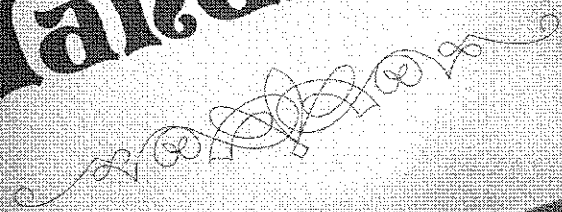
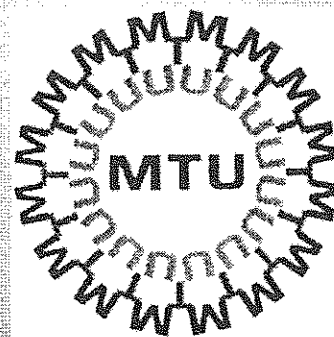


**Teacher  
or  
Call  
Handbook**



**Mission  
Teachers'  
Union**



Phone: 604-826-0112

Fax: 604-826-3435

# Mission Teachers' Union

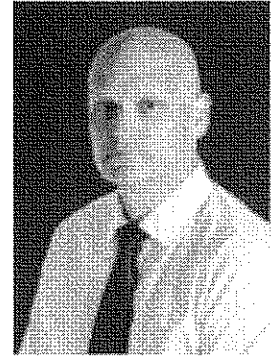
## Teacher on Call Handbook 2020-2021

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SUB. TOC. TTOC.

First of all, thank you. Thank you for being here for us. You provide a service to your colleagues that is invaluable, and you are appreciated. Whether you're a new teacher who is just cutting your teeth on the honorable profession of teaching, a mid-career teacher who is ttoc-ing because it's just a good fit for where you are in your life journey, or a retired teacher who has come back, your work is valued and we couldn't run our schools without you.



The global pandemic marches forth, and we roll with the punches as best we can. Your work this year promises to hold special challenges, not the least of which is the extra risks you will incur to your health. I ask that you carefully consider your decisions with respect to the use of PPE. You, like all staff, have the right to masks and face shields, and the right to have the decision to use them be respected. Your safety is not negotiable.

Beyond our health and safety, is the issue of wellness. All of us are under increased demands and stress and are not at our best. It is imperative that you consider your self-care and that you have proper supports in place. Additionally, please consider this as you travel around the district, encountering fellow colleagues who may be having a bad day. An understanding nod, or a word of encouragement may make all the difference in the world to a struggling colleague.

I would be remiss if I didn't mention the TTOC Chair on the MTU Executive: Roberta Dagleish. Roberta has hit the ground running this year, and has no intention of letting the TTOCs of Mission Public Schools be forgotten or neglected. If you have questions or concerns, please feel free to reach out to her. I've never seen her give anything less than her best.

In closing, keep in mind that you, just like your colleagues who have positions in schools, are fellow members of the Mission Teachers' Union. You are owed the same services that the union provides to any other member. The MTU has a long history of proudly serving its members, and we have no intention of stopping now

Ryan McCarty  
President  
Mission Teachers' Union

Welcome New Teachers and Teachers Teaching on Call,

My name is Roberta Dalglish and I am your Mission Teachers Union representative for new teachers and TTOCs. As new teachers, either fresh out of teacher's college or new to the district, you don't know what you don't know yet! TTOCs, our role is dynamic and different every day. I took this position on the MTU Executive because I am a Teacher on Call- by choice! I enjoy it. I am brand new to the Union Executive so I am quickly learning a lot. I have a vision of what I would like to see from TTOCs this year in terms of union involvement.

Given the increased difficulties of functioning in the era of "COVID education" there are more challenges this year than ever, and it's all new and uncharted territory in education. We are the pioneers of functioning during a pandemic. This is the year I want you to be loud as TTOCs and new teachers. This is the year to offer constructive suggestions about how your workplace can be made better for you in your unique role of working between cohorts. You can do that by reaching out to the Mission Teacher's Union, or you can contact me at my address below. Please note that union business always uses personal emails.

Starting early this year, I have sent out messages via the MTU office asking for your feedback on various things happening in the district. This is how I envision TTOCs and New Teachers having a greater impact; being active and having your say. As your union representative, I advocate for you and your needs at our union meetings. The only way I can do that is if you tell me the praises and issues you are seeing in schools, so I can bring them up, so we as TTOCs and new teachers can have our perspectives heard too.

A Chief Petty Officer I worked with once told a keen group of young NCOs "Don't just drop a dead cat on my desk. Offer me a solution of how to deal with it". In other words, offer a solution to the issues you are facing in schools. How would you like to see it fixed? We are more impactful as a group if we offer a proposed way forward through a sticky situation.

I hope to meet you and will be happy to help you anyway I can. Please reach out if you have any questions or concerns, all of them are important.

"You don't have to have it all figured out to move forward, just take the next step"- Unknown.

Cheers,

**Roberta Dalglish**

TTOC and New Teacher Chair

MTU Executive

[rdalg@shaw.ca](mailto:rdalg@shaw.ca)

778-809-7369

MTU Phone: 604-826-0112

MTU Email: [mtu@telus.net](mailto:mtu@telus.net)

MTU Address: #100-33344 2<sup>nd</sup> Ave. Mission, BC V2V 1K3

## **2020-2021 TTOC MEETING DATES:**

*(Please note that all TTOC meetings are on Wednesdays except the Employment Insurance meeting in June - All meetings will be held virtually)*

Wednesday, October 7, 2020 - 3:45 pm – TTOC Meeting

Wednesday, January 6, 2020 – 3:45 pm TTOC Meeting

Wednesday, April 7, 2020 - 3:45 p.m. - TTOC Meeting

Monday, June 21, 2020 - 3:45 p.m. – TTOC Employment Insurance Workshop

**MISSION TEACHERS' UNION  
EXECUTIVE COMMITTEE  
2020-2021**

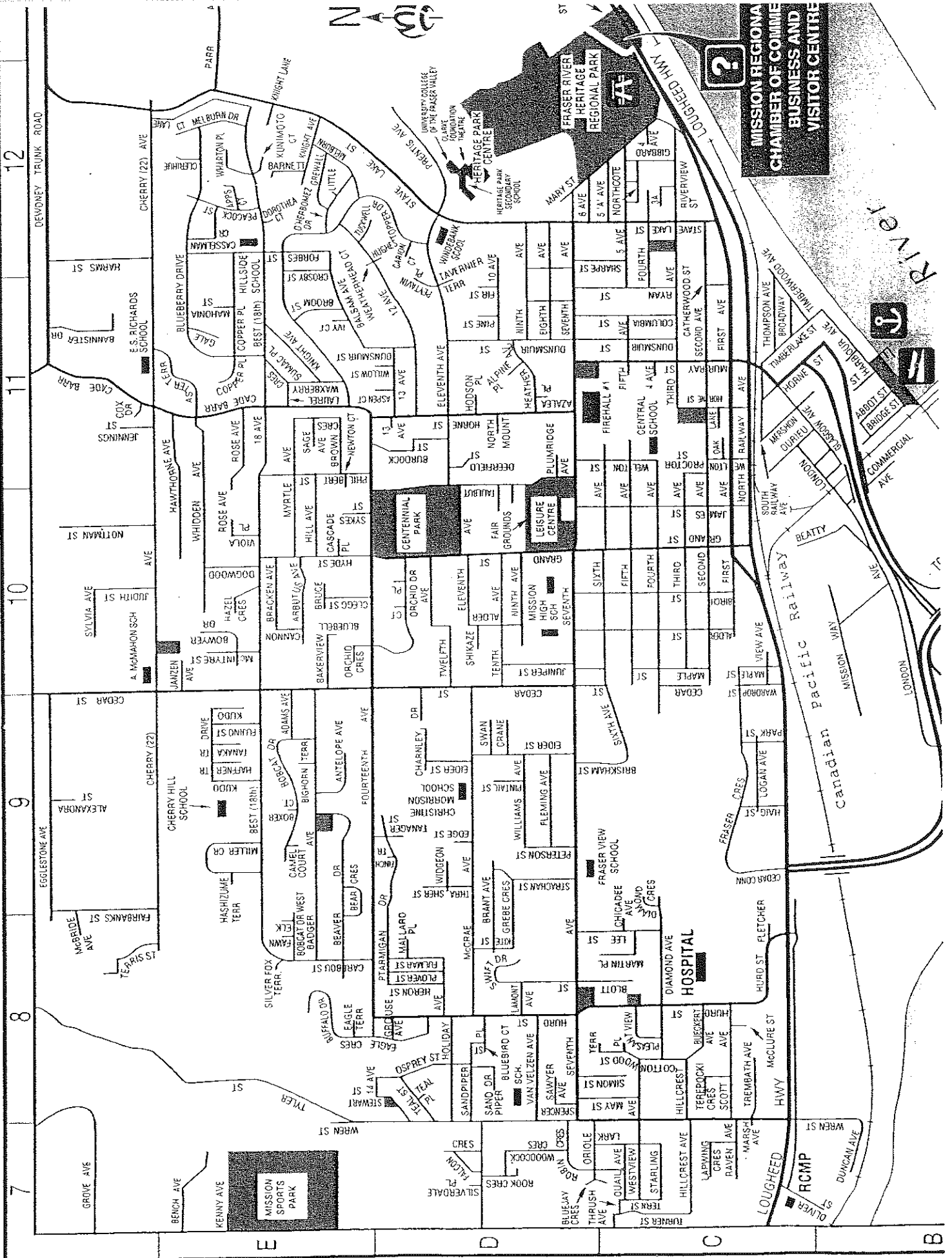
<b>President/Local Union Rep</b>	Ryan McCarty	MTU Office 604-826-0112
<b>Vice President/Bargaining Chair</b>	Janise Nikolic	Mission Secondary 604-826-7191
<b>Secretary/Treasurer</b>	Maria Hedderson	Mission Central 604-826-1414
<b>Economic Welfare</b>	Greg Cole	School District Office 604-826-6286 (3311)
<b>Working Conditions</b>	Gina McCarty	School District Office 604-826-6286
<b>Professional Development</b>		
<b>Communications</b>	Rhona MacIntosh	Deroche Elementary 604-826-2360
<b>Social Justice Chair</b>	Shannon Bowsfield	School District Office 604-826-6286
<b>Aboriginal Education Chair</b>	Peggy Janicki	SWSW Ab Ed 604-826-3103
<b>Teacher on Call Chair</b>	Roberta Dalglish	<a href="mailto:rdalg@shaw.ca">rdalg@shaw.ca</a> 778-809-7369
<b>French Chair</b>	Amber Chung	Mission Central 604-826-1414
<b>Member-at-Large</b>	Jessika Rowley	E.S Richards 604-826-2834
<b>Member-at-Large</b>	Scott Susin	Albert McMahan 604-826-0274
<b>Member-at-Large</b>	Dan Thiessen	Fraserview Learning Centre 604-814-3717

## MTU Staff Reps

2020-2021 - as at October 2, 2020

School	Last Name	First Name	School Phone #
AME	Reist	Lisa	604-826-0274
CHE	Derrick	Spencer	604-826-9239
CHE	Hodson	April	604-826-9239
CME			604-826-6528
DER	Macintosh	Rhona	604-826-2360
DEW	Dundas	Melissa	604-826-2516
ESR	Griffin	Kathleen	604-826-2834
ESR	Hauvre	Natalie	604-826-2834
FLC/SW	Thiessen	Dan	604-814-3717
FLC/ SW	Koe	Mykael	604-814-3717
HIL	Korolek-Spicer	Carla	604-826-4187
HIL	Kerschbaum	Steve	604-826-4187
HMS	Colegate	Grant	604-826-3651
HMS	Randhawa	Dave	604-826-3651
HMS	Azar	Farid	604-826-3651
HPMS	Stenekes	Jodie	604-820-4587
HPMS	MacDonald	Glen	604-820-4587
HPMS	Molnar	Renée	604-820-4587
HTZ	Winkelmans	Debbie	604-826-2481
MCE	Chung	Amber	604-826-1414
MCE	St. Laurent	Anais	604-826-1414
MSS	MacCrimmon	Ian	604-826-7191
MSS	Nikolic	Janise	604-826-7191
MSS	Grant	Glenn	604-826-7191
MSS	Kristiansen	Elaine	604-826-7191
MSS	Lauzé	Christina	604-826-7191
MSS	Lowrie	Scott	604-826-7191
SLC-MSS	Mahil	Amy	604-826-7191
RTTT	Balogh	Krista	604-814-0446
SBO-DSS	McCarty	Gina	604-826-6286
SFE	Angotti	Anna	604-462-9982
SFE	Gregson	Theresa	604-462-9982
SIL/ SLC			604-826-2526
WBK	Sward	Alison	604-826-2213
WBK	Zanatta	Gina	604-826-2213
WHE	Kunz	Julie	604-826-6401





