Teacher on Call Handbook

Mission Teachers' Union

Phone: 604-826-0112 Fax: 604-826-3435

Email: mtu@missionteachersunion.com

Mission Teachers' Union
Teacher on Call Handbook 2025-2026
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Dear TTOCs,

Welcome to the Mission Teachers' Union! Whether you are a brand new teacher fresh out of training with lots of new tools in your TTOC toolbox, a retired teacher with a love for the profession, or a teacher new to the country bringing a fresh perspective, we are delighted to have you.

Your TTOC Chair

Your TTOC Chair on our Executive is Alison Sward. She will be your liaison and first contact for any TTOC questions and concerns. Alison will chair several TTOC meetings this year, and you are always encouraged and welcome to attend. These meetings provide a wealth of opportunities to ask questions, network and build relationships within the district.

Support in Schools

When you are in the schools, Staff Reps will help you navigate any difficulties you encounter in the school system. The Union is an important source of information and assistance for all teachers, and TTOCs are no exception. I am here to listen to your ideas and concerns, and of course, to help.

Get Involved

I encourage you to take an interest in our governance and know that you are most welcome at all our Union gatherings. Your contributions will always be appreciated. TTOCs have the opportunity to attend BCTF conferences and summer training institutes. Please join our FB group for updates on important and emergent events, and don't forget to check our MTU webpage as well.

Sincerely,

Krista Balogh
President
Mission Teachers' Union

Welcome Teachers Teaching On Call and New Teachers!

Dear Colleagues,

Welcome to the Mission School District! My name is Alison Sward, and I'm honoured to serve as your Mission Teachers' Union (MTU) Chair for Teachers Teaching on Call (TTOCs) and new teachers. Whether you're just beginning your teaching journey, transitioning from another district, or returning to the profession, I'm here to support you as you settle into your role.

TTOCs play a vital role in the day-to-day functioning of our schools. We recognize that TTOCing can be both rewarding and challenging—especially in today's digital age. Many educators choose this path for a variety of reasons: some are new graduates, others are exploring new directions in their careers, and many are retired teachers who continue to share their expertise and passion. Each of you brings valuable perspective and skill to our classrooms, and together you form a dynamic and essential part of our educational community.

I began my own teaching career in January 1997, during a time when permanent positions were scarce. Like many others, I spent several years as a TTOC. I understand the demands of the role, but I also appreciated the opportunity to experience a wide range of grade levels, classroom environments, and teaching styles. That variety helped shape my practice—and I hope it brings energy and insight to yours as well.

As your representative on the MTU Executive, I'm committed to advocating for your needs and interests. I encourage you to attend our TTOC meetings, share your ideas, and bring forward any concerns. Your voice matters, and your input helps shape our collective efforts.

Please note that all correspondence with MTU executive officers must be conducted through your personal email account. If you ever have questions or need clarification—especially around district-specific policies or your collective agreement—please don't hesitate to reach out. I'm happy to help.

I look forward to connecting with you. Feel free to reach out anytime with questions, concerns, or suggestions.

In solidarity,

Alison Sward
Chair for TTOCs and New Teachers
Mission Teachers' Union

bmv-LEU-USW2009

2025-2026 TTOC Meeting dates:

(Please note that all TTOC meetings are on Wednesdays except the Employment Insurance meeting in June – All meetings will be held at the MTU office unless informed otherwise).

