office if you have additional questions or would like to discuss this item further.

TTOC Tutoring Sign-Up Form

All tutoring request dispatch is done through email to those requesting services.

NOTE TO ALL TUTORS: The CDTA can't use School District email, so keep office71@cdta71.org informed of your home email changes. Please check off the subjects you can tutor, save this document and email back to us.

TUTOR'S NAME:

HOME EMAIL:

<input type="checkbox"/> K-7 Attention Study Skills	<input type="checkbox"/> 10 11 12 English
<input type="checkbox"/> 8-10 Attention Study Skills	<input type="checkbox"/> 10 Math
<input type="checkbox"/> 11-12 Attention Study Skills	<input type="checkbox"/> 10 11 Science
<input type="checkbox"/> English Language Support (International Students)	<input type="checkbox"/> 10 Socials
<input type="checkbox"/> Primary Reading	<input type="checkbox"/> 10 French
<input type="checkbox"/> Primary Math	<input type="checkbox"/> 10 11 12 French Immersion
<input type="checkbox"/> Primary French Immersion	<input type="checkbox"/> 11 12 Communications
<input type="checkbox"/> 4-6 Reading Spelling Writing	<input type="checkbox"/> 11 12 Math (Constant Requests)
<input type="checkbox"/> 4-6 Math	<input type="checkbox"/> 11 12 Biology
<input type="checkbox"/> 4-6 French Immersion	<input type="checkbox"/> 11 12 Chemistry (2nd most requests)
<input type="checkbox"/> K-8 Music	<input type="checkbox"/> Physics
<input type="checkbox"/> 7-9 English	<input type="checkbox"/> 12 Geography
<input type="checkbox"/> 7-9 Math	<input type="checkbox"/> 12 History
<input type="checkbox"/> 7-9 Science	<input type="checkbox"/> Sr. Computers Info Technology
<input type="checkbox"/> 7-9 Socials	<input type="checkbox"/> Sr. Spanish
<input type="checkbox"/> 7-9 French	<input type="checkbox"/> Sr. Music Theory to Cons.Grade ___/ Instruments
<input type="checkbox"/> 7-9 French Immersion	<input type="checkbox"/>

Please note that we only provide the initial email dispatch list; all arrangements for places, times and with whom you choose are between you and the tutor. Suggested rate for tutoring is \$45/hour, although is negotiable with each individual/tutor.

- Tutoring Service are passed along to district staff, parents, or guardians, as requested. You are encouraged to mention this service to teachers and administrators. ** Presenting a business card is a good idea also **

Comox Valley District Teachers' Association | Local 71 | 2023-2024

Local Collective Agreements (TTOC Articles)

There are several clauses in our Collective Agreement that relate specifically to the rights of Teachers Teaching on Call. Our Collective Agreement can be found on the CDTA website . <https://cdta71.ca/collective-agreement/>

Below is a list of articles within the local agreement that specifically address TTOCS.

ARTICLE B.2: TTOC PAY AND BENEFITS

ARTICLE C.4: TTOC EMPLOYMENT

ARTICLE C.26: TEACHERS TEACHING ON CALL (TTOCs)

ARTICLE C.27: TEMPORARY APPOINTMENTS

ARTICLE G.7: TTOCs CONDUCTING UNION BUSINESS

ARTICLE G.8: TTOCs CONDUCTING UNION BUSINESS NEGOTIATING TEAM

LETTER OF UNDERSTANDING No.2: Agreed Understanding of the Term Teacher Teaching on Call)

LETTER OF UNDERSTANDING No.11: Article C.4 TTOC Employment – TTOC Experience Credit Transfer within a District 84)

If you have any questions, please contact the CDTA office.

Understanding TTOC Experience Credits -(Article C.4 & LOU 11)

If you work as a Teacher Teaching on Call, you will earn experience credit under Article C.4 and LOU 11. This experience accumulates in your TTOC silo.



If you also work in a contract, temporary or continuing, part time or full time, you will earn experience credit according to your local collective agreement provisions. This experience accumulates in your contract silo.



Experience in your contract silo is governed by your local collective agreement (CA) provisions.

You will find these provisions in the B section of your CA.

NOVEMBER 15 | JUNE 30

Under LOU 11, you can move your TTOC experience credit into your Contract silo two times a year: **November 15** and **June 30**.

This is important because it will allow the two amounts of experience credit to be combined towards moving to the next step on the salary grid.



Experience Credit is always moved from the TTOC silo to the Contract silo in one-month increments. If you request the transfer, all full months of experience will be moved to your contract silo.

Fractions of experience less than 17 days will remain in your TTOC silo to be combined with future days.

Before you decide about moving your TTOC experience, you should find out how much credit you have in each silo. It should be provided on your pay statements. If not, contact your District to request that information.

Requests to move experience made by November 15 will be effective December 31 and request made by June 30 will be effective August 31.

You must make the request using the agreed upon form available from your school district, prior to the deadline. Once the form is submitted, the decision to transfer your experience credit is final.


Considerations for the decision to move TTOC experience credit



Between the two silos, you have one year or more of experience. **Move the credit. It will move you to the next step.**


You should also move your TTOC credit to your contract silo if you have a continuing contract or a long-term temporary contract so that your TTOC credit is in your contract silo as you accumulate more contract experience towards the next step on the salary grid.

Consider your expected future work to decide:



Likely to get more contract work?

Are you: **OR**



Likely to get mostly TTOC work?

Consider moving the credit. With a bit more contract credit, you will move to next step.