7 8 9 10 11 12

8400 8000 7600 7200

**MISSION REGIONAL CHAMBER OF COMMERCE BUSINESS AND VISITOR CENTRE**



**FRASER RIVER REGIONAL PARK**

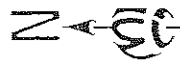
**MISSION HIGH SCHOOL**

**LEISURE CENTRE**

**FRASER VIEW SCHOOL**

**HOSPITAL**

**FCMP**





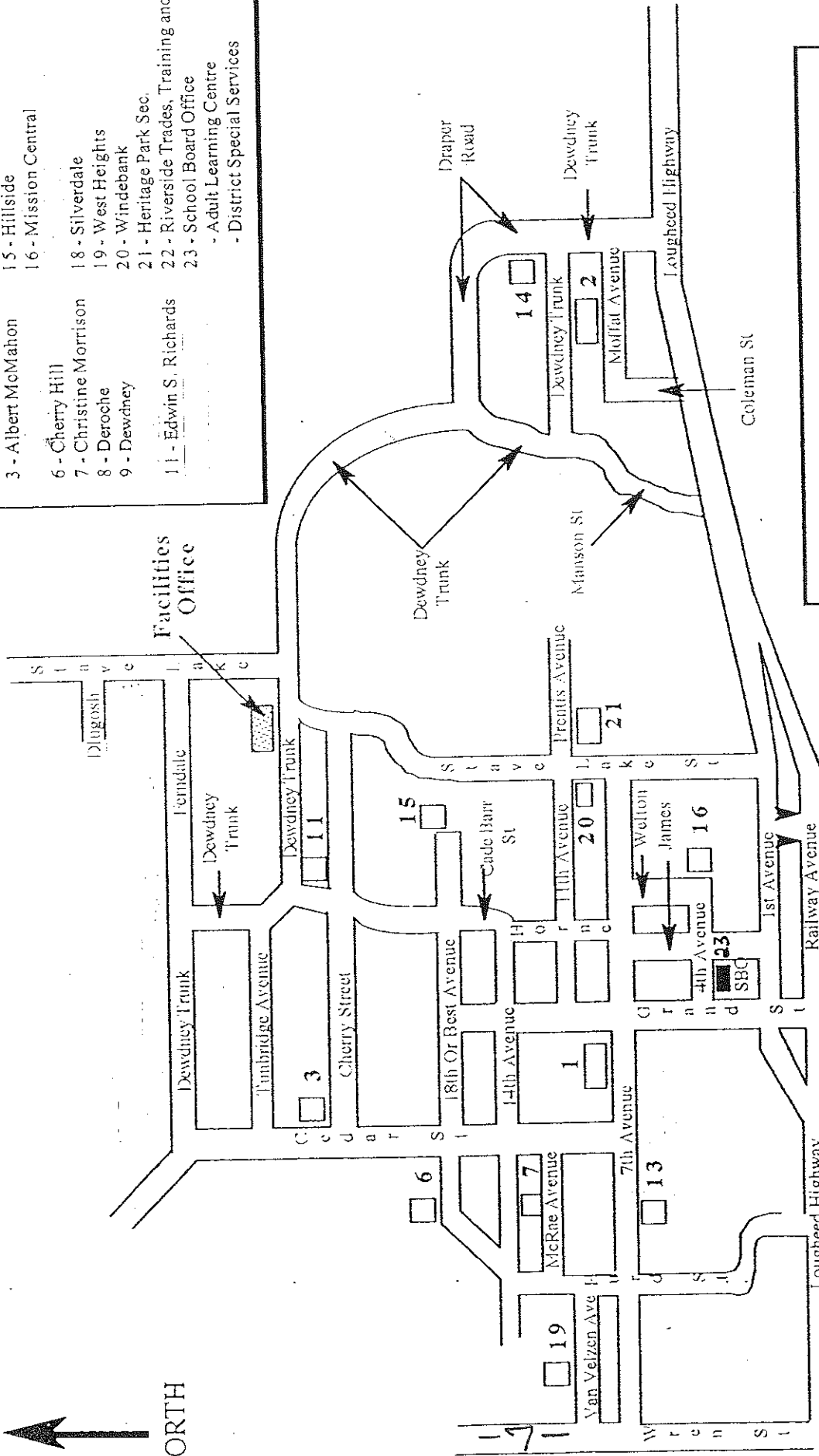


NORTH

- 1 - Mission Secondary
- 2 - Hatzic Secondary
- 3 - Albert McMahon
- 6 - Cherry Hill
- 7 - Christine Morrison
- 8 - Deroche
- 9 - Dewdney
- 11 - Edwin S. Richards
- 13 - Fraserview
- 14 - Hatzic Elem.
- 15 - Hillside
- 16 - Mission Central
- 18 - Silverdale
- 19 - West Heights
- 20 - Windebank
- 21 - Heritage Park Sec.
- 22 - Riverside Trades, Training and Technology
- 23 - School Board Office

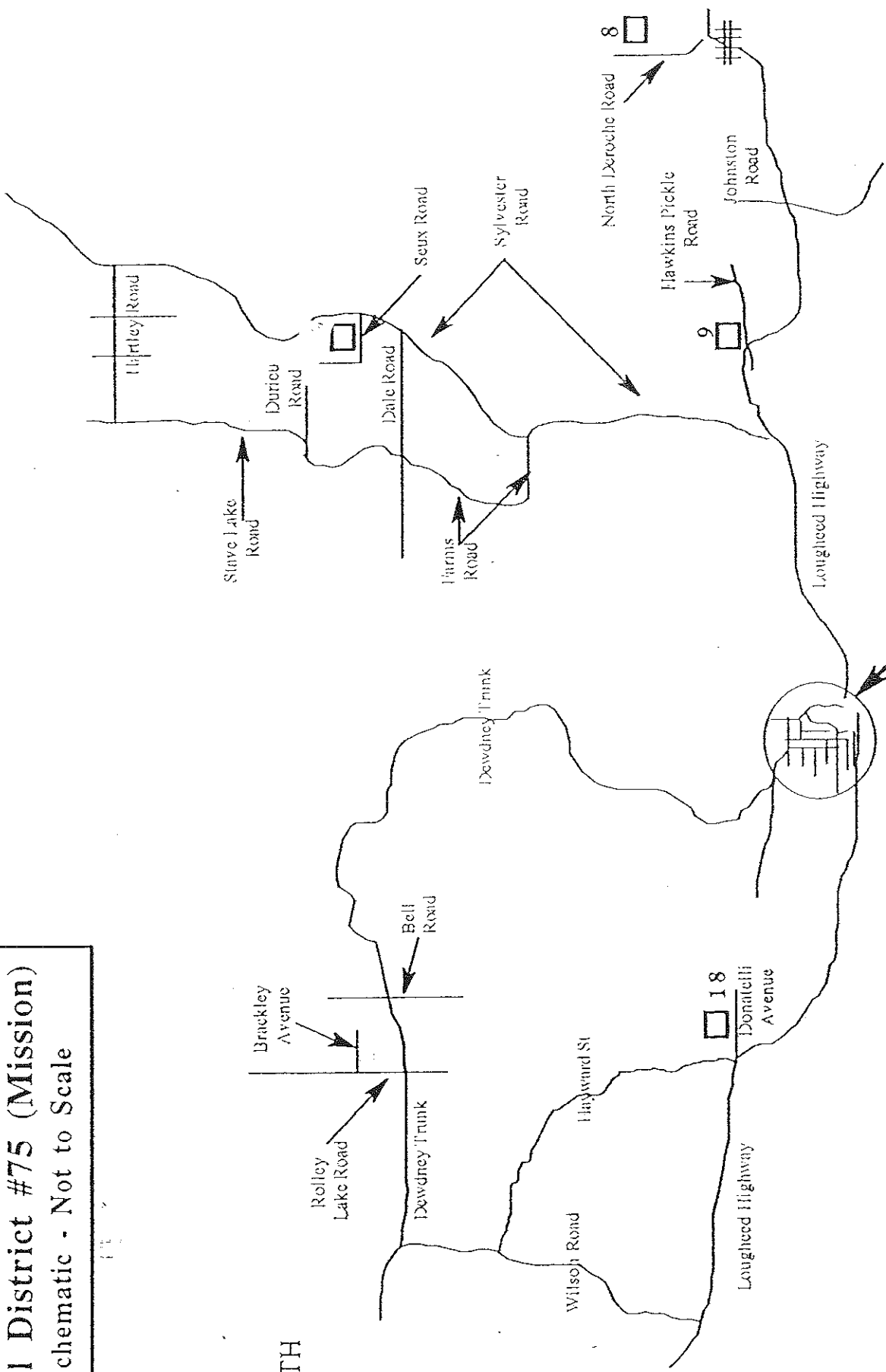
- Adult Learning Centre
- District Special Services

Facilities Office



**School District #75 (Mission)**  
 Schematic - Not to Scale

**School District #75 (Mission)**  
 Schematic - Not to Scale



For Core Schools See Next Page

### Mission Public Schools- School Address

School	Address	City	PCode	Phone	Fax
Albert McMahon	32865 Cherry Ave.	Mission, BC	V2V2V1	604-826-0274	604-826-1760
Cherry Hill	32557 Best Ave	Mission, BC	V2V 2S5	604-826-9239	604-826-5197
Christine Morrison	32611 McRae Ave.	Mission, BC	V2V 2L8	604-826-6528	604-826-9175
Deroche	10340 N. Deroche	Mission, BC	V0M 1G0	604-826-2360	604-826-7138
Dewdney	37151 Hawkins	Mission, BC	V0M 1H0	604-826-2516	604-820-8063
Edwin S. Richards	33419 Cherry Ave.	Mission, BC	V2V 2V5	604-826-2834	604-826-0068
Fraserview Learning Centre	32444 7th Avenue	Mission, BC	V2V 2C5	604-824-3717	604-814-3717
Hatzic Elementary	8465 Draper St.	Mission, BC	V2V 6V6	604-826-2481	604-826-8331
Hatzic Middle School	34800 Dewdney Trunk Road	Mission, BC	V2V 5V6	604-826-3651	604-820-9209
Heritage Park Middle School	Box 1000-33700 Prentis Ave.	Mission, BC	V2V 7B1	604-820-4587	604-820-4589
Hillside Traditional Academy	33621 Best Ave.	Mission, BC	V2V 5Z3	604-826-4187	604-826-8980
Mission Central	7466 Welton St.	Mission, BC	V2V 6X4	604-826-1414	604-826-0258
Mission Secondary	32939 7th Ave.	Mission, BC	V2V 2C5	604-826-7191	604-826-8187
Riverside	33919 Dewdney Trunk Road	Mission, BC	V2V 6Y4	604-614-0448	604-814-0447
Silverdale	29715 Donatelli Ave.	Mission, BC	V4S 1H6	604-826-2526	604-826-3610
Stave Falls	30204 Brackley Ave.	Mission, BC	V4S 1C2	604-462-9982	604-462-9516
Student Services	33919 Dewdney Trunk Road	Mission, BC	V2V 6Y4	604-826-6286	604-820-8065
Summit Learning Centre (Elementary)	29715 Donatelli Ave.	Mission, BC	V4S 1H6	604-826-2526	604-826-3610
Summit Learning Centre (Secondary)	32939 7th Ave.	Mission, BC	V2V 2C5	604-826-7191	604-826-8187
West Heights	32065 Van Velzen Ave.	Mission, BC	V2V 2G6	604-826-6401	604-826-9934
Windebank	33570 11th Ave.	Mission, BC	V2V 6Z2	604-826-2213	604-826-7381

School Bell Schedules  
2020-2021  
Currently Not  
Available  
From School Board

## Who to Contact at the Board Office

**Melanie Weller, Manager, District TTOC Call Out Clerk (604) 814-3713**

All teacher on call assignments in School District #75 are made through the TOC Calling Service, following the attached Automated Dispatch System Quick Reference Guide.

*For log-in problems, questions or if an emergency occurs, contact the Division Office Sub Clerk (this would be Mel) at 604-814-3713 or email [subrequest@mpsd.ca](mailto:subrequest@mpsd.ca)*

**For Payroll Clerk, TOC Payroll please email [payroll@mpsd.ca](mailto:payroll@mpsd.ca) (604) 826-6286**

It is your responsibility to keep a monthly record of your assignments Pay day is the 7th & 22nd each month (direct deposit). A monthly pay statement will be emailed to you.

**Corey Hodges Human Resources Coordinator (604) 826-6286 ext.: 3714  
(Personnel- Teaching)**

**Or**

**Tina Phelps Director of Human Resources (604) 826-6286 ext.: 3705**

**Corey Hodges- [corey.hodges@mpsd.ca](mailto:corey.hodges@mpsd.ca) Tina Phelps- [tina.phelps@mpsd.ca](mailto:tina.phelps@mpsd.ca)**

Job postings and some contract issues are dealt with by Human Resources. If you plan on posting into a contract position, the Internal Application forms are available on line, at the School Board Office, in schools and at the Union Office.

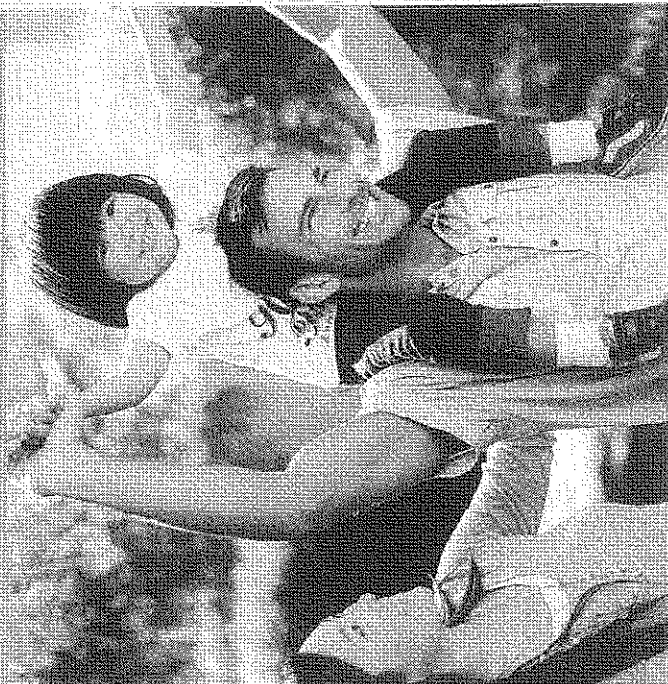
**Note: Remember if at any time you are unsure or uncomfortable with a response to a question you may have asked, call your Union office and talk to Ryan McCarty, President, Cathy Vogel, Office Manager or Brianna Lamont, Office Assistant.**



## Counseling Coaching Support

Achieving your health and  
wellness goals just got easier

# Your Employee and Family Assistance Program (EAP)



**Homewood  
Health | Santé**

## Professional

We guarantee your confidentiality.  
We are members of the National Board of Certified Professional Counselors and the National Board of Certified Health Coaches. Our counselors have over 20 years of experience in providing the best and most support for clients like you. Even when we're not in the office, we're available to you. We guarantee your confidentiality within the limits of the law. You can be confident to anybody—including your employer.

## Choices

Counseling that's convenient for you.  
Counseling is available 24 hours a day, 7 days a week on the Homewood Health website. Our offices are located in 12 locations throughout the United States. We offer appointments for individual, couples, family, and group counseling. We also offer confidential support for men's and women's health issues, gender, and other personal issues.

## Plan Smart

Lifestyle and specialty counseling  
You can receive counseling and coaching for a variety of life balance and health issues, or get expert support to manage your career better. Plan Smart services are available by phone.