Wednesday, October 1, 2025 – 3:30 pm

Wednesday, January 7, 2026 – 3:30 pm

Wednesday, April 8, 2026 – 3:30 pm

Monday, June 22, 2026 – 3:30 pm – TTOC Employment Insurance Workshop – BCTF

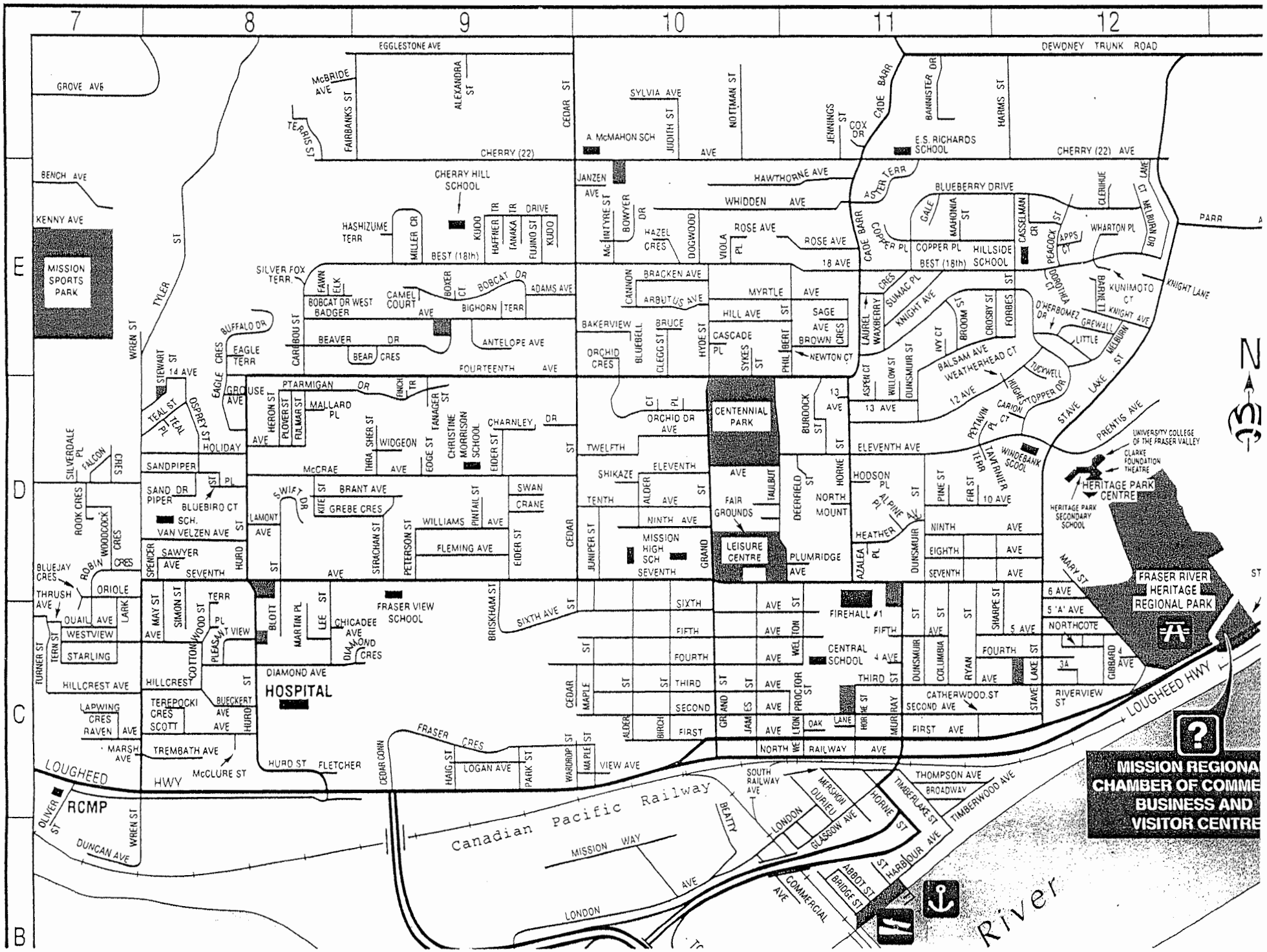
MISSION TEACHERS' UNION
EXECUTIVE COMMITTEE
2025-2026

President/Local Union Rep	Krista Balogh	MTU Office 604-826-0112
Vice President	Janise Nikolic	Mission Secondary 604-826-7191
Secretary/Treasurer	Jodie Stenekes	Hatzic Middle School 604-826-3651
Bargaining Chair	Derrick Spencer	Silverdale Elementary 604-826-2526
Health & Safety Chair	Terra Warmerdam	Silverdale Elementary 604-826-2526
Professional Development	Bonnie Peters	Hillside 604-826-4187
Communications	Ashley Kunze	Hatzic Middle School 604-826-3651
Social Justice Chair	Missy Caswell	Heritage Park Middle School 604-820-4587
Indigenous Chair	Su Chang	Heritage Park Middle School 604-820-4587
Teacher on Call Chair	Alison Sward	E.S. Richards Elementary 604-826-2834
French Chair	*Vacant*	
2SLGBTQQIA+	Andrea Cutler	Mission Secondary 604-826-7191
Member-at-Large	Kim Grant	Fraserview Learning Centre 604-814-3717
Member-at-Large	Brodie Pearce	Mission Secondary 604-826-7191
Member-at-Large	Michael Radnai	Mission Secondary 604-826-7191
Member-at-Large	Courtenay Rimaldi	Mission Secondary 604-826-7191