Consider NOT moving the credit. Keep accruing in the TTOC silo and work towards the next step with TTOC work.

If you only work as a TTOC, then don't move your experience credit, simply keep accruing it in your TTOC silo. When you reach 170 days, you will move to the next step on the salary grid.

IMPORTANT: Once you move to the next step on the salary grid, through experience credit in either silo, that new salary step will apply to all your work. Be sure to double check that your new placement on the salary grid is applied to all your work.

Note: If you subsequently move to another district, experience gained through Article C.4 as a TTOC may or may not be recognized for placement on the salary grid in the new district. For more information, contact your local or refer to the BCTF website for information on Moving Districts.

More Information: [https://www.bctf.ca/whats-happening/news-details/2022/11/04/understanding-teacher-teaching-on-call-experience-credits-\(article-c.4\)](https://www.bctf.ca/whats-happening/news-details/2022/11/04/understanding-teacher-teaching-on-call-experience-credits-(article-c.4))

TTOC Experience Transfer Request Form



Teacher Notice: LOU 16(c)
TTOC Experience Transfer Request
For Temporary / Continuing Teachers

Contact:
Tel: 250-334-5500
Email: Payroll@SD71.bc.ca

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I am a temporary / continuing teacher as of June 30th and request to transfer, as of August 31st, my TTOC experience accrued up to and including June 30th.

I, _____ wish to transfer my eligible TTOC experience credits earned under Article C.4 to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees.

OR

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I am a temporary / continuing teacher as of November 15th and request to transfer, as of December 31st, my TTOC experience accrued up to and including November 15th.

I, _____ wish to transfer my eligible TTOC experience credits earned under Article C.4 to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees.

I understand that once I submit this application to the employer, this decision to transfer is final and cannot be reversed.

Teacher Signature

Date signed

District Receipt Confirmed

Date of Receipt

More Information: [Form - TTOC Experience Transfer Request.pdf](#)

TTOC Salary Grid

As per the collective agreements, TTOCs are paid 1/189 of their category classification and experience, to a maximum of the rate at Category 5 Step 8, for each full day worked.

TTOC	July 1, 2023 Salary Grid			
Step	Cat 4	Cat 5	Cat 5+	Cat 6
0				
1	\$ 306.73	\$ 331.58	\$ 355.73	\$ 364.22
2	\$ 320.77	\$ 349.40	\$ 374.73	\$ 383.63
3	\$ 334.81	\$ 367.22	\$ 393.73	\$ 403.04
4	\$ 348.85	\$ 385.04	\$ 412.72	\$ 422.45
5	\$ 362.89	\$ 402.84	\$ 431.72	\$ 441.86
6	\$ 376.94	\$ 420.66	\$ 450.71	\$ 456.30
7	\$ 390.97	\$ 438.48	\$ 456.30	\$ 456.30
8	\$ 405.01	\$ 456.30	\$ 456.30	\$ 456.30
9	\$ 419.04	\$ 456.30	\$ 456.30	\$ 456.30
10	\$ 451.63	\$ 456.30	\$ 456.30	\$ 456.30

More Information: [TTOC - July 1, 2023 Salary Grid.pdf](#)

TTOC Payroll Schedule

2023/2024 School Year

TTOC's are paid semi-monthly in accordance with the schedule below:

Pay Period From	Pay Period To	Pay Date
September 1, 2023	September 15, 2023	September 22, 2023
September 16, 2023	September 30, 2023	October 6, 2023
October 1, 2023	October 15, 2023	October 23, 2023
October 16, 2023	October 31, 2023	November 8, 2023
November 1, 2023	November 15, 2023	November 23, 2023
November 16, 2023	November 30, 2023	December 8, 2023
December 1, 2023	December 15, 2023	December 22, 2023
December 16, 2023	December 31, 2023	December 29, 2023
January 1, 2024	January 15, 2024	January 23, 2024
January 16, 2024	January 31, 2024	February 8, 2024
February 1, 2024	February 15, 2024	February 23, 2024
February 16, 2024	February 28, 2024	March 8, 2024
March 1, 2024	March 15, 2024	March 22, 2024
March 16, 2024	March 31, 2024	April 8, 2024
April 1, 2024	April 15, 2024	April 23, 2024
April 16, 2024	April 30, 2024	May 8, 2024
May 1, 2024	May 15, 2024	May 23, 2024
May 16, 2024	May 31, 2024	June 7, 2024
June 1, 2024	June 15, 2024	June 21, 2024
June 16, 2024	June 30, 2024	July 8, 2024
July 1, 2024	July 15, 2024	July 23, 2024 *
July 16, 2024	July 31, 2024	August 8, 2024 *
August 1, 2024	August 15, 2024	August 23, 2024 *
August 16, 2024	August 31, 2024	September 6, 2024 *

Pay periods above refer to days worked within that period

*Summer TTOC's only

More Information: [TTOC Payroll Schedule 2023-2024.pdf](#)

TTOC Benefit Rate Sheet

(Effective July 1, 2023)

Teachers Teaching On-Call who would like to participate in the benefits plan during open enrollment in September are responsible for the full cost of benefits and need to contact benefits@sd71.bc.ca for more information.

If you elect not to participate in the benefits plan as a Teacher Teaching On-Call during open enrollment but are successful in posting into an assignment at SD71, you will become eligible for cost-shared employee benefits.

Teachers benefits are offered as a package that include Extended Health, Dental, and EFAP; MSP can be waived if you have coverage through a spouse.