- Nutrition
- Lifestyle Changes
- Weight Management
- Smoking Cessation



- Childcare and Parenting
- Elder and Family Care
- Relationships
- Financial
- Legal



- Career Planning
- Workplace Issues
- Pre-Retirement
- Shift Work

## Counseling

For all of life's challenges  
Your Employee and Family Assistance Program helps you take practical and effective steps to improve well-being and be the best you can be. Within a supportive, confidential and caring environment you can receive counseling for any challenge:

- Family
- Depression
- Marital
- Life transitions/change
- Relationships
- Grief/bereavement
- Addictions
- Stress
- Anxiety
- Other personal issues

## Online Resources

The right information at the right time  
Access our Member website anytime for e-Learning, interactive tools, health and wellness assessments, and a library of health, life balance, and workplace articles.

## Contact Information

Contact us 24 hours a day, 7 days a week  
**1-800-663-1142**  
TTY: 1-888-384-1152  
International (Call collect): 604-689-1717

[www.homewoodhealth.com](http://www.homewoodhealth.com)

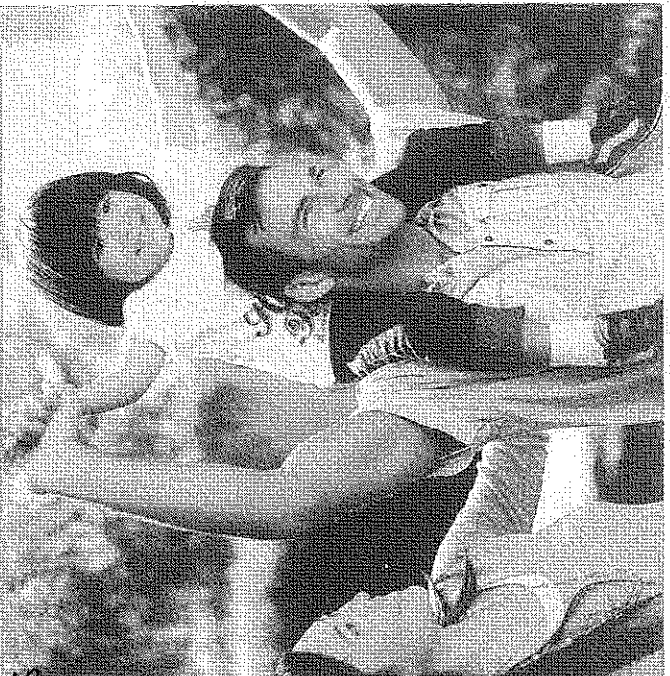
**Employee and Family Assistance Program**  
Counseling | Coaching | Support  
Confidential | Available anytime



Counseling  
Coaching  
Soutien

Il est maintenant plus facile d'atteindre vos objectifs santé et mieux-être.

## Votre Programme d'aide aux employés et à leur famille (PAEF)



**Homewood**  
Health | Santé

### Service professionnel

Nous garantissons la confidentialité de vos renseignements personnels.

Il s'agit de services professionnels fournis par des spécialistes de santé qualifiés et agréés. Les services sont offerts en français et en anglais. Les services sont offerts en personne, par téléphone ou en ligne. Les services sont offerts en français et en anglais. Les services sont offerts en personne, par téléphone ou en ligne.

### Différentes options de counseling

Pour mieux répondre à vos différents besoins

Que ce soit en personne, par téléphone ou en ligne, nos professionnels sont prêts à vous offrir des services adaptés à vos besoins. Que vous soyez un employé ou un membre de votre famille, nous sommes là pour vous offrir le soutien et le conseil dont vous avez besoin. Nous sommes là pour vous offrir le soutien et le conseil dont vous avez besoin.

### IntelliPlan

Services de counseling en style de vie

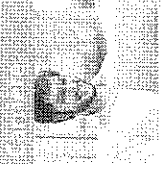
Obtenez des consultations de counseling ou de coaching pour une grande variété de questions relatives à la santé ou à la qualité de vie, ainsi que l'aide d'un spécialiste pour mieux gérer votre carrière. Les services IntelliPlan sont accessibles par téléphone.



- Nutrition
- Changements au mode de vie
- Gestion du poids
- Abandon du tabac



- Soutien parental
- Soutien aux aidants naturels (aînés/enfants/conjoint)
- Solutions relationnelles
- Conseils financiers
- Conseils juridiques



- Planification de carrière
- Difficultés au travail
- Planification de retraite
- Travail par quarts

### Counseling

Pour faire face aux défis de la vie

Votre Programme d'aide aux employés\* et à leur famille vous aide à prendre des mesures pratiques et efficaces pour améliorer votre qualité de vie et vous épanouir. Dans un environnement de soutien confidentiel et chaleureux, vous pouvez bénéficier du counseling dont vous avez besoin.

- Problèmes familiaux
- Difficultés conjugales
- Problèmes relationnels
- Dépendances
- Anxiété
- Dépression
- Périodes de transition ou de changements importants dans votre vie
- Deuil
- Stress
- Autres difficultés personnelles

### Ressources en ligne

La bonne information au bon moment

Vous êtes invité à consulter la zone des services réservés aux membres de notre site Internet pour y trouver des cours en ligne, des outils interactifs, des questionnaires d'évaluation de la santé et du mieux-être ainsi que des articles sur la santé, la conciliation travail-vie personnelle et le milieu de travail.

**1-866-398-9505**

ATS : 1-866-433-3305

Appels internationaux (frais virés acceptés) : 514-875-0720

[www.homewoodsante.com](http://www.homewoodsante.com)

**Nous contacter**

Communiquez avec nous en tout temps.

**1-866-398-9505**

ATS : 1-866-433-3305

Appels internationaux (frais virés acceptés) : 514-875-0720

[www.homewoodsante.com](http://www.homewoodsante.com)

Programme d'aide aux employés et à leur famille

Counseling | Coaching | Soutien

Services confidentiels | Accessibles en tout temps

© Homewood Santé, 2014 | All rights reserved. Tous droits réservés. Dans le présent document, le masculin est employé comme genre neutre.



# General Employee Options

## Change Your Regular Phone Number:

1. Call ADS – 855-215-9511
2. Enter your employee number and PIN followed by the # key
3. Press 5 for General Employee Options
4. Press 2 for employee phone number changes
5. Press 1 to change your regular number
6. Press 2 to change your secondary phone number, then enter your phone number followed by the # key
7. Press 1 if the regular phone number you have entered is correct and hang up

## Make Yourself Unavailable:

\*for periods longer than a day, it is recommended to log unavailability using the web portal.

1. Call ADS – 855-215-9511
2. Enter your employee number and PIN followed by the # key
3. Press 5 for General Employee Options
4. Press 4 for Unavailability Booking Menu
5. Press 1 for Unavailability Booking
6. Press 2 to Continue

## Inquire on or Cancel Unavailability:

1. Call ADS – 855-215-9511
2. Enter your employee number and PIN followed by the # key
3. Press 5 for General Employee Options
4. Press 4 for Unavailability Booking
5. Press 2 for Unavailability Inquiry
6. Enter a previously logged unavailable date



# Automated Dispatch System (ADS)

## Quick Reference Guide TTOC Employees

### Mission Public Schools

Phone: 604.826.6286  
Web: www.mpsd.ca

ADS Phone Number:  
**1.855.215.9511**

For log-in problems, questions or if an emergency occurs, contact the Division Office Sub Clerk at:

Office Sub Clerk at:

604.814.3713

E-mail: [subrequest@mpsdc.ca](mailto:subrequest@mpsdc.ca)

## Unavailability/Refusal Reason Codes:

- Press 1 for 'Decline'
- Press 2 for 'Family Commitments'
- Press 3 for 'Hours Not Suitable'
- Press 4 for 'Location Refusal'
- Press 7 for 'No Transportation'
- Press 8 for 'Other / Personal'
- Press 9 for 'Sick'
- Press 10 for 'Vacation'
- Press 11 for 'Weather Conditions'
- Press 12 for 'Working In Other District'
- Press 13 for 'Unavailable Until Further Notice'
- Press 14 for 'Temporary Appointment'
- Press 15 for 'Term/Reg Appointment'
- Press 16 for 'Limited Availability'
- Press 17 for 'Medical/Dental Appointment'

## Web Access – retrieveERP portal:

1. In a web browser, navigate to the following web address:
2. <https://mission.atrieveerp.com>
3. Enter your username in the format of:   
first name.lastname
4. Enter your password and click Login.

Employee #:   
*(available on your pay stub)*

ADS PIN:

## Accepting a Dispatch

The MPD ADS system will perform dispatch calls to TTOC's and Casuals during the following times:

Same Day Dispatches	5:00 AM - 1:00 PM	Monday - Friday
Future Day Dispatches	3:30 PM - 9:30 PM	Sunday - Thursday

NOTE: Dispatch cancellation notification calls occur 10 minutes prior to these callout times.

ADS will call on Statutory Holidays and School Breaks.

If you miss a call, and you are available please call the sub office.

### Accepting a Dispatch (over the phone):

- When receiving a dispatch call, 'Mission SD' will appear on your call display. Ensure you are in a quiet area, answer the call and say 'Hello'.
- The ADS system will ask you to enter your PIN on your phone keypad, followed by the # key.
- Press 1 to listen to the details of the assignment. Press 2 to listen to the subjects and levels. Press 3 to listen to the absent employee's message. Press 4 to accept the assignment. Press 5 to refuse the assignment. If you refuse, enter the appropriate Refusal Code (1-17, listed on reverse) followed by the # key. If you wish not to receive additional calls, mark yourself as unavailable for the entire day.

### IMPORTANT

Do not hang up the phone until the ADS system has voiced the Job #. You need this number to Inquire or Cancel your dispatch.  
If you do not have a Job #, you will not be paid.

## Inquire On or Cancel a Dispatch

Call ADS – 855-215-9511 Enter your employee number and PIN number followed by the # key.

### To Inquire about a Dispatch:

- Press 1 to search by JOB ID number; Press 2 to search by date (YYYYMMDD).
- Press 1 to listen to the details of the dispatch.
- Press 2 to listen to the subjects and levels.
- Press 3 to replay the absent employee's message.

### To Cancel a Dispatch That You Have Accepted:

NOTE: ADS will not allow a TTOC/Casual to cancel a dispatch within 2 hours prior to the start time of the assignment.

- Press 4 for cancellation options.
- Press 2 to cancel a dispatch.
  - Press 1 to search by JOB ID number;
  - Press 2 to search by date (YYYYMMDD).
- Press 4 to cancel the dispatch.
- Press 1 to finalize the cancellation or Press 2 if you made a mistake and do not wish to cancel out of the job.

### Notification of Cancellation:

If ADS calls you because the job is being cancelled, you will hear ADS voice the following message:

- "Hello, Mission Public Schools has dispatching information for (your name). Please enter your PIN number followed by the pound key."
- To acknowledge you have listened to the details of the cancellation, **Press 1**. If you do not acknowledge the cancellation, the system will continue to call you until you do.

"Mission Public Schools is calling to confirm that the dispatch ID (number) has been cancelled."

\*Note: you can inquire on and cancel dispatches using the web portal.

## Register for ADS / Change your ADS PIN

If you do not know your Employee # or PIN, it is available on your dashboard.

### To Register for ADS:

- Call ADS – 855-215-9511 Enter your employee number and PIN number followed by the # key.  
For registration purposes, your PIN and Employee Number are the same.
- If you have not previously registered for ADS, ADS will indicate 'your name has not been recorded'. When asked, record your name. If you are satisfied with the recording, press 1. Hang up.

### To Change your ADS PIN:

- Call ADS – 855-215-9511. Enter your employee number and PIN number followed by the # key.
- Press 5 for General Employee Options.
- Press 1 to change your PIN. PIN Numbers can be 4 digits or longer. Enter your new pin, followed by the # key. Press 1 to confirm you have entered a correct pin. Hang up.

### FYI ABOUT ADS

- Dates must be entered as YYYYMMDD. Time must be entered as HHMM using the 24 hour clock.
- Exit back to the main menu by pressing \* then 1.
- Increase the volume of ADS by pressing the # key and then 3.
- Decrease the volume of ADS by pressing the # key and then 2.

## Code of Ethics Consideration when you can't find the day plan

The Mission Teachers' Union reminds all Teachers on Call that they are full members of the BCTF. As such, your relationship with classroom teachers are governed by the BCTF Code of Ethics.

### **Specifically Clause #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 in confidence the criticism to appropriate individuals who are able to offer advice and assistance.*

If you have a concern or question regarding what the teacher has left for you in terms of a day plan or lesson plan, contact the Staff Rep or the TTOC Liaison for advice.

It is inappropriate and unethical to speak to the Principal.

If by chance, there is no daybook or lesson plan left by the classroom teacher, here are a few suggestions:

- Check with the office staff. The regular teacher may have phoned, faxed or e-mailed in instructions.
- Consult with the Staff Rep or TOC Liaison in the school.
- Consult with another teacher teaching the same subject or grade level.
- Refer to the last completed day in the daybook, if available, and then do a reasonable follow-up to the previous lessons.
- Ask students and check student notebooks, if the daybook is not available.
- Accumulate a set of your own prepared materials - a survival kit. Include worksheets, educational puzzles, and art ideas.

Do not consult with a Principal regarding a colleague's lack of lesson plan, as this is a direct violation of the Code of Ethics.

A memo has also been sent out to all classroom teachers in regards to the application of the Code of Ethics and TOCs. *In the hopes of furthering greater communication with the classroom teacher, it is important that you leave your contact information, a phone number or e-mail, with the classroom teacher, after every assignment.*

***Every profession has a Code of Ethics. It is important that all teachers, including Teachers on Call, adhere to these professional standards.***

## **What teachers should do when they have questions or concerns about the work of a TOC**

The Mission Teachers' Union reminds all classroom teachers that Teachers on Call are full members of the BCTF. As such, our relationship with Teachers on Call are governed by the BCTF Code of Ethics.

### **Specifically Clause #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 in confidence the criticism to appropriate individuals who are able to offer advice and assistance.*

Teachers on Call are both teachers and our colleagues, so they are to be treated no differently than your teaching colleagues at your school.