MTU Staff Reps

2025-2026 As of October 3, 2025

	Last Name	First Name	School Phone #
AME	Giurissevich	Adrianna	604-826-0274
AME	Roste	Natasha	604-826-0274
CHE	Carroll	Lacie	604-826-9239
CHE	Hodson	April	604-826-9239
CME	Leibel	Val	604-826-6528
CME	Susin	Scott	604-826-6528
DER	Macintosh	Rhona	604-826-2360
DEW	Dundas	Melissa	604-826-2516
ESR	Hamm	Krysta	604-826-2834
ESR	Sward	Alison	604-826-2834
FLC/SWS	Martyn	James	604-814-3717
FLC/SWS	Lamarche	Lauralee	604-814-3717
HIL	Peters	Bonnie	604-826-4187
HMS	Stenekes	Jodie	604-826-3651
HMS	Campbell	Sarah	604-826-3651
HMS	Doig	Bruce	604-826-3651
HPMS	Molnar	Renée	604-820-4587
HPMS	Caswell	Missy	604-820-4587
HPMS	Martens	Shawn	604-820-4587
HPMS	Chang	Su	604-820-4587
HTZ	Winkelmans	Debbie	604-826-2481
MCE	Robinson	Ashley	604-826-1414
MCE	Tench	Jen	604-826-1414
MSS	Grant	Glenn	604-826-7191
MSS	Lauzé	Christina	604-826-7191
MSS	Lowrie	Scott	604-826-7191
MSS	MacCrimmon	Ian	604-826-7191
MSS	McCarty	Ryan	604-826-7191
MSS	Nikolic	Janise	604-826-7191
SLC-MSS	Mahil	Amy	604-826-7191
RTTT	Ryall	Gord	604-814-0446
SBO-DSS	Bowsfield	Shannon	604-826-6286
SBO-DSS	Landa McAuliffe	Barbara	604-826-6286
SFE	Biggerstaff	Jill	604-462-9982
SIL	Warmerdam	Terra	604-826-2526
WBK			604-826-2213
WBK			604-826-2213
WHE	Kaur	Navpreet	604-826-6401
WHE	Chahal	Gurpreet	604-826-6401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McBRIDE AVE
FAIRBANKS ST
ALEXANDRA ST
CEDAR ST
TERRIS ST
CHERRY (22)
SYLVIA AVE
JUDITH ST
NOTTMAN ST
JENNINGS ST
COX DR
CADE BARR
A McMAHON SCH
E.S. RICHARDS SCHOOL
BANNISTER DR
HARMS ST
DEWDNEY TRUNK ROAD
CHERRY (22) AVE
BENCH AVE
KENNY AVE
MISSION SPORTS PARK
TYLER ST