Extended Health Plan – Pacific Blue Cross	Monthly Rate
Single	\$190.88
Couple	\$349.65
Family	\$424.66

Dental Plan – Pacific Blue Cross	Monthly Rate
Single	\$59.16
Plural	\$164.41

Employee & Family Assistance Program (EFAP)	Monthly Rate
Single or Family	\$7.73

Life Insurance Plan

TTOC's are not eligible for this benefit.

Teachers Pension

(Effective Jan. 1, 2019)

Employee portion – 11.17% of gross earnings on annual earnings

Employer portion – 11.30% of gross earnings on annual earnings

More Information: [TTOC Benefit Rate Sheet - July 2023.pdf](#)

TTOC Paid Sick Days

The Employment Standards Act was amended early in 2022 to allow employees who do not currently earn paid sick leave to have access to up to 5 paid sick days per calendar year.

If you are an SSOC or TTOC, have accepted a dispatch and have a dispatch ID, and are unable to work the dispatch because you are sick, then you would need to contact HRHelpdesk@sd71.bc.ca and advise that you are sick and unable to fulfill the dispatch. HR representatives will then enter a sick day absence from a dispatch on your behalf in AMS so you could access up to 5 paid sick days per calendar year.

Note: If you are an SSOC or TTOC and you turn down a dispatch because you are sick, then you will not be issued a dispatch ID (which is required to access up to 5 paid sick days/calendar year).

3. The total number of accessible days is up to 5 paid sick days per calendar year (not school year). It will reset on January 1st of each calendar year

More Information: [How to access paid sick days as TTOC SSOC or Temporary Support Staff in an assignment.pdf](#)

School Sites

Code	Location	Phone	Fax	Address	City	Postal
10	School Board Office	334-5500	334-5552	607 Cumberland Road	Courtenay	V9N 7G5
10	AMS/HR Help Desk	338-2388				
96	IT Help Desk	338-1425		2963 Vanier Drive	Courtenay	V9N 5Y2
11	Maintenance Office	338-7475	334-0493	2963 Vanier Drive	Courtenay	V9N 5Y2
11C	Use of School Facilities	338-4193	334-0493	2963 Vanier Drive	Courtenay	V9N 5Y2
12	Learning Resource Centre	338-7926	338-8629	241 Beecher Place	Courtenay	V9N 3Y4
	Print Shop	338-7926	338-8629	241 Beecher Place	Courtenay	V9N 3Y4
35	Inclusive Education	339-0922	339-0971	Rm#6 1475 Salmonberry	Lazo	V0R 2K0
31	Indigenous Education Centre	331-4040		665-16th Street	Courtenay	V9N 1X6
SECONDARY SCHOOLS						
40	G.P. Vanier Secondary	338-9262	338-1308	4830 Headquarters Road	Courtenay	V9J 1P2
41	Highland Secondary	339-5525	339-0832	750 Pritchard Road	Comox	V9M 3S8
54	Mark R. Isfeld Secondary	334-2428	334-0659	1551 Lerwick Road	Courtenay	V9N 9B5
ELEMENTARY SCHOOLS						
77	Airport Elementary	339-3732		PO Box 40 1475 Salmonberry Dr.	Lazo	V0R 2K0
60	Arden Elementary	334-3191	897-0539	3040 Lake Trail Road	Courtenay	V9N 9M1
55	Aspen Park Elementary	890-0944	890-0966	2250 Bolt Avenue	Comox	V9M 4E7
63	Brooklyn Elementary	339-2232		1290 Guthrie Road	Comox	V9M 4G2
65	Courtenay Elementary	338-5396	897-0983	1540 McPhee Avenue	Courtenay	V9N 3A5
67	Denman Island Elementary	335-2324		1100 Northwest Road	Denman Is.	V0R 1T0
71	Ecole Puntledge Park Elementary	334-4495	897-0487	401 Willemar Avenue	Courtenay	V9N 3L3
50	Ecole Robb Road Elementary	339-6864	339-6871	1909 Robb Avenue	Comox	V9M 2C9
70	Hornby Island Elementary	335-2125		2100 Sollans Road	Hornby Is.	V0R 1Z0
81	Huband Park Elementary	338-6596	338-6533	5120 Mottishaw Road	Courtenay	V9J 1L5
79	Miracle Beach Elementary	337-5114	337-8741	8763 Paulsen Road	Black Creek	V9J 1J8
56	Queeneesh Elementary	334-4089	334-4029	2345 Mission Road	Courtenay	V9N 9H1
72	Royston Elementary	334-2161	338-8051	3830 Warren Avenue	Royston	V0R 2V0
80	Valley View Elementary	897-0343	897-3923	2300 Valley View Drive	Courtenay	V9N 9A3
OTHER SCHOOLS/PROGRAMS						
	Behavioural Resource Program	339-1091	339-1090	1909 Robb Avenue	Comox	V9M 2C9
53	Cumberland Community School(Gr.K-9)	336-8511	336-8460	Box 430 - 2674 Windemere Ave.	Cumberland	V0R 1S0
43	Glacier View Secondary Centre	338-2752	338-6132	241 Beecher Place	Courtenay	V9N 3Y4
17	International Student Program	703-2904		2085 Wallace Ave	Comox	V9M 1W4
52	Lake Trail Middle School (Gr.6-9)	334-3168	338-4315	805 Willemar Avenue	Courtenay	V9N 3L7
45	Nala'atsi Alternate School	331-4040		665-16th Street	Courtenay	V9N 1X6
73	Sandwich Technical Education School	334-2520	334-2506	2947 Rennison Road	Courtenay	V9N 7J3
15	Navigate/NIDES OL School	337-5300	337-2310	2505 Smith Road	Courtenay	V9J 1T6