If, upon your return from an absence, you have a concern about the work of the Teacher on Call, please:

- Speak directly to the Teacher on Call.
- Call or e-mail the Teacher on Call.
- If there was no contact information left, call the MTU office and we will have the TOC contact you at your school.

In the event that you are not satisfied that the problem has been resolved, you can seek advice, which should involve contacting the Mission Teachers' Union, but only after informing the Teacher on Call in writing of the intention to do so.

The following are unethical and inappropriate, so please:

- Do not speak to a Principal about your concerns regarding a colleague.
- Do not talk about a colleague with other colleagues.
- Do not inform the TOC Call-out Service, that you do not want this colleague in your classroom.

***Teachers on Call are our colleagues. We are all teachers. Give Teachers on Call the professional and ethical courtesy afforded all our members.***

## TOC Code of Ethics Scenario

*Excerpt from the Participant's Handout of the BCTF School Union Training Workshop entitled:  
"Understanding the Professional Relationship: Code of Ethics Module"*

**How should a BCTF member respond in such a situation?**

- **Scenario 1**

Upon your return after an absence, you find that the teacher on call had not followed the instructions you left for him/her. Student reports confirm that the assignments you planned for the day were not executed and student work was not completed. As a result, you are forced to delay a unit exam.

- **Answer Key to Scenario 1 (Clause 5)**

Certified teachers on call are members of the bargaining unit of the BCTF (in all locals in which there is a BCTF membership requirement). As such, our relations with certified teachers on call are governed by the BCTF Code of Ethics. In this situation, the returning teacher should take his/her concerns directly to the teacher on call. Only in the event that the teacher is not satisfied that the problem has been resolved, does the teacher take the concern to appropriate others, and only after informing the teacher on call in writing of the intention to do so. The next step mentioned in Clause 5 of the code of Ethics could be to contact the local association president.

*Excerpt from the Collective Agreement:*

### **Article C.25: Teachers on Call**

- a) In Appointing a TOC, the Board shall, pursuant to Section 19 of the School Act, select a person on the list qualified for this assignment.
- b) TOCs shall be selected from the TOC list as follows:
  - i. TOCs are requested by name, for educationally valid reasons, by the absent teacher
  - ii. all others on the TOC list on a rotational basis.

**Motion: That the MTU educate members about the application of the BCTF Code of Ethics in regards to teachers on call.**

**Carried Unanimously  
MTU Executive Committee Meeting  
June 28, 2006**

## **TOC Duties and Responsibilities**

### **The Reality of being a TOC**

- In the classroom, TOCs are as legally responsible as any other teacher.
- TOCs are not trainees. They are equal in training and often in experience to many contract teachers.
- Stress is added to TOC work by the multitude of unknowns.
- TOCs feel they need greater management skills because discipline can be the biggest challenge of the day.

### **Check In at the Office for Information and Keys**

- Arrive well in advance of the first bell. (You will need at least 30 minutes when posted to a new situation.)
- Orient yourself to the building and introduce yourself to staff. Find the medical room, staff - room, gym, and fire exits. Ask for a safe place to store your valuables (purse, wallet).
- Locate the teacher's daybook and go over the day's lesson plans.
- Verify the absentee procedure with the office, telephone slips (where used), materials (text and worksheets), and seating plan.
- Find the copy machine code, teacher supply room, and supervision schedule.
- Run off any material needed.
- Put up any board work assignments.
- Write your name on the board (and a special message/greeting if you wish).
- If audio-visual material is to be used during a lesson, double check to make sure the necessary equipment has been signed out at the school and that it works.
- Plan your introduction. Check on class opening exercises. If there are uncertainties about directions or you have questions about materials, ask a neighbouring teacher.
- Ask about attending meetings (staff, committee).
- Check the fire-drill regulations for the classroom. Remember to carry the class list with you during an alarm. You take the class outside. When outside, account for all students. Remain outside until the all-clear signal is given.

## When the Students Arrive

- Defer individual questions about their teacher's absence until the whole class is settled, and assure them that their teacher will return soon.
- Introduce yourself to the class. Explain to the class that you are the teacher who has been called in, that the regular teacher has left lessons that would normally have been taught, and that you will teach them. Follow lesson plans as closely as you can.
- Don't expect to cover everything. It is better to go for quality rather than quantity. Remember, your pace will be different, as will the students' responses.
- Record absentees and late arrivals. Check the seating plan. If there is no seating plan quickly draw one up. Attempt to match names to faces. Try to keep seating arrangements as shown in the seating plan.
- Go over the classroom rules and your expectations (keep them brief—three or four rules) and the consequences (ones you can enforce) you will use for inappropriate behaviour.

The first few minutes of attending to a class are crucial in clarifying values and setting the stage for the general routine of the day. Getting pupils down to work quickly is one of the best methods of good classroom management. Act upon the first sign of sustained uncooperativeness. Students from Primary to Grade 12 must learn that some behaviour will not be tolerated under any circumstances.

It is important not to make a scene in front of the class, so take a student aside and discuss the matter one on one.

1. In the secondary schools, attendance (backed up with a head count) must be taken at the beginning of each period or block. Attendance is submitted electronically or you may be provided with a paper copy for the day.

In the primary grades particularly, try to learn names as quickly as possible. Use name tags if they are available.

2. Report medical emergencies to the office immediately.

Under no circumstances should you attempt to move a seriously ill or injured student. The class should not be left unattended. Know where your students are at all times. Send a student for assistance.

Don't try to cover up difficulties in any situation; the administration appreciates your directing problems to the office for assistance. That is preferable to leaving behind a note describing a near disastrous day.

Collect or check any pertinent notes such as absentee notes, permission forms for field trips, etc.



## What to do if Lesson Plans are Not Available

There will be times (rarely, it is hoped) when there is no daybook or lesson plans. Sometimes, the proposed material may be too difficult to cover adequately with no prior preparation, or the plan may be too sketchy to be understood. Here are some suggestions:

1. Check with the office; the regular teacher may have phoned in instructions, or the absent teacher may have requested a phone call.
2. Refer to the last completed day in the daybook, if available, and then do a reasonable follow-up to the previous lessons. Student notebooks may be checked if the daybook is not available.

Accumulate a set of your own prepared materials-a "survival kit." Include math reinforcement worksheets, creative-writing stencils, educational puzzles and games, books to read aloud, art ideas, thinking skills, etc. Materials for the subject and grade levels assigned to you can usually be reproduced quickly at the office.

3. Consult with another teacher teaching the same subject.

Younger students often become disturbed by a departure from the routine. Explain to them that some things will be done differently that day. Ask students for their patience and cooperation.

A Teacher on Call's visit is often enjoyed by the students. They are glad for the break from their normal routine. Capitalize on this by providing activities that have an element of fun.

## Working with Teachers' Assistants

You may find yourself in a classroom where a teachers' assistant performs special duties. Although all professional decisions are your responsibility, consult with the TA for classroom procedures and other pertinent information.

- A Teacher's Assistant must always work under the direction of a teacher or the principal.
- The teacher's role is to manage the classroom.
- The assistant's role is to carry out the work that has been planned and developed by the teacher, either with an individual student or a small group.

If you have any questions or concerns about working with Teacher Assistants, contact your staff rep and/or the local president.

## **Reporting to the Regular Teacher**

### **Reporting Absences**

- Leave a dated slip of paper for lates and absences (afternoon and morning).

### **Reporting on the Day**

- Follow as closely as possible the teacher's normal procedures, and teach the work planned by the regular teacher.
- Leave a detailed history of the day.
- Make note of any deviations from or extensions to the regular day plan.
- Indicate in the daybook what work has been completed.

### **Marking Student Work**

- Written work should be marked, particularly if it is objective.
- If you feel some marking cannot be done because of its complexity or subjectivity, leave it for the teacher with an accompanying note.

### **Reporting on Concerns or Making Recommendations and/or Suggestions**

- When reporting, include any specific items of concern or interest. Include the names of students who were cooperative or uncooperative.
- Single out students for praise.

### **Planning for the Next Day**

- Whenever possible, prepare a daybook for the next day's work, unless directed otherwise by the teacher.
- Include comments or suggestions on following up from the day's work and feedback for the regular teacher on class and individual progress.
- Communicate with your colleague, and leave your phone number.

### **Finishing Off Your Day**

- Allow things to wind down a few minutes early, to tidy up and put things away.
- Make all efforts to leave the classroom in its original condition.
- You may wish to play a game or other fun activity to finish off the day.
- Thank the students for their cooperation. You'll tell their teacher how cooperative they were.

You and the classroom teacher could use the following form to facilitate communication.

# TOC REPORT TO TEACHERS

Toc's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_

at \_\_\_\_\_ Grade \_\_\_\_\_

it was a \_\_\_\_\_ day.

## WORK COMPLETED

All work was assigned and completed as requested. Any exceptions are noted below:

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Observations/Marking: \_\_\_\_\_

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Student Behaviour: \_\_\_\_\_

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Student's Names: \_\_\_\_\_

---

Behaviour: \_\_\_\_\_

---

Action Taken: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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# TOC's and Working Conditions

by: Mike Trask, Past President  
Updated 2016-09-30 by: Amber Chung, President

When a TOC is called to replace a teacher, that TOC takes on all the rights and duties of the absent teacher. The rights of TOC's, and all teachers, are stated in the Collective Agreement (CA), commonly called "our contract".

## **Prep Time:**

TOC's have the same right to prep time as the teachers they are replacing. Article D.19 provides that, if the TOC has nothing to do, the AO can re-assign the TOC during a prep period. If the absent teacher has left prep work for you, or if you generate prep work on your own initiative, you can avoid this re-assignment.

It would be unethical for regular teachers to trade their prep periods, causing TOC's to miss out.

## **Work Load:**

TOC's take on the duties of the absent teacher – no more, no less. There should be no extra duties added on, such as meetings or supervision duty. TOC's can expect to do the regularly-scheduled supervision duty of the regular teacher.

As with prep time, it would be unethical for regular teachers to trade supervision duty, causing the TOC to have extra work.

Just as the regular teacher has the right to voluntarily participate in extracurricular activities, so has the TOC. It is perfectly legitimate for the TOC to postpone an extracurricular activity until the regular teacher returns.

## **Meeting with the AO:**

There may be times that some event during the day will cause the TOC to meet with the administrator – perhaps an issue with a student, a parent or whatever. As long as the meeting is "problem-solving" in nature, this would seem to be a good way to deal with any issues that arise.

If there is any sense that the meeting is "directive" or disciplinary in nature, it would be wise to consult with the Staff Rep immediately. The administrator cannot prevent you from speaking to the Staff Rep when you want to. Indeed, the administrator is contractually obliged to advise you, in the presence of the Staff Rep, of your right to representation.

## **Callout:**

Article C.15 provides that TOC's are called out either by request of the absent teacher or on a rotational basis.

## **Hiring:**

The Board is not required to hire contract teachers solely from the TOC list, although a large proportion of "new hires" have been TOC's in Mission. The hiring process for contract positions is separate from hiring to the TOC list. Hiring is based on seniority, from among candidates who have the necessary qualifications.

## **ARTICLE C.2: SENIORITY**

1. Except as provided in this article, "seniority" means an employee's aggregate length of service with the employer as determined in accordance with the provisions of the Previous Collective Agreement...
2. Teacher Teaching on Call
  - a. A teacher teaching on call shall accumulate seniority for days of service which are paid pursuant to Article B.2.6.b.
  - b. For the purpose of calculating seniority credit:
    - i. Service as a teacher teaching on call shall be credited:
      1. one half (1/2) day for up to one half (1/2) day worked;
      2. one (1) day for greater than one half (1/2) day worked up to one (1) day worked.
    - ii. Nineteen (19) days worked shall be equivalent to one (1) month;
    - iii. One hundred and eighty-nine (189) days shall be equivalent to one (1) year.
  - c. Seniority accumulated pursuant to Article C.2.3.a and C.2.3.b, shall be included as aggregate service with the employer when a determination is made in accordance with Article C.2.1. ..

## **Evaluation:**

Evaluation of a TOC may be conducted at either the AO's or the TOC's initiative. The process is stated in Article E.17.

**Pay and experience credit:**

Scale placement is based on the teacher's certificate level and amount of experience. TOC service counts for experience credit.

TOC's are strongly advised to keep an accurate record of all TOC service in the district, together with any relevant correspondence or other documentation. There have been several instances where the MTU has been able to correct payroll errors, to the benefit of a TOC, where there has been good documentation.

**Relevant contract clauses:**

Some parts of our contract will have special relevance to TOC's. I recommend that TOC's become particularly familiar with Article B.2 (Teacher Teaching On Call Pay & Benefits); C.3 (Evaluation); Article C.25 (Teachers Teaching On Call); Article D.26 (Availability of Teachers Teaching On Call (TTOCs)); Article E.27 (TTOC Evaluation); Appendix 2 The Board's Expectations for TTOCs and the TTOC Evaluation Form.

If you have any questions about your rights in these or any other areas, please speak to the school's Staff Rep or call the MTU Office 604-826-0112.

## Prep Time and TOCs

*By Francis Zeni – Past TOC Chair*

There have been several incidents over the years where TOCs were denied their preparation time. The MTU Executive and Staff Reps have worked hard to protect the teacher-on-call's right to prep time. Our Past President, Mike Trask constantly informed our TOC members of their contractual rights. Yet, now more than ever, we as TOCs must take a more active role in protecting what amounts to our legitimacy and profession.

The Collective Agreement under Article D.19 states that "TOCs shall be required to assume only the duties of the teacher they are replacing." If your assignment includes a prep period, you as the on call teacher are responsible for the "necessary preparatory duties related to the assignment." The MTU has advised teachers, through their Staff Reps, to leave prep work they would normally be doing, for the TOC. Tasks such as marking, photocopying, organizing files, and even making phone calls can be assumed by the TOC. If nothing specific is left behind, TOCs can, as Mike Trask has stated, "generate prep work on their own initiative." There is always something that can be done such as reading ahead for the next lesson, researching materials in the assigned subject area, or even reviewing models of classroom management. These are but a few examples of how to use a prep period to enhance our professional growth as teachers. Remember we are teachers first and foremost, and the proper use of prep time is a reflection of our professionalism.