WREN ST
CHERRY HILL SCHOOL
HASHIZUME TERR
MILLER CR
BEST (18th)
KUDO
HAFFNER TR
TANAKA TR
FUJINO ST
DRIVE
JANZEN AVE
McINTYRE ST
BOWYER DR
HAZEL CRES
DOGWOOD
HAWTHORNE AVE
WHIDDEN AVE
ROSE AVE
VIOLA PL
18 AVE
ASTER TERR
BLUEBERRY DRIVE
GALE
MAHONIA ST
CASSELMAN CR
PEACOCK CT
APPS CT
WHARTON PL
CLEARHUE
LANE
MELBURN CT
COPPER PL
HILLSIDE SCHOOL
PARR
SILVER FOX TERR.
FAWN
ELK
BOBCAT DR WEST
BADGER
CAMEL COURT
BOXER CT
BOBCAT DR
ADAMS AVE
BIGHORN TERR
BEAVER DR
BEAR CRES
ANTELOPE AVE
FOURTEENTH AVE
CANNON
BRACKEN AVE
ARBUTUS AVE
MYRTLE AVE
HILL AVE ST
SAGE AVE
BROWN CRES
CASCADE PL
SYKES ST
PHILBERT
NEWTON CT
BAKERVIEW
BLUEBELL
CLEGG ST
BRUCE
HYDE ST
ORCHID CRES
LAUREL CRES
WAXBERRY
SUMAC PL
KNIGHT AVE
IVY CT
BROOM ST
CROSBY ST
FORBES ST
DOROTHEA CT
O'HERBOMEZ DR
GREWALL
BARNETT
KUNIMOTO CT
KNIGHT AVE
KNIGHT LANE
LITTLE
MELBURN
BALSAM AVE
WEATHERHEAD CT
TUCKWELL
HUGHTOPPER DR
LAKE ST
STAVE
PRENTIS AVE
ASPEN CT
WILLOW ST
DUNSMUIR ST
13 AVE
12 AVE
BUFFALO DR
EAGLE CRES
EAGLE TERR
CARIBOU ST
STEWART ST
14 AVE
GROUSE AVE
PTARMIGAN DR
FINCH TR
MALLARD PL
HERON ST
PLOVER ST
FULMAR ST
FANAGER ST
CHARNLEY DR
CHRISTINE MORRISON SCHOOL
EDGE ST
EIDER ST
ORCHID DR
CENTENNIAL PARK
BURDOCK ST
TWELFTH
ELEVENTH AVE
TEAL ST
TEAL PL
OSPREY ST
HOLIDAY
SANDPIPER
SAND PIPER
BLUEBIRD CT
SCH.
VAN VELZEN AVE
McCRAE
SHIKAZE
ALDER ST
TENTH AVE
NINTH AVE
FAIR GROUNDS
TAULBUT
DEERFIELD ST
HORNE
NORTH MOUNT
HODSON PL
ALPINE AV
HEATHER PL
PINE ST
FIR ST
TAVERNIER TERR
WINDEBANK SCHOOL
10 AVE
NINTH AVE
EIGHTH AVE
SEVENTH AVE
UNIVERSITY COLLEGE OF THE FRASER VALLEY
CLARKE FOUNDATION THEATRE
HERITAGE PARK CENTRE
HERITAGE PARK SECONDARY SCHOOL