More Information: [Comox Valley School Sites 2023- 2024.pdf](#)

Operating Times 2023 - 2024

ELEMENTARY SCHOOLS						
Location	Phone	Days	Start	Lunch	Finish	Recess
Airport Elementary	339-3732	M-F	8:40	11:45-12:30	2:30	10:15-10:30
Arden Elementary	334-3191	M-F	8:40	12:00-12:30	2:30	10:00-10:30
Aspen Park Elementary	890-0944	M-F	8:40	11:45-12:30	2:30	10:10-10:25
Brooklyn Elementary	339-2232	M-F	8:40	11:15-11:45	2:30	13:00-13:30
Courtenay Elementary	338-5396	M-F	8:40	12:00-12:30	2:30	10:10-10:30
Cumberland Community School	336-8511	M-F	8:50	12:10-12:40	2:40	10:10-10:40
Denman Island Community School	335-2324	M-F	8:40	11:45-12:15	2:30	10:00-10:30
École Puntledge Park Elementary	334-4495	M-F	8:40	12:00-12:30 or 12:10 – 12:40	2:30	10:10- 10:40 or 10:40 – 11:10
École Robb Road Elementary	339-6864	M-F	8:40	12:00-12:30	2:30	10:30-11:00
Hornby Island Community School	335-2125	M-Th	8:40	12:00 - 12:45	3:35	10:15-10:30
Huband Park Elementary	338-6596	M-F	8:40	12:00-12:30	2:30	10:10-10:40
Lake Trail Community School	334-3168	M-F	9:00	12:20-12:55	3:00	11:05-11:20
Miracle Beach Elementary	337-5114	M-F	8:40	11:45-12:30	2:30	10:10-10:25
(NIDES) Compass Program	337-5300	M	9:00	12:00-12:30	3:00	10:15- 10:30
(NIDES) Fine Arts e-Academy	337-5300	Tue- Thu	9:00	11:45-12:30	2:50	10:00- 10:15
Queneesh Elementary	334-4089	M-F	8:40	11:00-11:30	2:30	13:00-13:30
Royston Elementary	334-2161	M-F	8:25	11:40 – 12:15	2:15	10:00-10:20
Valley View Elementary	897-0343	M-F	8:40	11:45-12:30	2:30	10:20-10:35

SECONDARY SCHOOLS						
Location	Phone	Days	Start	Lunch	Finish	Comments
G.P. Vanier Secondary School	338-9262	M-F	9:05	11:50-12:35	3:10	
Highland Secondary School	339-5525	M-F	9:00	11:50-12:42	3:20	On Friday Lunch = 12:00-12:50
Ecole Mark R. Isfeld Secondary School	334-2428	M-F	9:00	11:48-12:33	3:10	On Friday Lunch = 11:51-12:36

ALTERNATE SCHOOLS					
Location	Phone	Days	Start	Lunch	Finish
Nala'atsi Alternate	331-4040	M-Thu	9:00	12:00-1:00	3:00
Glacier View Secondary Centre	338-2752	M-F	9:30	12:00-12:30	3:00
NIDES (OL)	337-5300	M-F	9:00	11:45-12:15	3:00
Sandwich Technical Education Centre	334-2520	M-F	8:30	12:00- 12:30	3:00

OTHER DISTRICT FACILITIES						
Location	Phone	Days	Start	Lunch	Finish	Comments
Custodial, Facilities	338-4193	M-F				
Inclusive Education	338-1481	M-F				
Indigenous Education Centre	331-4040	M-F	8:30	12:00-1:00	3:30	
International Student Program	703-2904	M-F	8:30		4:30	
IT Centre	338-1425	M-F				
Learning Resources Centre - Print Shop	338-7926 338-7926	M-F M-F	8:30 9:00		4:00 4:30	
Maintenance Office	338-7475	M-F				
School Board Office	334-5500	M-F	8:30		4:30	Summer Hours: July 17- Aug 14 (9:00-3:00)

More Information: [Operating Times 2023- 2024.pdf](#)

AMS Reference Guide

AMS System Phone #: 250-338-5931

AMS Help Desk #: 250-338-2388

AMS Help Desk Email: hrhelpdesk@sd71.bc.ca

AMS will dispatch at the following times:

Today's Jobs:	
Monday - Friday	06:00 to 12:00 Noon
Future Jobs as Follows:	
Sunday - Thursday	18:00 to 22:00
Saturday	NONE
ProD	18:00 to 22:00
Holidays	18:00 to 22:00

Refusal Codes:

CODES	REASON
40	Bereavement/Funeral
10	Declined – not in subject area
30	Jury/Court
35	No childcare available
15	On vacation
45	Refused
25	Sick/medical appointment – family member
05	Sick/medical appointment – self
20	Working elsewhere (outside SD71)
22	Working in assignment (in SD71)

FYI

- All codes entered must be followed by pressing the #
- Refusal codes are not tracked
- Dates must be entered as YYYYMMDD
- Time must be entered as HHMM using 24 hour clock
- Exit back to the Main Menu by pressing * then 1
- Increase the volume of AMS by pressing # and 3
- Decrease the volume of AMS by pressing # and 2

ACCEPT A DISPATCH

If you are called for a dispatch, you will hear the AMS system speak the following message:

“Good Evening, the Comox Valley School District has dispatching information for <your name>. Enter your PIN number followed by the pound key>”

1. Enter your PIN # followed by the # key then press 1.
2. The AMS system will now speak the details of your dispatch.
 - Press 2 to listen to the subjects and levels
 - Press 3 to listen to the absent employee’s message Press 4 to accept or 5 to refuse the dispatch.
 - If you refuse, enter your REFUSAL code followed by the # key
 - If you accept, wait for the system to speak out your **AMS Job Number**.