It is crucial that TOCs realize that we are in no way obligated to report to an administrator during our prep time. There has been great confusion around this issue for TOCs, as neighbouring districts have different expectations for TOCs during prep time. It is important to note that each school district has its own separate, collective agreement between the employer and the union's local. Nothing in Mission's collective agreement stipulates that we are required to report to a principal during our prep. There is further confusion because many university education programs have not properly informed their student teachers of their contractual rights to prep times. Some programs are still advising future teachers-on-call to confer with the principal during their prep.

What is most troubling about this issue is TOCs voluntarily reporting to a principal in hopes of making a good impression. I have been there myself, when I started TOCing, as we all hoped that our volunteerism even around prep time would somehow translate into future work and a contract. Yet, this practice has far-reaching consequences that must be considered. Approaching a principal with a statement like, "I have a free period", is in essence telling that administrator that you have absolutely nothing to do. What is that saying about the colleague you're replacing and his or her assignment? Is your colleague's assignment so easy that it does not require a prep? Furthermore, if it is



unethical for contract teachers to trade their prep periods in order to knowingly deny a TOC's prep for that day, then it is also unethical for TOCs to freely give away that prep period for personal advancement.

Over the years, I have witnessed TOCs willingly forfeiting their prep time to be assigned by a principal to photocopy office materials or stack books in the library. What is not fully realized is that in those cases TOCs are infringing on the work of CUPE support staff, be it clerical or library assistants. CUPE has regular part time staff and casual staff that can provide this extra help. Your volunteerism may in fact deny work to our fellow union colleagues.

Most importantly, giving up prep periods hurts all TOCs professionally. The BCTF has continually worked to bring a greater level of legitimacy to the position of teachers-on-call. Yet, in a district where many administrators still refer to us as "substitutes", giving up prep time only reinforces their mindset that we are easily interchangeable and expendable. We are teachers and our professional duty is to teach, nothing more, nothing less.

However, with all this said, there are specific "emergency" situations where a TOC can be re-assigned. (It is important to note that Mike Trask, MTU President, at the time, reminded the district several years ago that the union's position does not accept the "shortage of TOCs" as an emergency situation.) In an emergency, the principal can ask for volunteers from the staff and from TOCs already in the school to cover an assignment. Yet, no teacher or TOC can be forced to volunteer. If a prep time is missed in covering a class, the teacher and TOC are to be compensated. At the secondary level, TOCs are compensated with an extra 25% for missing their prep period. It is the responsibility of the TOC to write 1.25 clearly on their timesheet for that day. Marking the timesheet is your only obligation, if payroll has any questions it can call the school. But remember, you are still responsible for the prep work left by the teacher or generated by the assignment, if you were re-assigned. You must be prepared to stay after school to finish any marking or photocopying.

In the end, the protection and compensation of prep time is the responsibility of all teachers, be it contract or on call. One only has to look at the situation in Alberta to see what is at stake. High school teachers in Edmonton are expected to patrol hallways during their prep; middle school teachers in Calgary are routinely asked to give up their preps to cover absent teachers, to save the cost of calling in a TOC. Our past MTU bargainers fought hard for language in our collective agreement which gives us all the right to preparation time. Let us, as Teachers on Call, do our part in honouring and protecting those rights so they are not eroded away.

## Who Do You Contact When ....

ISSUE	AO	STAFF REP	MTU LOCAL	BOARD OFFICE	OTHER
Death in the family (if in school, AO first)				√	
Parental complaint to TRB			√		
Administrative Officer wants to talk to you		√			
You get a letter of direction		1 (1)	√ (2)		
Co-worker speaks to you in what you consider to be a threatening/demeaning manner		√ (1)	√ (2)		
A parent confronts you in the classroom	√ (2)	√ (1)	√ (3)		
Call-Out problems			√		
Posting and filling concerns			√		
You didn't get a job you thought you should			√		
You are asked for a doctor's note when sick			√		
A student alleges you touched/pushed him		√ (1)	√ (2)		
No day book available		√			
Sick teacher calls repeatedly during the day to ensure you are following directions you were left		√			
Student discipline problems occur	√ (1)	√ (2)			
Principal wants to evaluate you			√		
Administrator sits in on your lessons and appears to be taking notes on your performance		√ (1)	√ (2)		
You have questions about your daily rate of pay			√ (1)	√ (2)	
A student has a knife at school	√				
You are left a pile of "catch-up" marking		√			
You have questions about what is expected of you		√			
You want information about professional day(s)			√		

# Relevant Collective Agreement Clauses

## ARTICLE B.2: TEACHER TEACHING ON CALL PAY AND BENEFITS

1. The employer will ensure compliance with vacation provisions under the *Employment Standards Act* in respect of the payment of vacation pay.
2. For the purposes of Employment Insurance, the employer shall report for a teacher teaching on call, the same number of hours worked as would be reported for a day worked by a teacher on a continuing contract.
3. A teacher teaching on call shall be entitled to the mileage/kilometre allowance, rate or other payment for transportation costs, as defined by the Collective Agreement, for which the employee he/she is replacing is entitled to claim.
4. Teachers teaching on call shall be eligible, subject to plan limitations, to participate in the benefit plans in the Collective Agreement, provided that they pay the full cost of benefit premiums.
5. Teachers teaching on call shall be paid an additional compensation of \$3 (\$11 effective July 1, 2016), over daily rate in lieu of benefits. This benefit will be prorated for part days worked but in no case will be less than \$1.50 (\$5.50 effective July 1, 2016). Any and all provisions in the Previous Collective Agreement that provided additional or superior provisions in respect of payment in lieu of benefits shall remain part of the Collective Agreement.
6. Rate of Pay:
  - a. An Employee who is employed as a teacher teaching on call shall be paid 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 Step 7, for each full day worked.
  - b. Effective July 1, 2016, an Employee who is employed as a teacher teaching on call shall be paid 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 Step 8, for each full day worked.

### LOCAL PROVISIONS:

7. Teachers Teaching on Call will accumulate experience credit in accordance with Article C.4 "Teacher Teaching on Call Employment".
8. Where a school operates on a schedule of altered hours, a TTOC who teaches an extended day shall be paid a proportionately greater salary for that day.
9. After five (5) consecutive days substitution for the same teacher, the TTOC shall attend and be paid for non-instructional days except when the non-instructional day is the last day worked.
10. Teachers Teaching on Call shall be subject to the following call-out provisions:
  - a. A Teacher Teaching on Call assigned to a school for a full day and not utilized, or utilized for only a portion of that day, shall be paid a full day's wage.
  - b. A Teacher Teaching on Call assigned to a school for a half-day and not utilized, or utilized for only a portion of the half-day, shall be paid for a half-day.
  - c. It is understood that a Teacher Teaching on Call may be assigned other teacher duties for this period referred to in Article B.2.10 a & b.

- d. A Teacher Teaching on Call assigned to a school for the morning session shall receive 60% of a day's pay.
  - e. No assignment shall be for less than one half-day.
11. In the event that a Teacher Teaching on Call's assignment is interrupted by the return of a teacher who subsequently is absent within two (2) working days, the Teacher Teaching on Call shall be reassigned and the assignment shall proceed as if it has not been broken for salary or contract provisions which depend upon the length of assignment.
12. A Teacher Teaching on Call's service shall not be considered broken by:
- a. a non-instructional day
  - b. absence, arising from the Teacher Teaching on Call's illness or accident, which is of two (2) days or less duration.
13. The Board shall, not later than eight (8) days after the end of each month, pay to each Teacher Teaching on Call all wages earned for the pay period. Such payment shall be by direct deposit to the teacher's account.

### **ARTICLE C.3: EVALUATION**

1. The purposes of evaluation provisions include providing employees with feedback, and employers and employees with the opportunity and responsibility to address concerns. Where a grievance proceeds to arbitration, the arbitrator must consider these purposes, and may relieve on just and reasonable terms against breaches of time limits or other procedural requirements.

Note: See also Article E.26 Evaluation of Teacher and E.27 TTOC Evaluation.

### **ARTICLE C.25: TEACHERS TEACHING ON CALL**

1. TTOC List
- a. The Board shall maintain a list of persons who are qualified and have requested to be placed on the list of TTOCs. The Board shall forward a copy of such a list to the Union monthly.
  - b. The Board agrees that only teachers with valid B.C. certification will be added to the TTOC list save by mutual agreement of the Union and the Board.
  - c. Subject to this Section, the Board shall not remove or suspend a person from the list of Teachers Teaching on Call, save for just and reasonable cause. In such case, both the teacher and the Union shall be notified forthwith of the removal or suspension.
2. TTOC Hiring
- a. In appointing TTOCs, the Board shall, pursuant to Section 19 of the School Act, select a person on the list qualified for the assignment.
  - b. TTOCs shall be selected from the TTOC list as follows:
    - i. TTOCs requested by name, for educationally valid reasons, by the absent teacher
    - ii. all others on the TTOC list on a rotational basis.

- c. As soon as the Board reasonably expects a teacher to be absent for more than twenty (20) days (whether at the outset of the absence, or during the course of the absence), or where the teacher has in fact been absent for twenty (20) days, the vacancy shall be posted, and filled by appointment to the teaching staff of the District according to Article E.21 (Posting Vacant Positions) and Article E.22 (Filling Vacant Positions). Where the successful applicant is a teacher other than the incumbent TTOC, the successful applicant shall be paid at scale from the date of filling the vacancy.
- d. Subject to Article C.25.1.b, C.25.2.a, C.25.2.b and C.25.2.c, where a teacher is absent for an indefinite time, the Board shall, within the first five (5) days, determine which TTOC shall carry out the assignment. Where the TTOC initially assigned is replaced, that TTOC shall be given priority for the next available, suitable TTOC assignment.

## **ARTICLE D.26: AVAILABILITY OF TEACHERS TEACHING ON CALL (TTOCs)**

1. When a teacher, who is to provide instruction, is absent from a school, the Board shall employ a TTOC to replace that teacher upon being informed of such absence.
2. Teachers, except TTOCs and those teachers whose assignment is that of a permanent TTOC shall not be required:
  - a. to perform the tuition or instructional duties of a teacher who is absent;
  - b. to supervise the students of a teacher who is absent except in emergency situations.
3. TTOCs shall be required to assume only the duties of the teacher they are replacing except when no assigned work has been planned by the absent teacher and the TTOC has no other necessary preparatory duties related to the assignment.

## **ARTICLE E.27: TTOC EVALUATION**

1. An evaluation of a TTOC may be conducted at any time with a minimum of one day's notice. However, a TTOC may request a report from a principal of a school after five (5) days of TTOC teaching in that school, and only on the second or subsequent consecutive day of service for the same teacher. Periods chosen for observation shall not be at abnormal or inappropriate times.
2. A TTOC may request a written report up to two (2) times each school year.
3. The report process for a TTOC shall include:
  - a. criteria consistent with Appendix 2;
  - b. a pre-conference;
  - c. a single formal lesson observation;
  - d. a post-observation conference;
  - e. a written summary report pursuant to Article E.26.13 (Evaluation of Teaching).
4. The report shall be presented to the TTOC within one (1) week of the formal observation. One copy of the report shall be provided to the TTOC and one copy shall be filed at the Board office.

5. The teacher shall have the right to submit to the evaluator a written commentary on the report which shall be filed with all copies of the report.

Note: See also Article C.3 Evaluation.

## **Appendix 2: The Board's Expectations for TTOCs**

1. Arrive in good time. Report to the office and check for the availability of a TTOC information file.
2. Check, if possible, with an Administrative Officer regarding your duties pursuant to Article D.26 (Availability of TTOCs) and supervision and fire drill routines.
3. Check for the location of the day book and follow the classroom teacher's plan book as closely as possible. Make note of areas completed, areas changed and reason for the change.
4. Take attendance and report absences.
5. Begin your class promptly.
6. Maintain a positive learning environment consistent with the principles of effective teaching and insofar as possible, the expectations of both the school and the teacher you are replacing.
7. Act promptly on discipline problems. Maintain order in the classroom by following classroom routines.
8. Have work marked unless the teacher has otherwise requested.
9. Prepare a plan for the next day, including necessary board work and/or materials, unless the teacher has otherwise requested.
10. Leave the classroom and desks neat and tidy.
11. Leave a brief written report for the teacher on how your day went: highlights, problems (if any).
12. Respect the confidential nature of information you receive concerning pupils and teachers.
13. Check-in at the office before leaving and see if you will be needed the next day.

# TTOC Evaluation Form

School \_\_\_\_\_

TTOC Name \_\_\_\_\_

Date \_\_\_\_\_

Grade/Subject \_\_\_\_\_

This evaluation form should be completed by the Administrative Officer following the completion of five consecutive days of service by a TTOC where the teacher requested an evaluation. Except where required, Administrative Officers need only complete one evaluation per TTOC per school year. Please note the form must be signed by both the TTOC and the Administrative Officer. TTOCs may attach a letter of response if they wish.

Considering the circumstances in which the teacher was working performance is judged to be [please check]:

- Satisfactory
- Unsatisfactory
- As Administrative Officer, I did not have sufficient opportunity to make an assessment.

Comments: (Refer to District Expectations of Teachers Teaching on Call):

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TTOC's Signature \_\_\_\_\_ Administrative Officer's Signature \_\_\_\_\_

(Indicating only that the TTOC Evaluation Form has been read).

Administrative Officer - please send one copy to Associate Superintendent, Human Resources



# LETTER OF UNDERSTANDING NO. 16(c)

BETWEEN

BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION (BCPSEA)

AND THE

BRITISH COLUMBIA TEACHERS' FEDERATION (BCTF)

## Re: Article C.4 TTOC Employment – TTOC Experience Credit Transfer within a District

The purpose of this letter of understanding is to address situations within a single district where a temporary/continuing teacher is also currently a TTOC or in the past has been a TTOC.

Teachers described above accrue experience for the purpose of increment advances under two (2) separate collective agreement provisions (silos), i.e., within a district, the employee triggers increments under Article C.4 for TTOC experience accrued and may also trigger increments under the applicable previous local agreement increment language for temporary/continuing experience accrued.