MARY ST
FRASER RIVER HERITAGE REGIONAL PARK
6 AVE
5 'A' AVE
NORTHCOTE
5 AVE
4 AVE
3A
GIBBARD
SILVERDALE PL
FALCON CRES
ROOK CRES
WOODCOCK CRES
ROBIN CRES
BLUEJAY CRES
THRUSH AVE
ORIOLE
QUAIL AVE
LARK
WESTVIEW
STARLING
TURNER ST
TERN ST
HILLCREST AVE
SPENCER AVE
SAWYER AVE
SEVENTH AVE
HURD ST
LAMONT AVE
SWIFT DR
BRANT AVE
KITE ST
GREBE CRES
STRACHAN ST
PETERSON ST
WILLIAMS
PINTAIL ST
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CRANE
EIDER ST
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GRAND
LEISURE CENTRE
PLUMRIDGE AVE
AZALEA PL
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MAY ST
SIMON ST
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PLEASANT VIEW
COTTONWOOD ST
HILLCREST
TEREPOCKI CRES
SCOTT
BUECKERT AVE
HURD
LAPWING CRES
RAVEN AVE
MARSH AVE
TREMBATH AVE
McCLURE ST
BLOTT
MARTIN PL
LEE ST
CHICADEE AVE
DIAMOND CRES
DIAMOND AVE
HOSPITAL
FRASER VIEW SCHOOL
BRISKHAM ST
SIXTH AVE
SIXTH
FIFTH
FOURTH
THIRD
SECOND
FIRST
FIREHALL #1
CENTRAL SCHOOL
WELTON ST
PROCTOR ST
CEDAR ST
MAPLE ST
GRAND ST
JAMES ST
LION ST
OAK
LANE
HORNE ST
MURRAY
NORTH WESTMINSTER
RAILWAY AVE
CATHERWOOD ST
SECOND AVE
FIRST AVE
COLUMBIA
RYAN
SHARPE ST
STAVE LAKE
RIVERVIEW ST
LOUGHEED HWY
FRASER CRES
CEDAR COHN
HAIG ST
LOGAN AVE
PARK ST
WARDROP ST
MAPLE ST
VIEW AVE
HURD ST
FLETCHER
LOUGHEED HWY
OLIVER ST
RCMP
DUNCAN AVE
WREN ST
Canadian Pacific Railway
MISSION WAY
AVE
LONDON
BEATTY
SOUTH RAILWAY AVE
LONDON
MERSHON
DURIEU
GLASGOW AVE
HORNE ST
THOMPSON AVE
BROADWAY
TIMBERLANE ST
TIMBERWOOD AVE
HARBOUR AVE
ABBOT ST
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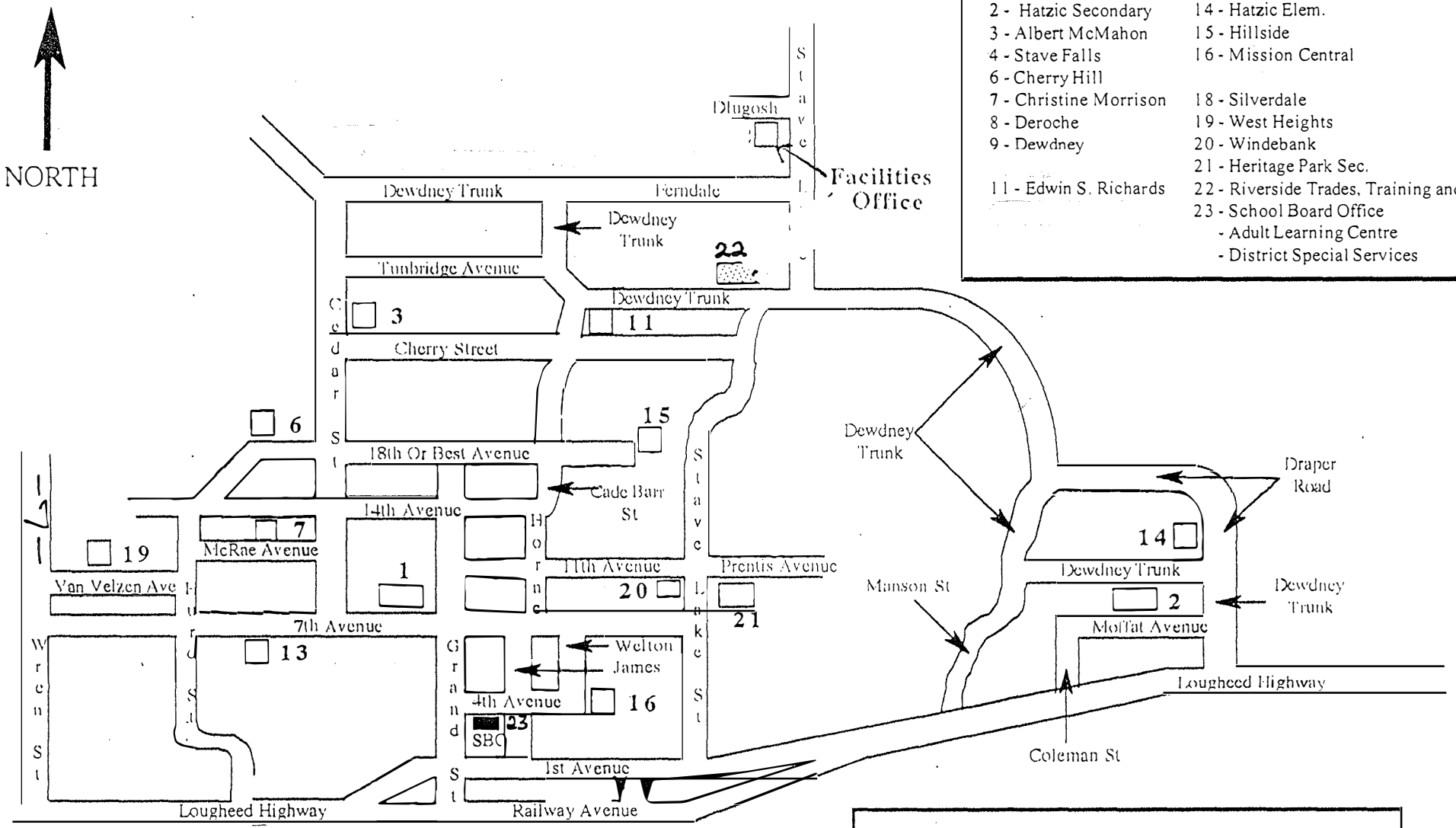


