

**FERNIE DISTRICT TEACHERS' ASSOCIATION  
TEACHERS TEACHING ON CALL MINI GUIDE  
2011/12**

**The purpose of this guide is to give helpful information about Elkford, Sparwood, Fernie, and Jaffray schools to assist Teachers Teaching On Call with their work experience.**

**Recommendations:**

1. **Keep a record.** Keep an accurate log of your own, recording when you are or are not available for work (dates and times). Record when you receive the calls to work (by whom if other than the Answering Service), for whom, where and when (dates and how many days or part days). Also include whether you accepted the work or not. Not only will this keep you on track, but it will also serve as a record in case there are salary discrepancies or concerns re call out procedures.
2. **Arrive early.** At least half an hour (elementary) or 20 minutes (secondary) before your supervision begins or before students are let in. Greet the students and supervise the cloakroom.
3. **Sign in** with the office at the beginning of the day and check at the end, as you may be requested to teach additional days in that classroom.
4. **Ask for Support.** Do not hesitate to ask for support from other staff members, administrators, or office staff.
5. **Orientation.** Make yourself familiar with the operations of the school where you are working. Included in this package are bell times and the district secondary timetable.
6. Notify the secretary who you are replacing and **request information** on special needs students and a class list (in case of fire drill). Check to see if you are on duty.
7. **The students arrive.** Tell students about yourself. Tell them your expectations of them and what they can expect from you.
8. **Always prepare a plan** for the following day unless you have been advised otherwise.
9. Do not copy or remove **teacher material** from the classroom without permission.
10. **Leave a written report** of what you covered from the day plan, what was assigned for homework, collected or changed (and why), what is in progress, where it is located and any concerns re: the students' learning of material taught. Also include student names that were helpful and well behaved, as well as those who were a discipline challenge.
11. **Leave your name and phone number** so that further contact can be made regarding issues that may have arisen.

12. **At the end of the day return any key(s)** you received. These keys must be kept secure and on your person at all times.
12. Turn off **cell phone** during school hours.

### **BCTF 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 teacher speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. The teacher follows legal requirements in reporting child protection issues.
3. The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The teacher is willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.
5. The teacher 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 teacher 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 teacher adheres to the provisions of the collective agreement.
8. The teacher acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.
9. The teacher neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The teacher, as an individual or as a member of a group of teachers, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.

#### **NOTE:**

- ***It is the position of the FDTA that no teacher should be approaching individual TTOC's and offering them work. The FDTA policy is that all teachers should call the Call-Out Service and request "a TTOC". It could be a breach of the BCTF Code of Ethics (5) for a teacher to hire their own TTOC or to name the TTOC they want as a replacement.***

- *The FDTA believes that TTOC's should not be self-promoting in any way, shape, or form in an attempt to earn a living. The FDTA policy is that all members should use the rotational call-out process provided by the TOC Call-Out service.*

#### V. Ready's Award on TTOC Pay and Seniority

The following is a summary of key points. (Call the FDTA Office for details.)

- Pay – As of July 1, 2010: \$213.92 + \$3 (in lieu of benefits)=\$216.92 per day for the first three days of any assignment
- On Scale: On the fourth consecutive and subsequent days in any assignment (regardless if it is for a different teacher each day), an employee shall be paid 1/189 of their category classification and experience or Category 4 Step 0, whichever is the greater amount. Such payment on-scale shall be retroactive to the first day of the consecutive four days.
- Seniority: TTOCs accumulate seniority while being paid on scale. As such, after the fourth consecutive and subsequent consecutive days in any assignment a TTOC will receive a day's seniority for each day worked.
- All new hires (including TTOC's) can "Port" their accumulated seniority from other BC districts into SD#5. This earned right is triggered at the time you accept a NEW CONTINUING CONTRACT in SD#5. You can port up to 10 years of seniority.
- TTOC's can "Port" accumulated sick leave that they have banked in other BC school districts into SD#5. The employer is required to provide all new hires with the required forms to fill in. You have 90 calendar days from your date of hire to apply to port your sick leave.
- Consecutive days: Continuous TTOC days are not considered to be broken by: weekends, holidays, professional development days, temporary contract or part-time teaching.
- Pay discrepancies: If you find any discrepancies between your pay statement and your timesheet, contact Sue Krause (Local 2059) at the Board Office. If you are not able to correct a discrepancy, call the FDTA office. **It is strongly recommended that you keep ALL pay stubs/records (of teaching days – subjects - teachers – schools) in a safe place so that they are available should you need them for future reference.**
- Article B25, Section 1.d (p. 26)  
Periods of part-time teaching, on-call teaching, and temporary contracts shall be added together for your accumulation of years of experience credit. 180 days shall qualify as one year's experience.