IMPORTANT – Wait for the AMS system to speak your Job Number. You need this to Inquire or Cancel your dispatch.

WORKBOARD (TTOC’S ONLY)

Setting up:

Your Workboard must be set up to receive requests this way.

1. At the Comox Valley Schools Home Page – www.comoxvalleyschools.ca
2. Select **STAFF** link, then select **AMS** link
3. Enter your Username and Password
4. Select **My Info**
5. Select **Phone & Email**
6. Select **Text & Email profile**

ACCEPT A REQUEST FOR WORK ON THE WORKBOARD (TTOC’S ONLY)

To accept a request for work once it has been emailed or texted to you:

Online:

1. At the Comox Valley Schools Home Page – www.comoxvalleyschools.ca
2. Select **STAFF** link, then select **AMS** link

3. Enter your Username and Password
4. Select **My Info**
5. Select **Time & Attendance**
6. Select **Dispatch & Workboard**
7. Select **Workboard**
8. Under Work Board: Summary Select Job ID No. to see more detail
9. If you choose to **accept** the dispatch, click on **Accept Opening**
10. If you choose to **decline** the dispatch, click on **Return Opening**

*Please note that a request for work will remain on the workboard until the dispatching system begins its call out sequence at 6pm. As the requested employee, the system will attempt to reach you prior to calling another teacher on-call. For more information about dispatch call out times, please refer to dispatching parameters below.

**** A Confirmation Number will show if you have accepted the dispatch. ****

Go back into My Info, Time & Attendance, View/Change, and check to see if your dispatch was accepted and is displayed.

ABSENCE LOGGING PARAMETERS – FOR EMPLOYEES IN AN ASSIGNMENT

- Absences can be logged 24 hours a day, 7 days a week.
- Absences should be cancelled by 21:00 (9:00 pm) the evening before the dispatch starts.

DISPATCHING PARAMETERS

- Absences for no more than 14 days in advance will be dispatched in the evening between 18:00 - 22:00 (6:00 pm – 10:00 pm). Current day absences will be dispatched starting at 6:00 am. AMS will dispatch Monday to Friday morning for current day absences and from Sunday evening to Thursday evening for next day dispatch.
- When AMS is dispatching, if there is no answer at the regular phone number. AMS will call the backup phone number (if it has been provided) before moving to the next person in the rotation. If the phone is busy, AMS will move to the next person in the rotation.
- Dispatched employees will be notified of cancelled dispatch during either the evening or morning call out times.

RECEIVE NOTIFICATION OF CHANGE/CANCELLATION IN DISPATCH – BY PHONE

If you are called by AMS because the dispatch is being cancelled, you will hear the AMS system speak the following messages:

“Good Evening, the Comox Valley School District has dispatching information for <your name>. Enter your PIN number followed by the pound key.”

1. Enter your PIN # followed by the # key then press 1 2. The AMS system will now speak the following message:

“Good Comox Valley School District is calling to confirm that the dispatch ID has been changed. The last day you are required to work is....”

Press 1 to acknowledge you have listened to the detail of the change Press 2 to review the details of the dispatch

Press 3 to listen to the subjects and levels

Press 4 to replay the absent employee’s recorded message

NOTE: You must press 1 to acknowledge the change or cancellation before hanging up. The AMS system will repeatedly call you until you do acknowledge the change.

INQUIRE ON A DISPATCH – ON-LINE

Online:

1. At the Comox Valley Schools Home Page – www.comoxvalleyschools.ca
2. Select **STAFF** link, then select **AMS** link
3. Enter your Username and Password
4. Select **My Info** tab
5. Select **Time & Attendance**
6. Select **View or Change** Scroll to the bottom of the page and choose NEXT
7. Under Dispatches Select Job ID No. to see more detail

CANCEL A DISPATCH – ON-LINE

***** You can ONLY cancel a dispatch that has not begun.*****

1. At the Comox Valley Schools Home Page – www.comoxvalleyschools.ca
2. Select **STAFF** link, then select **AMS** link
3. Enter your Username and Password
4. Select **My Info** tab
5. Select **Time & Attendance**
6. Select **View or Change**
7. Scroll to the bottom of the page and choose NEXT
8. Under Dispatches Select Job ID No. to see more detail
9. Select **Cancel Dispatch** to cancel the WHOLE dispatch
10. Select **Close (Shorten)** to shorten the length of the dispatch
11. If you are sick in the middle of a multiple day dispatch, call the HR Helpdesk to report your absence.