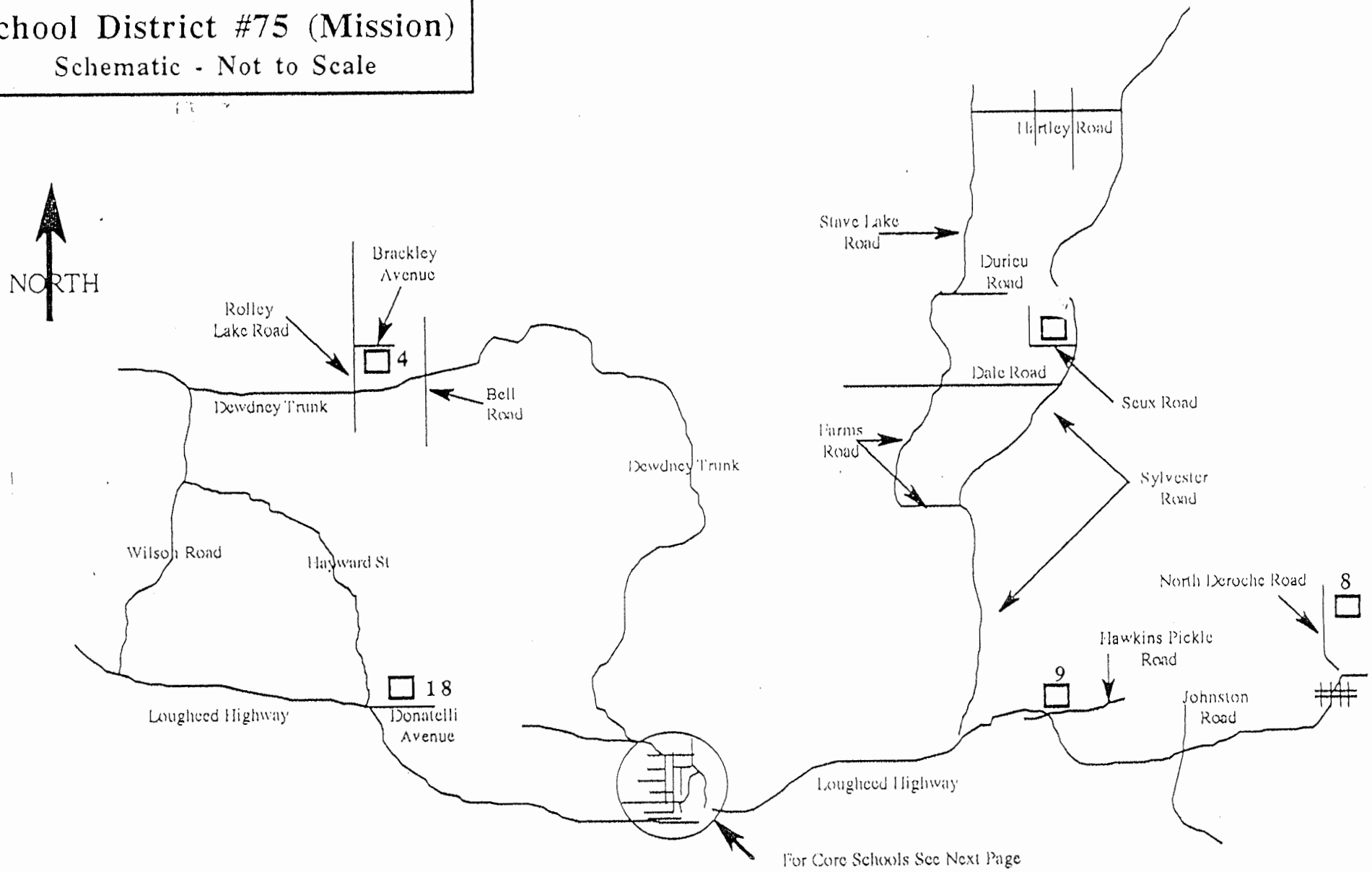
1 - Mission Secondary	13 - Fraserview
2 - Hatzic Secondary	14 - Hatzic Elem.
3 - Albert McMahon	15 - Hillside
4 - Stave Falls	16 - Mission Central
6 - Cherry Hill	
7 - Christine Morrison	18 - Silverdale
8 - Deroche	19 - West Heights
9 - Dewdney	20 - Windebank
	21 - Heritage Park Sec.
11 - Edwin S. Richards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