**SD# 5 Call Out Policy**

**Call Out Service: Lynne Mahon - Toll Free: 1-877-417-4547 or 250-417-4547**

**Fax: (250) 426-4987 or E-Mail: [teacherabsence@sd5.bc.ca](mailto:teacherabsence@sd5.bc.ca)**

It is the direction of the BCTF, FDTA and the School Board that the Call Out Service MUST be informed of requests for TTOCs in one of these ways:

1. Administrator calls the Call Out Service
2. Classroom Teacher calls the Call Out Service

\*\*\* It is the Call Out Service (or principal) that is the agent of the employer, and as such it is the Call Out Service that must make the offer of assignment to the TTOC. If a teacher approaches a TTOC about an assignment the TTOC must receive confirmation of assignment from the Call Out Service. Check that it is a teaching assignment and not a childcare worker assignment.

**FERNIE DISTRICT TEACHERS' ASSOCIATION  
PROFESSIONAL DEVELOPMENT FINANCIAL SUPPORT POLICY**

Pro D Application forms can be found in all the schools and learning centre, on the FDTA Website ([www.elkvalley.net/fdta](http://www.elkvalley.net/fdta)) or contact the FDTA Office (250) 423-3333. Complete the application for Pro D Financial Support as soon as possible before the scheduled conference/activity and submit a copy to the FDTA Office, PO Box 10, Fernie, BC VOB 1M0 (or by FAX 250-423-6134).

**Eligibility for TTOCs and part-time teachers:**

- Eligibility for part-time teachers (less than 0.5 fte) will be \$250/year, cumulative to a maximum of \$750.
- Eligibility for TTOCs: A TTOC must have worked 5 days in the 3 months prior to the date of application (excluding July & August) to be eligible for \$250/year, cumulative to a maximum of \$750.
- A conference report is required **before** funds are released.

**School District No. 5 (Southeast Kootenay)  
Mini-Directory**

**Board Office:**

940 Industrial Road #1

Cranbrook, BC V1C 4C6

**Phone:** (250) 426-4201      **Toll Free:** 1-866-489-4201      **FAX:** (250) 489-5460

**Note:** email for all District Personnel is: [theirfirstname.lastname@sd5.bc.ca](mailto:theirfirstname.lastname@sd5.bc.ca)

**District Management Staff:**

**Superintendent of Schools/C.E.O.**

Executive Assistant

**Bill Gook**

Gail Rousseau

**Secretary-Treasurer**

Executive Assistant

**Rob Norum**

Jean Skerik

**Director of Student Learning**

Executive Assistant

**Diane Casault**

Janice McElwee

**Director of Instruction/Human Resources**

Executive Assistant

**Cynthia Stuart**

**Brent Reimer**

Keltie Munro

**Accounting Services Manager**

Support Staff – Teacher Payroll

**Diane Pickering**

Sue Krause (417-2059)

**FERNIE DISTRICT TEACHERS' ASSOCIATION  
Mini-Directory**

**FDTA Office:** 442 – 2<sup>nd</sup> Avenue, (Above The Ski Base)  
PO Box 10  
Fernie, BC VOB 1M0

**Phone:** 250-423-3333      **Toll Free:** 1-888-556-2033      **Fax:** 250-423-6134

**e-mail:** [lp01@bctf.ca](mailto:lp01@bctf.ca) or [fdta@elkvalley.net](mailto:fdta@elkvalley.net)

**Website:** [www.elkvalley.net/fdta](http://www.elkvalley.net/fdta)

**FDTA Officers:**

Kate Noakes

President/Alternate LR

Cindy Gleb

LR

Chris Kielpinski

/Darrell Walker

Vice President

Bill Bell

Secretary-Treasurer

Mike Tomney

Bargaining Chair

Mardelle Sauerborn

Pro D Chair

Andrew Gulyas

TTOC Staff Rep **Phone:** 250-423-3333

**e-mail:** [fdta@elkvalley.net](mailto:fdta@elkvalley.net)

**Office Hours:** President: Monday – Friday 08:30 am – 4:30 pm  
(unless required to be out of office)

Nici Blackwell, Office Assistant: Tuesday & Thursday 08:30 am – 04:30 pm

**Summer Office Hours:** Tuesdays only – 08:30 am – 04:30 pm

**BCTF Website:** [www.bctf.ca](http://www.bctf.ca)

**FERNIE DISTRICT TEACHERS ASSOCIATION  
GENERAL MEMBERSHIP MEETINGS SCHEDULE  
(Location TBA)**

- Tuesday, September 6, 2011 @ 5:30 PM FSS Library
- Monday, February 6, 2012 @ 5:30 PM ( BCTF AGM delegate elections), SSS Library
- Wednesday, May 9, 2012 @ 5:30 PM (BCTF AGM report, SD5 staffing, FDTA elections and AGM)