In order to allow a TTOC the opportunity to transfer, within a district, their TTOC experience earned under Article C.4 (new provision effective September 19, 2014) towards that of the applicable previous local collective agreement increment language for continuing and/or temporary employees, the parties agree to the following:

1. This option can only be exercised where in a single district a temporary/continuing teacher is also currently a TTOC or in the past has been a TTOC in the same district.
2. This agreement only applies to TTOC experienced earned under Article C.4 since September 19, 2014 in that district.
3. This agreement only applies to a transfer within a district. This agreement is in no way applicable to a transfer of experience or recognition of experience between districts.
4. The transfer of experience credit can only be transferred one way; from that of TTOC experience earned under Article C.4 to that of the temporary/continuing previous local agreement increment provision, i.e., it cannot be transferred for any reason from that of temporary/continuing to that of a TTOC.
5. Transfers can only be made in whole months.
6. For the purpose of transfer, 17 FTE days of TTOC experience credit will equal/be converted to one month of experience credit.
7. Should the teacher choose the option to transfer, transfers must be for the entire amount of TTOC experience in their Art C.4 bank on the deadline date for notice, i.e., with the exception of any leftover days remaining (1 – 16 days) after the whole month conversion calculation is made, no partial transfer of TTOC experience are permitted. (See example below).
8. Once transferred, the previous local collective agreement increment provisions for temporary/continuing employees (including effective date of increment) will apply to the TTOC experience transferred.
9. Transfers can only occur and take effect twice a year (August 31 and December 31).
10. For a transfer to occur effective August 31<sup>st</sup>, written notice from the employee to transfer must be received by the district no later than June 30<sup>th</sup> of the preceding school year (see attached form A). This transfer would only include the TTOC experience accrued up until June 30<sup>th</sup> of the preceding school year. Once written notice is received from the teacher to transfer the TTOC experience that decision is final and under no circumstances will the experience be transferred back to C.4.

11. For a transfer to occur effective December 31<sup>st</sup>, written notice from the employee to transfer must be received by the district no later than November 15<sup>th</sup> of the school year (see attached form B). This transfer would only include the TTOC experience accrued up until November 15<sup>th</sup> of the school year. Once written notice is received from the teacher to transfer the TTOC experience that decision is final and under no circumstances will the experience be transferred back to C.4. (See attached form B)
12. This agreement takes effect on the signatory date of LOU 16(c) signed below.

Example:

1. On June 1, 2015, Teacher A provides written notice to the district that they would like to transfer their Article C.4 TTOC experience that they will have accrued up until June 30, 2015 (in terms of closest equivalent month) to their temporary/continuing previous local agreement increment experience bank.
2. On June 30, 2015, Teacher A has 70 TTOC days of experience accrued under Article C.4.
3. On August 31, 2015, 4 months of experience would be transferred to their experience bank under the applicable previous local collective agreement increment language for continuing and/or temporary employees and 2 days of TTOC experience would remain in their TTOC bank under Article C.4. (70 divided by 17 = 4 whole months, with 2 days remaining)
4. Effective August 31, 2015, the previous local collective agreement increment language for temporary/continuing employees would then apply to the 4 months of experience that was transferred.

*Original signed by:*

Renzo Del Negro

Jim Iker

\_\_\_\_\_  
BCPSEA

\_\_\_\_\_  
BCTF

April 22, 2015

\_\_\_\_\_  
Date

**TEACHER NOTICE: LOU 16(c) – TTOC EXPERIENCE TRANSFER REQUEST – FORM A**

**Re: August 31<sup>st</sup> transfers for TTOC experience accrued up to and including June 30<sup>th</sup>**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I, \_\_\_\_\_ wish to transfer my eligible TTOC experience credits earned under Article C.4 (up to and including June 30, \_\_\_\_\_) to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees. Transfer of these experience credits shall take place and be effective August 31, \_\_\_\_\_.

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

Please Note: This written notice must be provided by the teacher and received by the district no later than June 30<sup>th</sup> of the preceding school year for a transfer for TTOC experience credits earned up to and including June 30<sup>th</sup> to take effect on August 31<sup>st</sup> of the following school year.

**TEACHER NOTICE: LOU 16(C) - TTOC EXPERIENCE TRANSFER REQUEST - FORM B**

**Re: December 31<sup>st</sup> transfers for TTOC experience accrued up to and including November 15<sup>th</sup>**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I, \_\_\_\_\_ wish to transfer my eligible TTOC experience credits earned under Article C.4 (up to and including November 15, \_\_\_\_\_) to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees. Transfer of these experience credits shall take place and be effective December 31, \_\_\_\_\_.

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

Please Note: This written notice must be provided by the teacher and received by the district no later than November 15<sup>th</sup> of the school year for a transfer for TTOC experience credits earned up to and including November 15<sup>th</sup> to take effect on December 31<sup>st</sup> of the same school year.

# MTU Health & Safety

The current contract language related to health and safety is enclosed. Articles D:28, D29, D:30 and G.12 are areas that relate to you and your workplace. Are you aware that under D. 28.a of the contract, the temperature in your classroom must be maintained above 18 degrees Celsius and below 25 degrees Celsius? Article D.28.g specifies that dust levels must be kept at a level where there is no discomfort for students and staff. Keep your MTU Health and Safety and MTU Staff Representative informed of accidents, diseases, injuries or unsafe working conditions at your school.

When you have a very minor accident at work you must record the accident in the Accident Log. You and the school first aid attendant must sign and date the report. Notify your MTU School Health and Safety Representative that you recorded an accident in the Accident Log. During monthly school inspections the Health and Safety Committee checks the Accident Log.

Most accidents will require the completion of the WCB 6A Reporting Form. The form should be readily available in your staff room. Complete the form and submit it to your AO. If there is an injury or any loss of work you will have to see your doctor. Inform your doctor that you filled out a WCB 6A accident report. Do not delay in seeing your doctor. A lengthy delay may result in the denial of your claim by WCB. The employer should complete a WCB form 7.

When you submit a claim, WCB appoints a claims manager who may phone you at home. The claims manager works for WCB. If it is an inconvenient time for you to discuss the claim, ask for their name and arrange a time that is more convenient for you.

The District Health and Safety Committee under Article D:29 holds regular meetings at least once each month for the review of current accidents and any matters pertinent to health and safety. Phone the MTU at 60-4-826-0112 if you need information or assistance. The MTU Health and Safety and the MTU Staff Representatives at your school are there to provide you with assistance.

## ARTICLE D.28: HEALTH AND SAFETY CONDITIONS

1. The Union and the Board shall co-operate in continuing and perfecting regulations which afford adequate protection and safe working conditions for teachers.
2. Classes shall be conducted only in facilities that are clean and where temperature, ventilation, lighting, humidity, sound level and other physical conditions are hygienic, safe and conducive to effective learning.
3. Every workplace shall have a self-contained staff/lunch room of adequate size and furnishings to accommodate the needs of the staff. The staff/lunch room shall be available to staff at all times.
4. Insofar as is possible, the following health standards shall be maintained in district schools; subject to WCB Regulations:
  - a. Temperature must be maintained above 18 degrees C and below 25 degrees C.
  - b. There must be an uninterrupted supply of water for drinking and washing.
  - c. Washrooms for each sex must be functional and sanitary.
  - d. Waste must not accumulate in such a way as to cause unsanitary conditions.
  - e. All classrooms, halls and exits must be adequately lighted.
  - f. Rooms designated as lunchrooms and/or cafeterias must be in a sanitary condition.
  - g. Dust levels must be at a level where there is no discomfort for students or staff.
  - h. Combustible materials shall not be kept in hallways, stairs, walls, furnace rooms, nor can fire exits be blocked in any way.
  - i. Specific problems which endanger the health and safety of individual teachers or students must be eliminated.
  - j. Adequate supplies of soap, toweling and tissue must be maintained. Concerns regarding any deviation from the above conditions will be dealt with expeditiously.
  - k. An adequate, accessible supply of disposable gloves and disinfectant shall be provided in each school for teachers required to deal with students' blood or other body fluids.
- 5.a. A teacher shall promptly report unsafe conditions to an Administrative Officer.

- b. Should the teacher not be satisfied with the decision of the AO, the teacher may refer the matter to the District Health and Safety Committee.
  - c. This provision does not take away from the right of a teacher to refuse to perform unsafe work, pursuant to the provisions of the Occupational Health and Safety Regulations.
6. Teachers shall not be called on to administer medication on a regular or predictable basis.
  7. Student medication procedures in district schools shall be as follows:  
Except in emergency situations, teachers may administer or supervise the self-administration of medications to pupils, only if the following conditions are met:
    - a. the teacher voluntarily agrees,
    - b. the medication is required while the child is attending school,
    - c. a parent has requested the school's assistance and has signed a release concerning administration by the teacher,
    - d. written authorization has been received from the attending physician,
    - e. the Public Health Nurse has been informed and has provided the teacher with adequate instruction concerning the administration of the medication.
  8. The Board shall develop an earthquake preparedness and earthquake education plan.
  9. Removing asbestos or insulation that contains asbestos shall be done according to the Occupational Health & Safety Regulation, Sections 6.1 through 6.32.
  10. The Board shall ensure that each work site has access to the Occupational Health & Safety Regulation and the Workers' Compensation Act.

## **ARTICLE D.29: HEALTH AND SAFETY COMMITTEE**

An equally represented Health and Safety Committee shall be established by the employer. The committee shall be composed of not fewer than six (6) members, chosen by and representing the Union, the Board and C.U.P.E. representatives where agreeable. The chairperson and the secretary shall be elected from and by the members of the committee.

The Health and Safety Committee shall assist in creating a safe and healthful place of work and learning.

The committee shall:

1. Determine that regular inspections of the place of employment are carried out as required by Sections 3.5 through 3.8 of the Occupational Health & Safety Regulation, Workers' Compensation Board of British Columbia.
2. Determine that the provisions of health services as outlined in the School Act are carried out.
3. Recommend measures required to attain compliance with the School Act and the Workers Compensation Board of B.C. and the correction of hazardous conditions.
4. Consider recommendations from employee groups and recommend implementation where warranted.
5. Hold regular meetings at least once each month for the review of:
  - a. reports of current accidents, their causes and means of prevention;
  - b. remedial action taken or required by the reports of investigations and inspections;
  - c. any other matters pertinent to health and safety.
6. Record the proceedings of the committee and forward the minutes promptly to the representative groups.

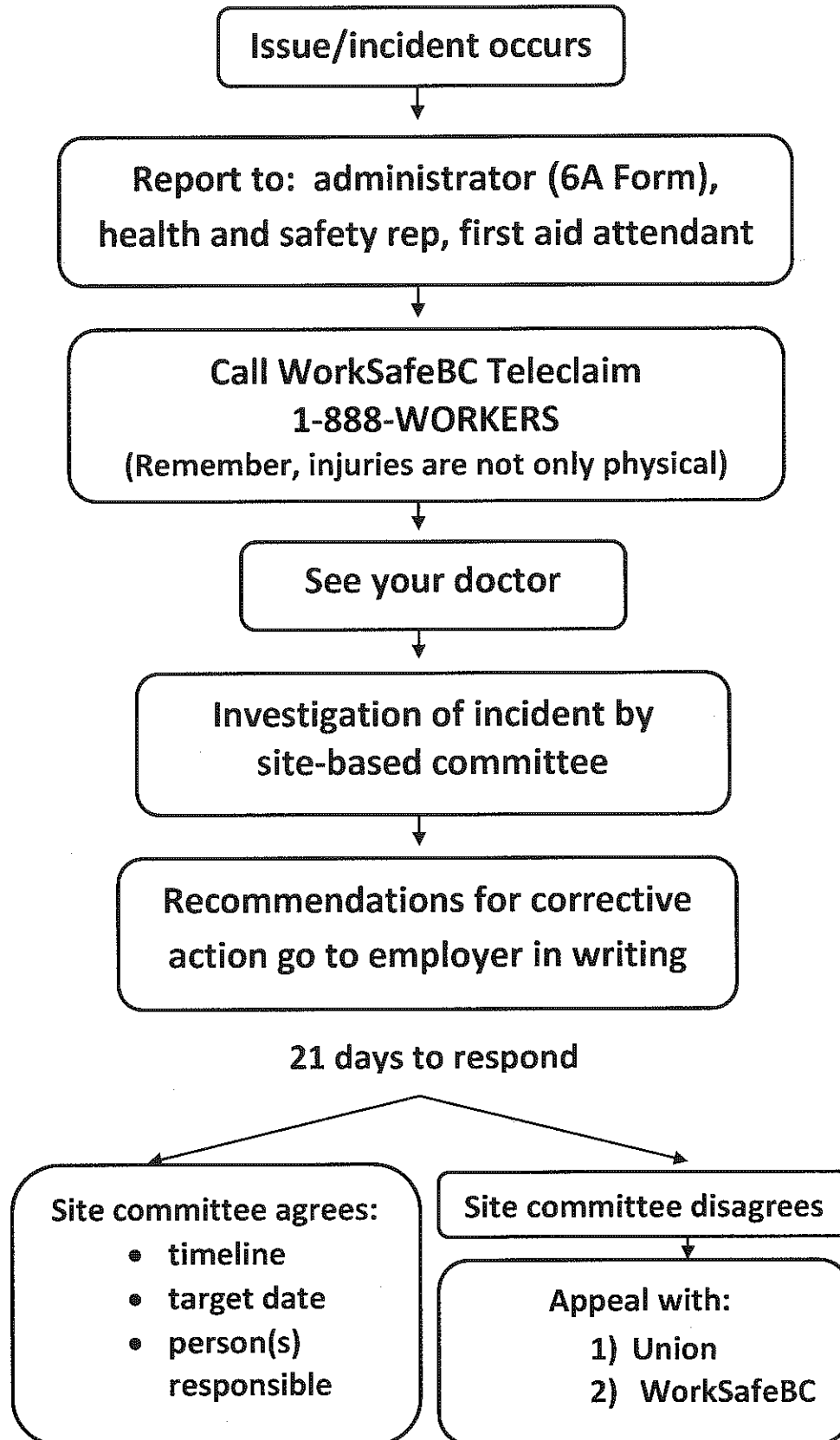
## ARTICLE D.30: HAZARDOUS MATERIALS

1. The Health and Safety Committee shall make recommendations regarding the provision of staff, time and resources to ensure effective implementation of the Workplace Hazardous Materials Information System (WHMIS) in all school sites and workplaces of the District.
2. The Health and Safety Committee shall make recommendations regarding the provision of an education program with the aim of ensuring that all employees understand the labels and material Data Sheets (MSDS) and are fully instructed in precautionary measures concerning specific materials.