School District #75 (Mission)

Schematic - Not to Scale

School District #75 (Mission)

Schematic - Not to Scale



Mission Public Schools- School Address

School	Address	City	PCode	Phone	Fax
Albert McMahon	32865 Cherry Ave.	Misison, BC	V2V2V1	604-826-0274	604-826-1760
Cherry Hill	32557 Best Ave	Misison, BC	V2V 2S5	604-826-9239	604-826-5197
Christine Morrison	32611 McRae Ave.	Misison, BC	V2V 2L8	604-826-6528	604-826-9175
Deroche	10340 N. Deroche	Misison, BC	V0M 1G0	604-826-2360	604-826-7138
Dewdney	37151 Hawkins	Misison, BC	V0M 1H0	604-826-2516	604-820-8063
Edwin S. Richards	33419 Cherry Ave.	Misison, 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

29 August 2025 1:58 PM

School	Warning Bell (5 Mins.)	Class Start	Recess	Lunch	Warning Bell (5 Mins.)	Class Start	Dismissal	Principal	Vice-Principal(s)	Bus. Mgr./Coord. or Admin. Asst.	Phone (604)
ELEMENTARY:											
Albert McMahon	8:25	8:30	10:00 - 10:15	11:45 - 12:25	12:25	12:30	2:23	Shane Sliziak	Sheri Montgomery	Crystal Knight	826-0274
Cherry Hill	8:28 (2 mins.)	8:30	10:15 – 10:30	11:50 – 12:33	12:33 (2 mins.)	12:35	2:23	Rob Clark	~~	Shawna Mills	826-9239
École Christine Morrison	8:25	8:30	10:10 - 10:25	12:15 – 12:55	12:55	1:00	2:23	Lani Vetter	Bobby Chilaka	Melanie Carey	826-6528
Deroche	8:15	8:20	10:15 - 10:30	11:45 - 12:25	12:25	12:30	2:13	Chandra Balakrishnan	~~	TBA	826-2360
Dewdney	8:15	8:20	9:50 - 10:05	11:35 - 12:15	12:15	12:20	2:13	Chandy Ritter	~~	Leah Falconer	826-2516
Edwin S. Richards	8:25	8:30	10:15 – 10:30	12:00 – 12:40	12:40	12:45	2:23	Sharon Widdows	Jennine Chapman	Amy Masuch	826-2834
Hatzic	8:25	8:30	10:15 – 10:30	12:10 – 12:50	12:50	12:55	2:23	Karina Zimmerman	~~	Christine Shaw	826-2481
Hillside Traditional	8:25	8:30	10:00 - 10:15	11:45 - 12:25	12:25	12:30	2:23	Kevin Watrin	Paul Turkin	Tanya Fryer	826-4187
École Mission Central	8:25	8:30	10:00 - 10:15	11:55 - 12:35	12:35	12:40	2:23	Andrew Merry	Frank Chan	Mary Godley	826-1414
Silverdale	8:15	8:20	10:00 – 10:15	11:50 - 12:30	12:30	12:35	2:13	Shannon Greig	~~	Tara Cosens	826-2526
Stave Falls	8:10	8:15	10:00 - 10:15	11:45 - 12:25	12:25	12:30	2:08	Reena Hooge	~~	Diana Wright	462-9982
West Heights Community	8:25	8:30	10:05 - 10:20	11:55 - 12:35	12:35	12:40	2:23	Angela Magon	Hardeep Grewal	Carol Harris	826-6401
Windebank	8:25	8:30	10:00 - 10:15	11:45 - 12:25	12:25	12:30	2:23	Lisa Clarke	Amanda Evans	Teresa Stefanek	826-2213
MIDDLE & SECONDARY:											
Hatzic Middle	8:45	8:50	~~	11:37 - 12:18	12:18	12:23	3:10	Jas Gill	Jeff Conway / Deb Urano	Shelby Rossmiller	826-3651
Heritage Park Middle	8:35	8:40	~~	11:24 - 12:05	12:05	12:10	2:55	Marchi Gabriele	Lisa Marie Fraser / Kelly Hennessey	Nicole Ginter	820-4587
Mission Senior Secondary	8:40	8:45	~~	11:32 - 12:13	12:13	12:18	3:05	Jim Pearce	Lillian Harrington / Suzette Izbicki / Melanie Kartik	Emily Keenan	826-7191
OTHER:											
Fraserview Learning Centre	~~	9:00	~~	11:30 - 12:00	~~	12:00	3:09	Jordan Klassen	~~	Marlie Ducharme	814-3717
Mission Online School (8-12)	~~	9:00	~~	~~	~~	~~	3:13	Jim Pearce	~~	Lorraine Roberts / Sylvia Hardy	820-3333
Riverside College	~~	8:45	10:35 – 10:50	11:55 – 12:25	~~	12:25	2:48	Lynn Cummings	~~	Nikki Johannson / Lisa Yeates	814-0446

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

For Payroll Clerk, TOC Payroll please email 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 (Personnel- Teaching)** **(604) 826-6286 ext.: 3103**

Or

Tina Phelps **Director of Human Resources** **(604) 826-6286 ext.: 3101**

Corey Hodges- corey.hodges@mpsd.ca **Tina Phelps- 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 Krista Balogh, President, Brianna Malet- Veale, Office Manager or Shelley Ricci, Office Manager.

Counselling
Coaching
Support

Achieving your health and wellness goals just got easier

Your Employee and Family Assistance Program (EFAP)

Homewood Health | Santé

Professional

We guarantee your confidentiality

We are Homewood Health™, a trusted Canadian company with years of experience delivering the best possible support for clients like you. Everyone is guaranteed confidentiality within the limits of the law. You won't be identified to anybody — including your employer.

Choices

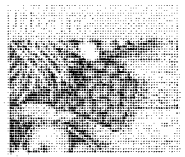
Counselling that's convenient for you.

Counselling is available in person, by phone, or online. There is no cost to you. Offices are local and appointments are made quickly, with your convenience in mind. Have a preference for location, gender, appointment time? We'll do our best to accommodate your preferences.

Plan Smart

Lifestyle and specialty counselling

You can receive counselling 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

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International (Call collect): 604-689-1717

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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 counselling for any challenge:

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- Relationships
- Addictions
- Anxiety
- Depression
- Life transitions\change
- Grief\bereavement
- Stress
- Other personal issues

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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

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

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

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Service professionnel

Nous garantissons la confidentialité de vos renseignements personnels.

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Différentes options de counseling

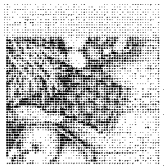
Pour mieux répondre à vos différents besoins

Que ce soit en personne, par téléphone ou en ligne, nos professionnels sont prêts à vous fournir une aide rapide où que vous soyez. Les conseillers de notre Centre de services à la clientèle conviendront avec vous de la modalité de counseling la plus appropriée à votre situation, tout en tenant compte de vos préférences particulières (p. ex. langue, moment, sexe du conseiller, etc.).

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.

Nous contacter

Communiquez avec nous en tout temps.