**DISTRICT SCHOOL CALENDAR  
2011/12**

<b>EVENT</b>	<b>DATE</b>
Professional Development Days	Oct 21 * Nov 4 * Jan 13 * April 13 * June 8
Alternate Calendar Days (Schools Not In Session)	Oct 7 * Nov 25 * Dec 16 * Feb 3, 17 * Mar 2 * Apr 27* May 11 * Jun 15
Stat Holidays	Sept 5 * Oct 10 * Nov 11 * Jan 2 * Apr 6, 9 * May 21
Winter Break	December 16 – January 2
Spring Break	March 12 – 23
Administrative Day	June 29, 2011
Semester 1	September 6 – January 30
Semester 2	January 31

School	Phone	Grades	Administration	Clerical
<b>ELKFORD SCHOOLS:</b>				
<b>Elkford Secondary School</b> 2500 A Balmer Dr. (Box 910) Elkford, BC VOB 1H0	865-4674 <b>Fax:</b> 865-2915	7-12	Keith Regular P	Linda Metz
<b>Rocky Mountain Elementary</b> 2500 B Balmer Dr. (Box 460) Elkford, BC VOB 1H0	865-4625 <b>Fax:</b> 865-4451	K-6	Shirley McGale P	Kaye Murphy
<b>SPARWOOD SCHOOLS:</b>				
<b>Sparwood Secondary School</b> 101 Pine Spur (Box 67) Sparwood, BC VOB 2G0	425-6666 <b>Fax:</b> 425-6661	7-12	Fran Kellington P Linda Christenson VP	Bruna Paniec Gail Podrasky
<b>Frank J Mitchell Elementary</b> 101 Blue Spruce (Box 345) Sparwood, BC VOB 2G0	425-7818 <b>Fax:</b> 425-2426	K-6	Trudy Colonello P Gail Pidgeon VP	Dianna Riddoch
<b>FERNIE SCHOOLS:</b>				
<b>Fernie Secondary School</b> 102 Fairway Drive (Box 370) Fernie, BC VOB 1M0	423-4471 <b>Fax:</b> 423-4004	7-12	Bill Johnson P Dan Noble VP	Louise Patriquin Gayle Desjardins Ellen Ashmore
<b>Isabella Dicken Elementary</b> 1302-2 <sup>nd</sup> Ave. (Box 1559) Fernie, BC VOB 1M0	423-4651 <b>Fax:</b> 423-7661	K-6	Dawn Voysey P Nicole Neufeld VP	Francine Kubos
<b>SOUTH COUNTRY SCHOOLS:</b>				
<b>Jaffray Elem/Jr Secondary</b> 7375 Jaffray Village Loop Rd. Jaffray, BC VOB 1T0	429-3211 <b>Fax:</b> 429-3555	K-10	Frank Sopko P Erin Boehm VP	Lynne Crabbe

## BELL TIMES FOR SCHOOLS

SCHOOL	MORNING	LUNCH	RECESS	LAST BELL
<b>FJMES</b>	<b>8:47</b>	<b>11:25-12:25</b> *K11:30-12:20 pm	<b>P: 10:10 – 10:25</b> <b>I: 10:25 – 10:40</b>	<b>3:00</b>
<b>IDES</b>	<b>8:55</b>	<b>12:15-1:05</b> *K11:30-12:30 pm	<b>10:30-10:45</b>	<b>3:07</b>
<b>JAFFRAY</b>	<b>8:40</b>	<b>11:46-12:36</b>	<b>9:58-10:13</b>	<b>E: 2:50</b> <b>S: 3:08</b>
<b>RMES</b>	<b>8:45</b>	<b>11:30-12:20</b>	<b>1:35-1:50</b>	<b>2:58</b>
<b>ESS</b>	<b>8:35</b>	<b>12:03-12:53</b>		<b>3:10</b>
<b>FSS</b>	<b>8:34</b>	<b>12:03-12:53</b>		<b>3:10</b>
<b>SSS</b>	<b>8:29</b>	<b>12:05-12:55</b>		<b>3:11</b>

\*Kindergarten times (If different)