## ARTICLE G.32: WCB LEAVE WITH PAY

1. Where a teacher suffers from a disease or incurs personal injury (which disease, illness or injury is hereinafter called the "disability") and he/she gains compensation under the Workers' Compensation Act, he/she shall not be required to use his/her sick leave credit for time lost.
2. All monies received by a teacher by way of compensation for loss of wages under the said Act shall be paid to the Board in return for which the Board shall pay the teacher the full amount of his/her wages to which he/she would have been otherwise entitled.
3. Compensation does not include a disability pension or other final settlement award arising from such disability. Compensation means periodic payments during the period of the disability.

# Health and safety reporting process





## Refusing Unsafe Work

by: Mike Trask, Past President

Teachers, like all workers, have a right to refuse unsafe work, which is guaranteed by Sections 3.12 and 3.13 of WCB Regulations. While WCB Regulations originally seemed to apply to worksites like factories and construction sites, in fact teachers are equally covered.

Unsafe work for teachers could take many forms, such as: serious communicable diseases, including those affecting a pregnant teacher's fetus; physical problems like the presence of mold, asbestos or construction; violence or threats of violence; etc.

A young child who bites or kicks is just as much a violent incident as any physical threat by a student or parent.

The refusal of unsafe work is an individual decision of the worker. It cannot be used as a collective strategy by a group of workers. For example, the MTU could not use "refusal" as part of a work-to-rule plan. Through newsletter articles such as this, however, the MTU can inform teachers of their rights and obligations. Individuals must have reasonable cause to believe that the workplace is unsafe for each of them.

It is against the law for an employer, such as the AO, to counsel a teacher against reporting an unsafe condition or violent incident. The employer could be fined - personally - for such behavior.

Unfortunately, we have had several occasions in Mission where a teacher has had to exercise the right to refuse unsafe work. In fact, the duty to report an unsafe condition is an obligation, not a right. The Act requires that any person who has reason to believe that an unsafe condition exists in the workplace, must report it. The unsafe condition may affect the teacher or any one else - such as students.

This obligation to report and refuse unsafe work is an exception to the usual practice of "work now, grieve later." The teacher informs the AO and leaves the worksite immediately.

The process of refusing unsafe work may follow several steps:

1. The teacher reports the hazard to the AO, saying, "I am refusing unsafe work", and giving the reasons why it is unsafe. The teacher may be accompanied by a Staff Rep or a H&S rep, and should complete WCB report form 6A.

The AO will immediately investigate and may solve the problem. If the AO says there is no hazard and the teacher disagrees, the teacher will proceed to Step two.

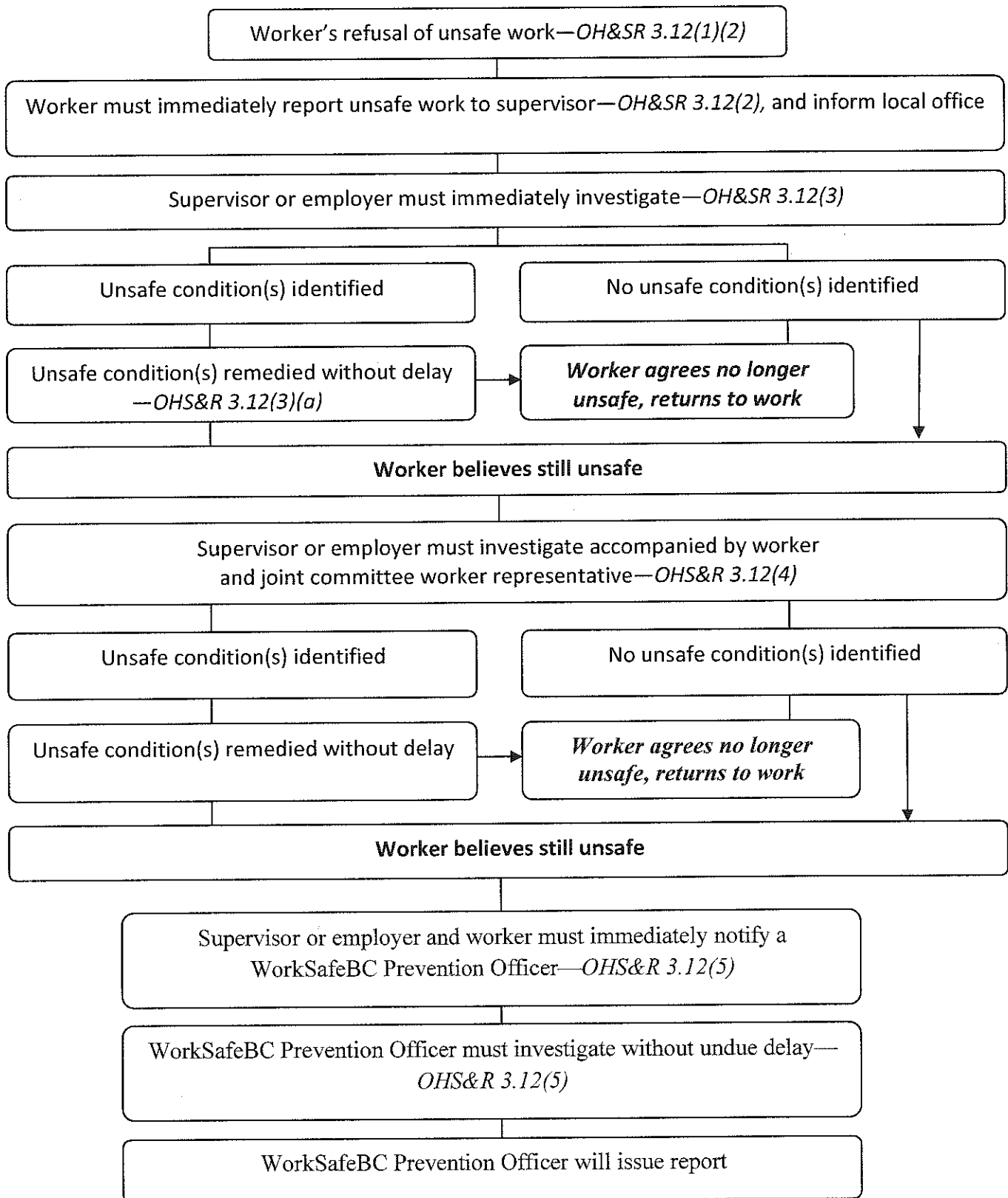
2. Step 2 involves an inspection by the teacher, the AO and the H&S rep. These three may agree on a resolution. If not, proceed to Step 3.
3. Step 3 involves an inspection by a WCB officer. The officer may write orders to the Board to remedy the problem, may stop work on the premises, or may close all or part of the facility. If the officer finds no hazard, the teacher must return to work at this time, or use some other form of leave.

If replacement workers are employed during this time, they must be told why the original teacher(s) left.

If the teacher is unsatisfied with the results of the inspection by the WCB officer, there is a further review process available. The teacher should seek advice from the MTU or the BCTF about this process.

## Refusal of unsafe work

(Occupational Health and Safety Regulation (OH&SR) Sections 3.12 and 3.13)



**Worker must not be subject to disciplinary action for acting in compliance with refusal to work requirements—OH&SR 3.13(1)**

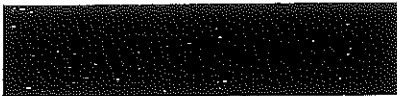
## Refusal of unsafe work

The following has been excerpted from the Occupational Health and Safety Regulation at WorkSafeBC's website at: [www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.12](http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.12).

### 3.12 Procedure for refusal

(1) A person **must not** carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has **reasonable** cause to believe that to do so would create an **undue hazard** to the health and safety of **any person**. (emphasis added)

937457/Refusal of Unsafe Work OH&S Reg.doc  
efm:tfu



VIOLENT INCIDENT REPORT FORM

Check as many of the following as required:

- Aggressive/Threatening Behaviour, Threatening/Obscene Phone Call, Mentally Disturbed Behaviour, General Disturbance, Alcohol/Drug Use, Weapons Use, Verbal Abuse, Intimidation, Fighting, Theft, Harassment, Other

Employee Name: \_\_\_\_\_

Incident Description - Use another sheet, if required

Date: Time: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Name of person(s) involved, if known: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

COMPLETE THE FOLLOWING IF THE PERSON IS UNKNOWN

Male Female Age: \_\_\_\_\_

Clothing: \_\_\_\_\_

Hair colour/style: \_\_\_\_\_ Facial Hair: \_\_\_\_\_

Distinguishing characteristics: \_\_\_\_\_

Was the aggressor involved in any previous incident with the staff? Yes No

Were Emergency Services called? 911 Police Fire Ambulance

Did Emergency Services respond? Yes No

Attending Officer's name: \_\_\_\_\_ File #: \_\_\_\_\_

How many staff were involved in bringing this incident to a close? \_\_\_\_\_

Estimate the length of all staff time required to deal with this incident: \_\_\_\_\_

Staff Signature Date
Supervisors Signature Date

**Investigation / Follow-Up**

Action taken: \_\_\_\_\_

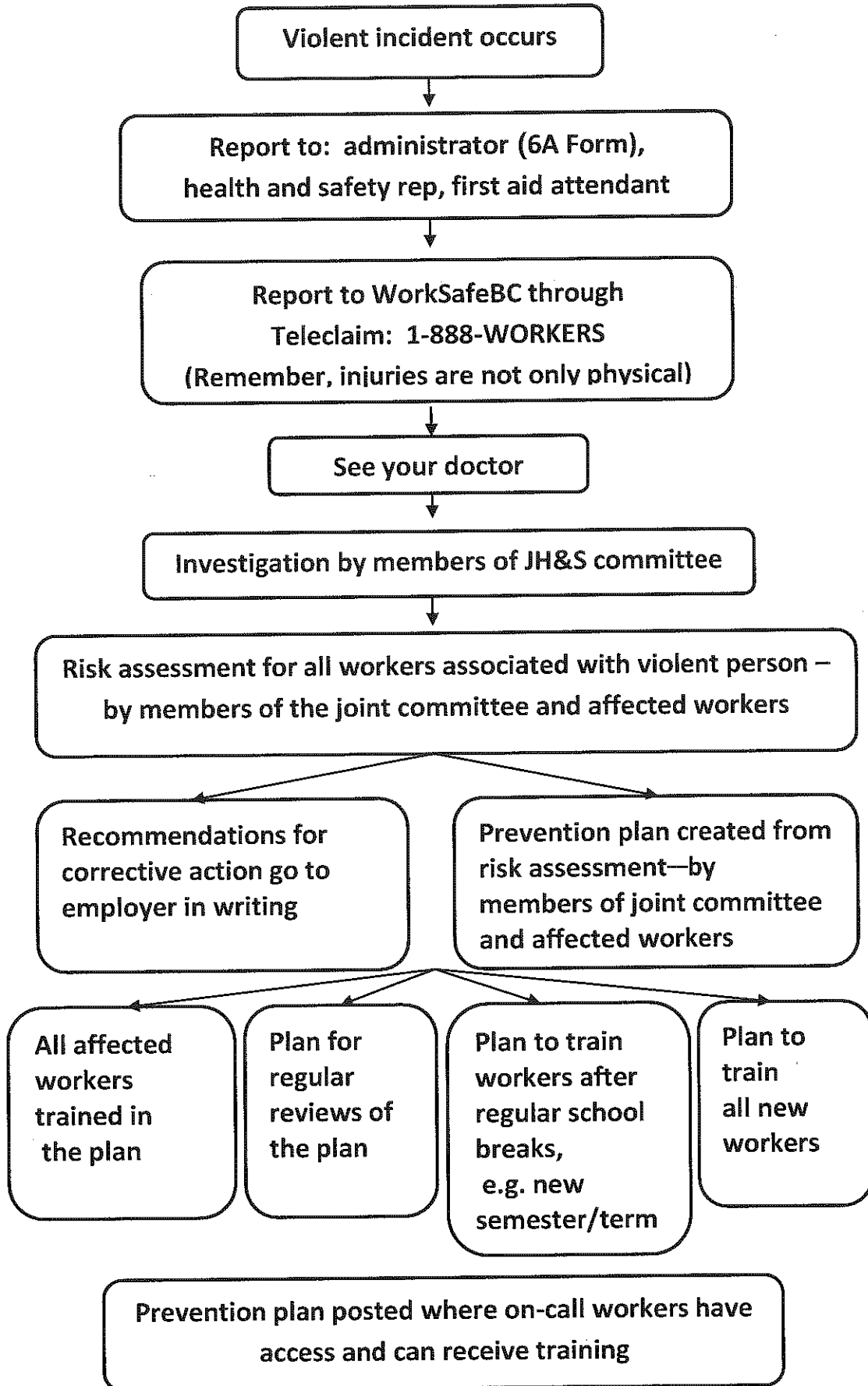
What measures are in place to prevent a similar incident? \_\_\_\_\_

What steps have been taken to help employees deal with trauma/stress? \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Investigation Complete

## Violent incident reporting process



# Worker's Report of Injury or Occupational Disease to Employer



► **Submit directly to employer. Do NOT submit to WorkSafeBC.**

Section 53(3) of the *Workers Compensation Act* requires that, where a worker is fit, and on request of the employer, they must provide the employer with particulars of the injury or occupational disease on a report prescribed by WorkSafeBC and supplied to the worker by the employer. This is the report prescribed.

- If requested by employer, please complete this report as it appears.
- This report should be completed by the injured worker if fit to do so. It can be completed by another individual for signature by the injured worker.
- If you need assistance with completing this form, please call WorkSafeBC Claims Call Centre at 604.231.8888 or toll-free throughout Canada at 1.888.967.5377, Monday to Friday, 8 a.m. to 6 p.m. PST.