CHANGE YOUR PIN – BY PHONE

1. Call the AMS system phone number, enter your employee number and PIN # followed by # key and press 5 then 1

CHANGE YOUR PHONE NUMBER – ON-LINE

1. At the Comox Valley Schools Home Page – www.comoxvalleyschools.ca
2. Select **STAFF** link, then select **AMS** link
3. Enter your Username and Password
4. Select **My Info** tab
5. Select **Phone & Email**
6. Select **Change Telephone**
7. Click **Submit Change**

** Make sure you have both telephone number fields complete. If you only have one number, put the one number in both fields **

RE-RECORD YOUR VOICE – BY PHONE

1. Call the AMS system phone number, enter your employee number and PIN # followed by the # key and press 5 then 3
2. Speak your full name followed by the # key

UNAVAILABILITY

1. At the Comox Valley Schools Home Page – www.comoxvalleyschools.ca
3. Select **STAFF** link, then select **AMS** link
4. Enter your Username and Password
5. Select **My Info** tab
6. Select **Time & Attendance**
7. Select **Dispatch & Workboard**
8. Select **Unavailability**
9. Scroll to the bottom of the page and choose NEXT
10. Select the Reason for the unavailability
11. You can choose one day or a range of days
12. You can choose the start and end time, whether it be a hour or a full day
13. Select NEXT
14. Review the unavailability and then submit – You will receive a receipt number

More Information: [AMS Reference Guide.pdf](#)

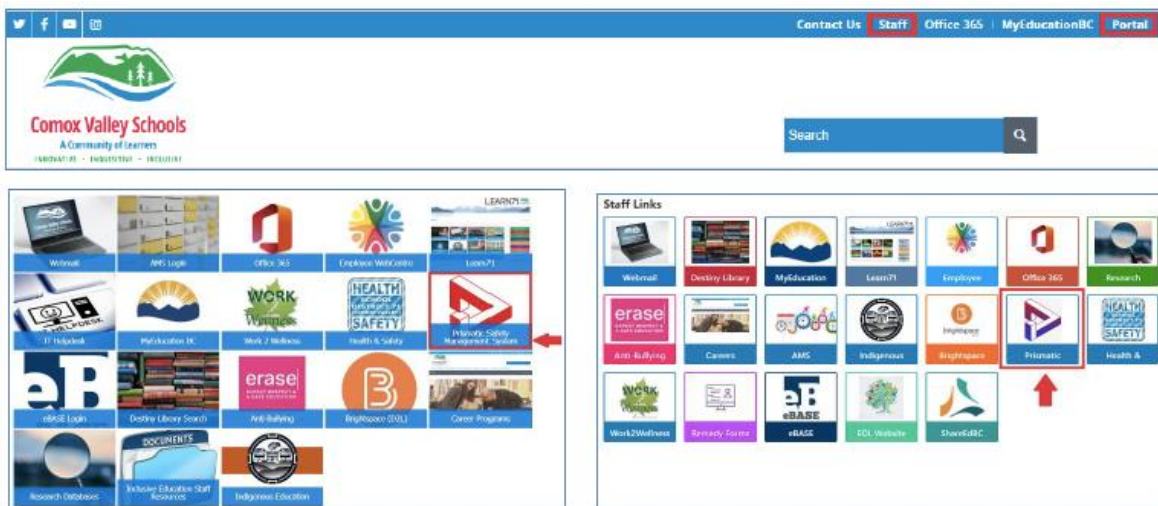
Prismatic Safety Management System

Comox Valley Schools moved the Health & Safety Management System platform from the current Atrieve/AMS to a new system called Prismatic Safety Management System (Prismatic SMS).

This new system will now be used for the following:

- Incident reporting (including injury and near misses) and investigations
- First-aid incident reporting
- Hazard reporting
- Workplace inspections (Site Safety Surveys)
- Safety committee meetings

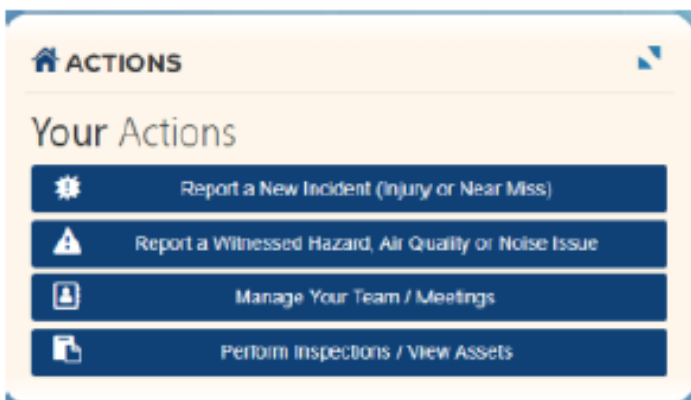
You will find the link to the Prismatic SMS platform, on the Comox Valley School District **Staff** and **Portal** pages. If you have any questions, please reach out to the school site Health and Safety Representatives or the Union Office.



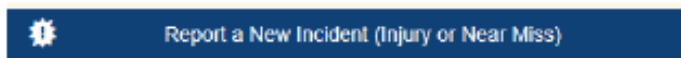
Once you click on the *Prismatic Safety Management System* icon, it will open your **Start Page Dashboard**.



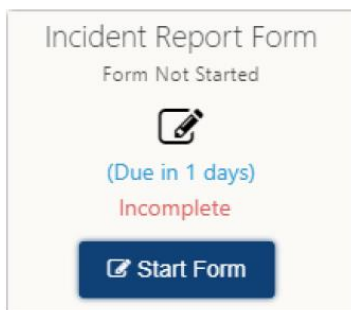
To perform any of the actions listed on the ACTIONS tab, click on the action you wish to perform.