## Worker's information

WorkSafeBC claim number (if known) X		Customer care number (if known) X	
Worker's last name		First name	Middle initial
Date of birth (yyyy-mm-dd)	Personal health number (BC Services/CareCard)	Social insurance number	
Address line 1		Address line 2	
City	Province/State	Country (if not Canada)	Postal code/Zip
Home phone number (include area code)		Business phone number (include area code)	Business extension
Occupation			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

## Employer's information

Employer's organization name			
Type of business (if known)		Operating location (if known)	
Address line 1		Address line 2	
City	Province/State	Country (if not Canada)	Postal code/Zip
Employer's contact name		Employer's phone number (include area code)	Extension

## Incident information

1. Date and time of incident (yyyy-mm-dd) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<b>OR</b>	2. Period of exposure resulting in occupational disease (yyyy-mm-dd) From _____ To _____
3. Date and time my injury or disease was first reported to my employer (yyyy-mm-dd) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	My injury or disease was first reported to (please check one) <input type="checkbox"/> First aid <input type="checkbox"/> Supervisor <input type="checkbox"/> Office <input type="checkbox"/> Other (specify)	

# Worker's Report of Injury or Occupational Disease to Employer

Worker's last name	First name	Middle initial	WorkSafeBC claim number X
Social insurance number		Personal health number (BC Services card/CareCard)	

**Incident information (continued)**

4. Name of person reported to		
5. Did you receive first aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Date of first aid (yyyy-mm-dd)	7. Name of first aid attendant X
8. Did you go to the hospital, a medical clinic, or see a physician? <input type="checkbox"/> Yes <input type="checkbox"/> No	9. If yes, name of physician or provider (if known) X	
10. Address of physician or provider (if known)		
11. Are you aware of any recent pain or disability in the area of your reported injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain	
12. Was protective equipment being used? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. The supervisor in charge at the time of my injury was		
15. Describe how the incident happened		
16. Describe the injury in detail (what part of the body was injured)		
17. Side of body injured <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Both <input type="checkbox"/> Not applicable		



# Worker's Report of Injury or Occupational Disease to Employer

Worker's last name	First name	Middle initial	WorkSafeBC claim number X
Social insurance number		Personal health number (BC Services card/CareCard)	

**Incident information (continued)**

18. Describe the work incident location (address, city, province) and where incident occurred (e.g., shop floor, lunchroom, parking lot)

19. Contributing factors — select **at least one**, and as many as applicable

<input type="checkbox"/> Lifting _____	<input type="checkbox"/> lb	<input type="checkbox"/> kg	<input type="checkbox"/> Animal bite
<input type="checkbox"/> Overexertion	<input type="checkbox"/> Struck	<input type="checkbox"/> Assault	<input type="checkbox"/> Motor vehicle accident
<input type="checkbox"/> Repetitive (activity repeated over and over again)	<input type="checkbox"/> Crush	<input type="checkbox"/> Sharp edge	<input type="checkbox"/> Unsure/other (please explain below)
<input type="checkbox"/> Slip or trip	<input type="checkbox"/> Fire or explosion	<input type="checkbox"/> Harmful substance in the work environment	
<input type="checkbox"/> Twist			
<input type="checkbox"/> Fall			

20. Did you or will you miss any time from work beyond the date of injury or exposure?

Yes     No

**Signature and report date**

21. Worker's signature	22. Date of report (yyyy-mm-dd)
------------------------	---------------------------------

**Additional information**

The BC Legislature provides impartial advisers on all workers' compensation matters. The Workers' Advisers Office (WAO) provides free advice and assistance to workers and their dependants on disagreements they may have with WorkSafeBC decisions. WAO operates independently of WorkSafeBC. They have offices throughout the province and can be contacted at <http://gov.bc.ca/workersadvisers> or by telephone: Lower Mainland 604.713.0360, toll-free 1.800.663.4261; Vancouver Island 250.952.4393, toll-free 1.800.661.4066; Interior 250.717.2096, toll-free 1.800.663.6695.

WorkSafeBC collects information on this form for the purposes of administering and enforcing the *Workers Compensation Act*. That Act, along with the *Freedom of Information and Protection of Privacy Act*, constitutes the authority to collect such information. To learn more about the collection of personal information, contact WorkSafeBC's freedom of information coordinator at PO Box 2310 Stn Terminal, Vancouver BC, V6B 3W5, or call 604.279.8171.

# MTU Calendar of Events

## for the 2020-2021

### Executive Meetings

**- September 16 – 12:45 pm**

- October 14 – 3:45 pm
- November 18 – 3:45 pm
- December 9 – 3:45 pm
- January 13 – 3:45 pm
- February 3 – 12:45 pm
- March 3 - 3:45 pm
- April 14 - 3:45 pm
- May 12 - 12:45 pm
- June 9 - 3:45 pm

### General Meetings

**- September 30 – 3:45 pm**

- January 27-3:45 pm
- May 26 - 3:45 pm AGM

### Staff Rep Meetings

**- September 23 – 3:45 pm**

- October 21 – 3:45 pm
- November 25 – 3:45 pm
- January 20 - 3:45 pm
- February 17 - 3:45 pm
- April 21 - 3:45 pm
- May 19 - 3:45 pm

### Teacher on Call Meetings

**- October 7 – 3:45 pm**

- January 6 – 3:45 pm
- April 7 - 3:45 pm
- June 21 - EI Workshop

## **December 16 - Christmas Social/Induction**

**June 23 - Retirement Social**

**June 25 - Year End Social**

### **Other Events**

**- BCTF Zone Meetings**

- Oct 12 – Thanksgiving Stat**
- Oct. 23 – Provincial ProD**
- Nov. 6 & 7 - BCTF RA**
- Nov. 11 – Remembrance Day Stat**
- Dec. 18 – Last Day before Winter Break**
- Jan. 5 – First Day Back after Winter Break**
- Jan 18 & 19 - BCTF RA**
- Feb. 12 – ProD Day**
- Feb. 15 – Family Day Stat**
- Mar. 15 - 26 – Spring Break**
- Mar. 20-23 - BCTF AGM**
- Apr. 2 – Good Friday Stat**
- Apr. 5 – Easter Monday Stat**
- BCTF Zone Meetings**
- May 21 – NID**
- May 24 – Victoria Day stat**
- May 27 & 28 - BCTF RA**
- June 30 – Last Day of School**

**Note:** Unless a notice is sent stating otherwise, Executive and Staff Rep meetings are held at the MTU Office - #100-33344 2nd Avenue.

## 2020-2021 School District Calendar

September	Thursday, September 10, 2020	Schools Open – ½ Day for Students – <i>Students attend FULL DAY (All Schools)</i>
	Friday, September 25, 2020	<i>Non-Instructional Day – Students not in session (District Professional Development Day)</i>
October	Monday, October 12, 2020	Thanksgiving
	Friday, October 23, 2020	<i>Non-Instructional Day - Students not in session (Provincial Professional Development Day)</i>
November	Friday, November 6, 2020	<i>Non-Instructional ½ Day – Students attend AM only (Secondary) (Assessment/ Evaluation)</i>
	Wednesday, November 11, 2020	Stat Holiday Remembrance Day
	Friday, November 13, 2020	<i>Non-Instructional ½ Day – Students attend AM only (Middle) (Ass./Eval.)</i>
	Friday, November 20, 2020	<i>Non-Instructional ½ Day – Students attend AM only (Elementary) (Assessment/ Evaluation)</i>
December	Friday, December 4, 2020	<i>Non-Instructional Day – Students not in session (All Schools) (P/T Conferences)</i>
	Dec. 21, 2020 – Jan. 4, 2021	Winter Break
January	Tuesday, January 5, 2021	Schools reopen after Winter Break
February	Friday, February 12, 2021	<i>Non-Instructional Day - Students not in session (District Professional Development Day)</i>
	Monday, February 15, 2021	Family Day
	Friday, February 26, 2021	<i>Non-Instructional ½ Day – Students attend AM only (Elementary only) (Assessment / Evaluation)</i>
	Friday, February 26, 2021	<i>Non-Instructional Day – Students not in session (Secondary, Middle only) (P/T Conferences)</i>
March	Friday, March 12, 2021	<i>Non-Instructional Day - Students not in session (Elementary only) (P/T Conferences)</i>
	March 15 – March 26, 2021	Spring Break
	Monday, March 29, 2021	Schools reopen after Spring Break
April	Friday, April 2, 2021	Good Friday
	Monday, April 5, 2021	Easter Monday
	Friday, April 16, 2021	<i>Non-Instructional ½ day – Students attend AM only (Secondary) (Assessment/ Evaluation)</i>
	Friday, April 23, 2021	<i>Non-Instructional ½ Day – Students attend AM only (Middle) (Ass./ Eval.)</i>
May	Friday, May 21, 2021	<i>Non-Instructional Day - Students not in session (District Professional Development Day)</i>
	Monday, May 24, 2021	Victoria Day
June	Tuesday, June 29, 2021	Last Day of School for all Students
	Wednesday, June 30, 2021	<i>Non-Instructional Day – Students not in session (Administrative Day)</i>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7 Statutory Holiday - Labour Day	8	9	10	11	12
13	14	15	16 MTU Executive Meeting - 12:30 pm - Online	17	18	19
20	21	22	23 Staff Rep - 3:45 pm - Online	24	25 Non Instructional Day	26
27	28	29	30 MTU General Meeting - 3:45 pm Online	1	2	3
4	5	6	7	8	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4 World Teachers' Day	5	6	7 MTU TOC Meeting - 3:45 pm - Online	8	9	10
11	12 Statutory Holiday - Thanksgiving	13	14 MTU Executive Meeting - 3:45 pm - Online	15	16	17
18	19	20	21 Staff Rep Meeting - 3:45 pm - Online Staff Rep Training - 9:00 am - 3:00 pm -Online	22 Staff Rep Training - 9:00 am - 3:00 pm -Online	23 Non Instructional Day	24
25	26	27	28	29	30	31
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27	28	29	30				29	30					

# October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 1/2 Day Assessment/Evalu- ation pm (Secondary)	7
8	9	10	11 Statutory Holiday Remembrance Day	12	13 1/2 Day Assessment/Evalu- ation pm (Middle)	14
15	16	17	18 MTU Executive Meeting - 3:45 pm - Online	19	20 1/2 Day Assessment/Evalu- ation pm (Elementary)	21
22	23	24	25 Staff Rep Meeting - 3:45 pm - Online Staff Rep Training - 9:00 am - 3:00 pm -Online	26 Staff Rep Training - 9:00 am - 3:00 pm -Online	27	28
29	30	1	2	3	4	5
6	7	8	9	10	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# November 2020

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# February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1	2	3 MTU Executive Meeting - 3:45 pm - Online	4	5	6
7	8	9	10	11	12 Full Day Parent/Teacher Conferences (Elementary only)	13
14	15 Spring Break	16 Spring Break	17 Spring Break	18 Spring Break	19 Spring Break	20
21	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26	27
28	29 School Reopens after Spring Break	30	31	1	2	3
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# March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2 Good Friday	3
4	5 Easter Monday	6	7 TTOC Meeting - 3:45 pm - Online	8	9	10
11	12	13	14 MTU Executive Meeting - 3:45 pm - Online	15	16 1/2 Day Assessment/Evalu- ation (Secondary Only)	17
18	19	20	21 Staff Rep Meeting - 3:45 pm - Online	22	23 1/2 Day Assessment/Evalu- ation (Middle Only)	24
25	26	27	28	29	30	1
2	3	4	5	6		

# April 2021

March							May						
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21	22	23	24	25	26	27	16	17	18	19	20	21	22
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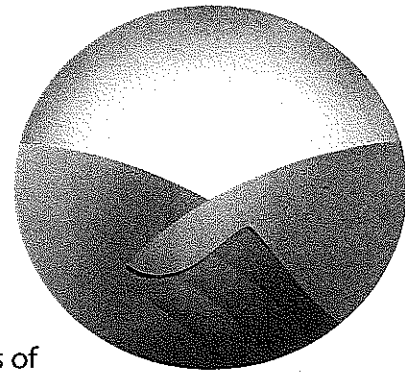
# May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9 MTU Executive Meeting - 3:45 pm - Online	10	11	12
13	14	15	16	17	18	19
20	21 MTU TOC EI Workshop - 3:45 pm - Online	22	23 MTU Retirement Social - 3:00 pm - 6:00 pm - (Location to be announced)	24	25	26
27	28	29 Administrative Day Last Day of School	30 Administrative Day Last Day of School	1	2	3
4	5	6	7 Last Day MTU Office Open before Summer	8		

# June 2021

May							July							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1							1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	25	26	27	28	29	30	31	
30	31													

# BCTF CODE OF ETHICS

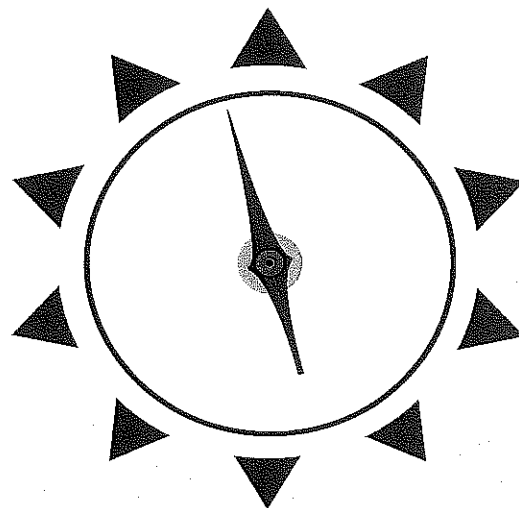


The Code of Ethics states general rules for all members of the BC Teachers' Federation (BCTF) for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union. Members are advised to contact local union officers or appropriate BCTF staff for advice on how to proceed with issues related to the BCTF Code of Ethics.

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. The member follows legal requirements in reporting child protection issues.
3. A privileged relationship exists between members and students. The member refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the practices employed in discharging the member's professional duties.
5. The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private. If the member believes that the issue(s) has not been addressed, they may, after privately informing the colleague in writing of their intent to do so, direct the criticism in confidence to appropriate individuals who can offer advice and assistance. *\*It shall not be considered a breach of the Code of Ethics for a member to follow the legal requirements for reporting child protection issues.*
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in their professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of their professional union.
9. The member neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The member, as an individual or as a member of a group of members, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.

2016 AGM

## ETHICS



\*See 31.B.12 of the Members' Guide to the BCTF.