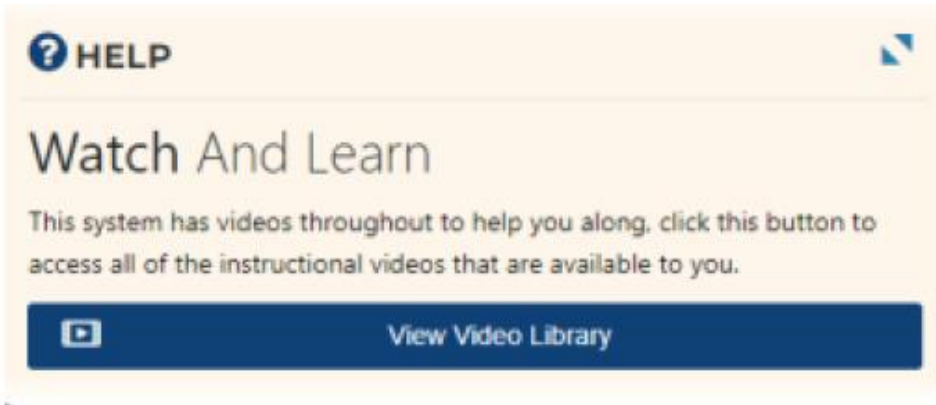
For example, to report an incident, click on **Report a New Incident**.



Then click on **Start Form**.



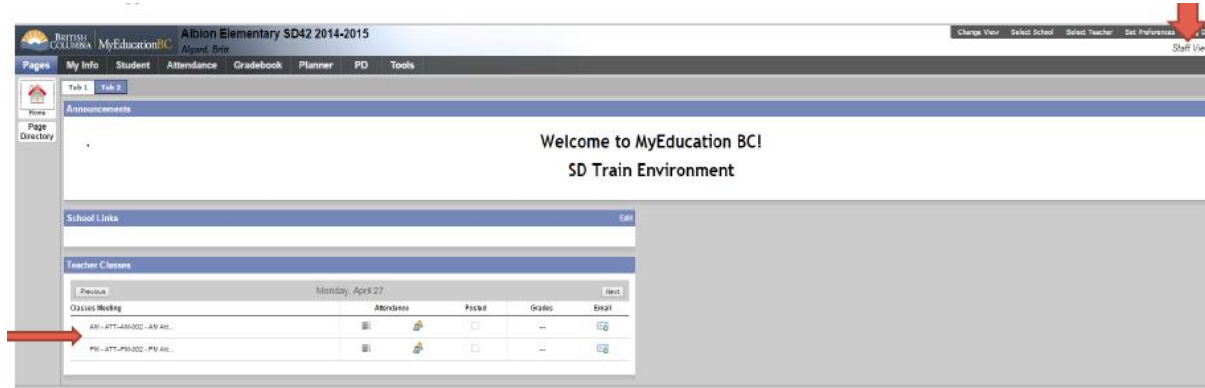
If you are unsure on how to use the system, there is a video library of training on the dashboard page and videos on each page of the form (top left corner) explaining how to complete that section.



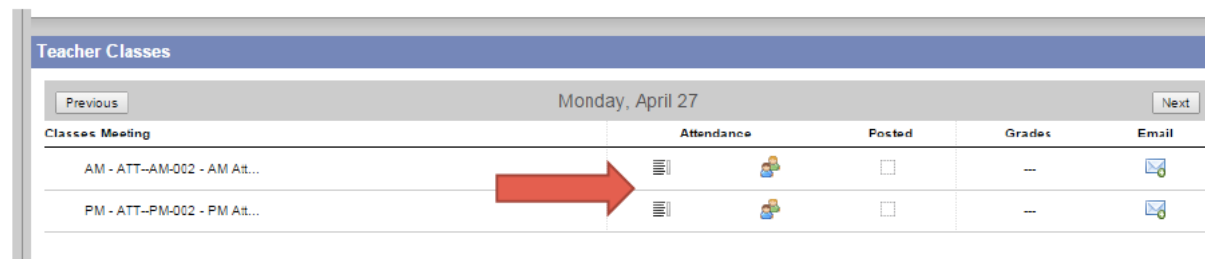
More Information: [Prismatic Safety Management System - How to.pdf](#)

My Education BC Attendance Guide

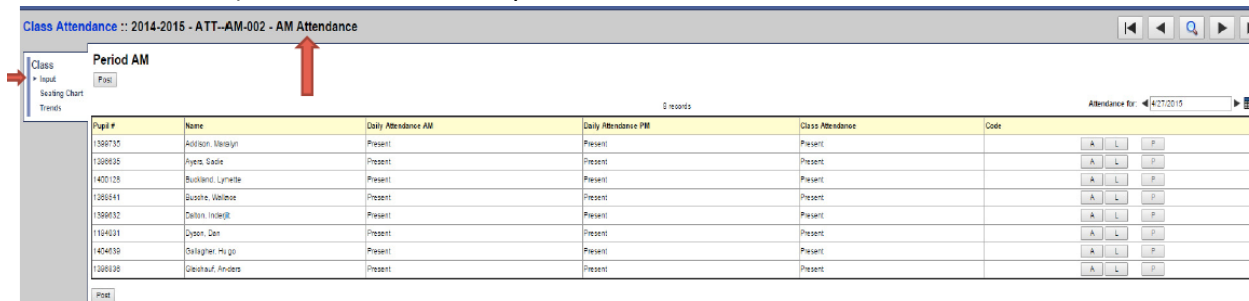
1. Log into your staff view. When on your home screen, you will see you AM and PM attendance.



2. Click on the attendance list icon next to the attendance you wish to take.
 a. NOTE: this icon will not appear on your home page on a day that is not a school day



3. It is important to note that you should be on the ATTENDANCE top tab, in the correct class (Attendance AM or PM), and on the 'Class input' side tab as seen in the screenshot below.



4. Students are present by default. Click on A for absent or L for late if this has not been done at the office.
 a. Note the * beside a student marked absent. This indicates you have not yet posted your attendance.

Period AM

Post

8 records Attendance for: 4/27/2015

Pupil #	Name	Daily Attendance AM	Daily Attendance PM	Class Attendance	Code
1199735	Addison, Marilyn	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1199935	Ayers, Sadie	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1400128	Buckland, Lynette	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1005541	Busche, Wallace	Present	Present	A*	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1099932	Delton, Indeght	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1104031	Dyson, Dan	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1404839	Gallagher, Hugo	Present	Present	A*	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1199930	Shenaut, Anders	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>

Post

5. It is very important to POST when you are done, even if all students are present.

Period AM

Post

8 records Attendance for: 4/27/2015

Pupil #	Name	Daily Attendance AM	Daily Attendance PM	Class Attendance	Code
1199735	Addison, Marilyn	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1199935	Ayers, Sadie	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1400128	Buckland, Lynette	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1005541	Busche, Wallace	Present	Present	A*	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1199932	Delton, Indeght	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1104031	Dyson, Dan	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1404839	Gallagher, Hugo	Present	Present	A*	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>
1199930	Shenaut, Anders	Present	Present	Present	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>

Post

6. If you have set up a seating chart, your attendance can be done there. Do not forget to post when finished.

Class Attendance :: 2014-2015 - ATT-AM-002 - AM Attendance

Period AM

Attendance for: 4/27/2015

Post

The seating chart interface displays a grid of student names and their attendance status for the current period. Each student's name is shown above a small portrait icon and a set of three buttons labeled 'A', 'L', and 'P'. The names and their current attendance status are: Addison, Marilyn (Present); Delton, Indeght (Present); Buckland, Lynette (Present); Gallagher, Hugo (Present); Shenaut, Anders (Present); Busche, Wallace (Present); Dyson, Dan (Present); and Ayers, Sadie (Present).

PROFESSIONAL STANDARDS FOR BC EDUCATORS

1 | Educators value the success of all students. Educators care for students and act in their best interests.

Educators have a privileged position of power and trust. Educators are responsible for the physical and emotional safety of students. Educators respect and value the diversity in their classrooms, schools and communities, inclusive of First Nations, Inuit and Métis, and other worldviews and perspectives. Educators foster students' positive personal identity, mental and physical well-being, social and personal responsibility, and intellectual development. Educators engage students in meaningful participation in their own learning. Educators treat students equitably with acceptance, dignity and respect. Educators understand the importance of confidentiality, and protect student privacy, unless disclosure is required by law. Educators do not abuse or exploit students or minors for personal, sexual, ideological, material or other advantage.

2 | Educators act ethically and maintain the integrity, credibility and reputation of the profession.

Educators are role models. Educators are held to a higher standard and are accountable for their conduct on duty and off duty. Educators understand the law as it relates to their duties. Educators' individual conduct contributes to the perception of the profession as a whole. Educators know and recognize the importance of the Professional Standards for BC Educators.

3 | Educators understand and apply knowledge of student growth and development.

Educators are knowledgeable about how children and youth develop as learners and social beings. Educators demonstrate an understanding of individual learning differences and needs. Educators recognize the importance and connection of cultural identity, ways of being and worldviews to student learning. Educators use this knowledge to inform decisions about curriculum, instruction and assessment. Educators work to create a positive, safe and inclusive learning environment to best meet the diverse needs of students.

4 | Educators value the involvement and support of parents, guardians, families and communities in schools.

Educators understand, respect and encourage the participation of families and communities in student learning and development. Educators consider the perspectives of parents/guardians regarding their children. Educators communicate effectively and in a timely manner with parents/guardians.

5 | Educators implement effective planning, instruction, assessment and reporting practices to create respectful, inclusive environments for student learning and development.

Educators have the knowledge and skills to facilitate learning for students, including learning experiences that reflect individual contexts and local environments. Educators value collaborative practice. Educators recognize and understand the interconnectedness of all aspects of teaching and learning and employ a variety of instructional and assessment strategies. Educators communicate effectively in either English or French. Educators know when to seek support for their practice and for students.

6 | Educators demonstrate a broad knowledge base and an understanding of areas they teach.

Educators understand the curriculum and methodologies of areas they teach. Educators teach curricula from Canadian, First Nations, Inuit, Métis, and global perspectives. Educators build upon student capacity for intercultural understanding, empathy and mutual respect. Educators cultivate the values, beliefs and knowledge of Canada's democratic and inclusive society.

7 | Educators engage in professional learning.

Educators engage in professional learning and reflective practice to support their professional growth. Educators recognize and meet their individual professional needs through various learning opportunities. Educators develop and refine personal philosophies of education, teaching and learning that are informed by research, practice and the Professional Standards for BC Educators.

8 | Educators contribute to the profession.

Educators honour the profession by supporting, mentoring or encouraging other educators and those preparing to enter the profession. Educators contribute their expertise in a variety of ways, including opportunities offered by schools, districts, school authorities, professional organizations, post-secondary institutions and communities. Educators contribute to a culture of collegiality.

9 | Educators respect and value the history of First Nations, Inuit and Métis in Canada and the impact of the past on the present and the future. Educators contribute towards truth, reconciliation and healing. Educators foster a deeper understanding of ways of knowing and being, histories, and cultures of First Nations, Inuit and Métis.

Educators critically examine their own biases, attitudes, beliefs, values and practices to facilitate change. Educators value and respect the languages, heritages, cultures, and ways of knowing and being of First Nations, Inuit and Métis. Educators understand the power of focusing on connectedness and relationships to oneself, family, community and the natural world. Educators integrate First Nations, Inuit and Métis worldviews and perspectives into learning environments.