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ATS : 1-866-433-3305
Appels internationaux (frais virés acceptés) : 514-875-0720

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*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

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 – atrieveERP 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:
4. firstname.lastname
5. Enter your password and click Login.

Mission Public Schools

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:

604.814.3713

E-mail: subrequest@mpsd.ca

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

Accepting a Dispatch

The MPSD 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):

1. 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'.

2. The ADS system will ask you to enter your PIN on your phone keypad, followed by the # key.

3. 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:

1. Press **1** to search by JOB ID number; Press 2 to search by date (YYYYMMDD).
2. Press 1 to listen to the details of the dispatch.
3. Press **2** to listen to the subjects and levels.
4. 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.

1. Press 4 for cancellation options.
2. Press **2** to cancel a dispatch.
   a) Press 1 to search by JOB ID number;
   b) Press **2** to search by date (YYYYMMDD).
3. Press 4 to cancel the dispatch.
4. 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:

1. "Hello, Mission Public Schools has dispatching information for (your name). Please enter your PIN number followed by the pound key."

2. 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:

1. 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.

2. 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:

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

2. Press 5 for General Employee Options.

3. 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

Sections copied, with permission, from the BCfF's *Teachers on Call Handbook 2003/04.*

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.)
- Ask the office staff for the TTOC file. Within the file you should find the following information:
    - Daily schedule or block rotation - you need to know the times that blocks change, when there are breaks, and lunch
    - Keys to the rooms/areas used - this is a safety issue and you do not need to leave any collateral for the keys.
    - Rooms used if the teacher travels from room to room,
    - Emergency procedures - make sure you know where to go in case of an emergency (fire drill, etc.) and the procedure for taking attendance, the "all clear" signal, and when you can re-enter the building
    - First aid contact - who is the person in the school and where are they located
    - A map of the school - Do you know where the classroom(s) are located? Where to go in the emergency? Where the office, gym, music room, science labs etc.. are located
    - Safety plans - you are entitled to time to read the safety plans as per WorkSafeBC
    - IEP information - as a TTOC you have the right to know of any safety lists. You also benefit from knowing what UDL is being implemented in the room and what specific technologies or routines are in place to meet the needs of the individual learners
    - Supervision schedule - are you expected to do any hallway, playground, bus, or afterschool supervision?
    - Class lists - you need to know the names of students
    - Seating plans - this is not always available as teachers change it all the time
    - Staff members to go to for assistance - always nice to know the name of someone willing to help you
    - The location of the daybook - always bring back up lesson plans in case you cannot find it. (please see the Code of Ethics considerations on page ___)
    - Ensure you ask if there are any special events that day - the time and the expectations of students

- 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 c]ass 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.quickJy draw one up. Attempt to match names tofaces. 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 Cali'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

Toe's Name

_____

Phone Number _ _ _ _ _ _ _ _ _ _ _ _ Date _____ __

Teacher' s Name _____

at _____ Grade _____ __

itwasa _____ day.

WORK COMPLETED

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

_____

_____

_____

_____

Observations/Marking: _____ __

_____

Student Behaviour: _____ __

_____

Student's Names: _____

_____

Behaviour: _____

_____

Action Taken: _____ __

_____

Other Comments: _____

_____

_____

TTOC'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 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 extracunicular 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 anse.

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 necessaiy 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 provi□ium; 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:

      1. Service as a teacher teaching on ca]l 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;

      m. 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.

Retirees Returning to TTOC:

After three days retirees shall be paid according to their placement on the scale to a maximum of Class 5, Step 8.

Pay and experience credit:

Scale placement is based on the teacher's ce1iificate level and an1ount 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); A1iicle E.27 (TTOC Evaluation); Appendix 2 The Board's Expectations for TTOCs and the TTOC Evaluation Fom1.

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.

As a TTOC you need to be aware of the Standards for Educators in BC: edu_standards_faq.pdf, the BCTF Code of Ethics: Code of Ethics, as well as your Collective Agreement. All of these documents are included in this guide but you can also access them on-line.

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):

_____

_____

_____

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 31st, written notice from the employee to transfer must be received by the district no later than June 30th of the preceding school year (see attached form A). This transfer would only include the TTOC experience accrued up until June 30th 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 31st, written notice from the employee to transfer must be received by the district no later than November 15th of the school year (see attached form B). This transfer would only include the TTOC experience accrued up until November 15th 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 31st transfers for TTOC experience accrued up to and including June 30th

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 30th of the preceding school year for a transfer for TTOC experience credits earned up to and including June 30th to take effect on August 31st of the following school year.

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

Re: December 31st transfers for TTOC experience accrued up to and including November 15th

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 15th of the school year for a transfer for TTOC experience credits earned up to and including November 15th to take effect on December 31st 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 my 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 you 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.

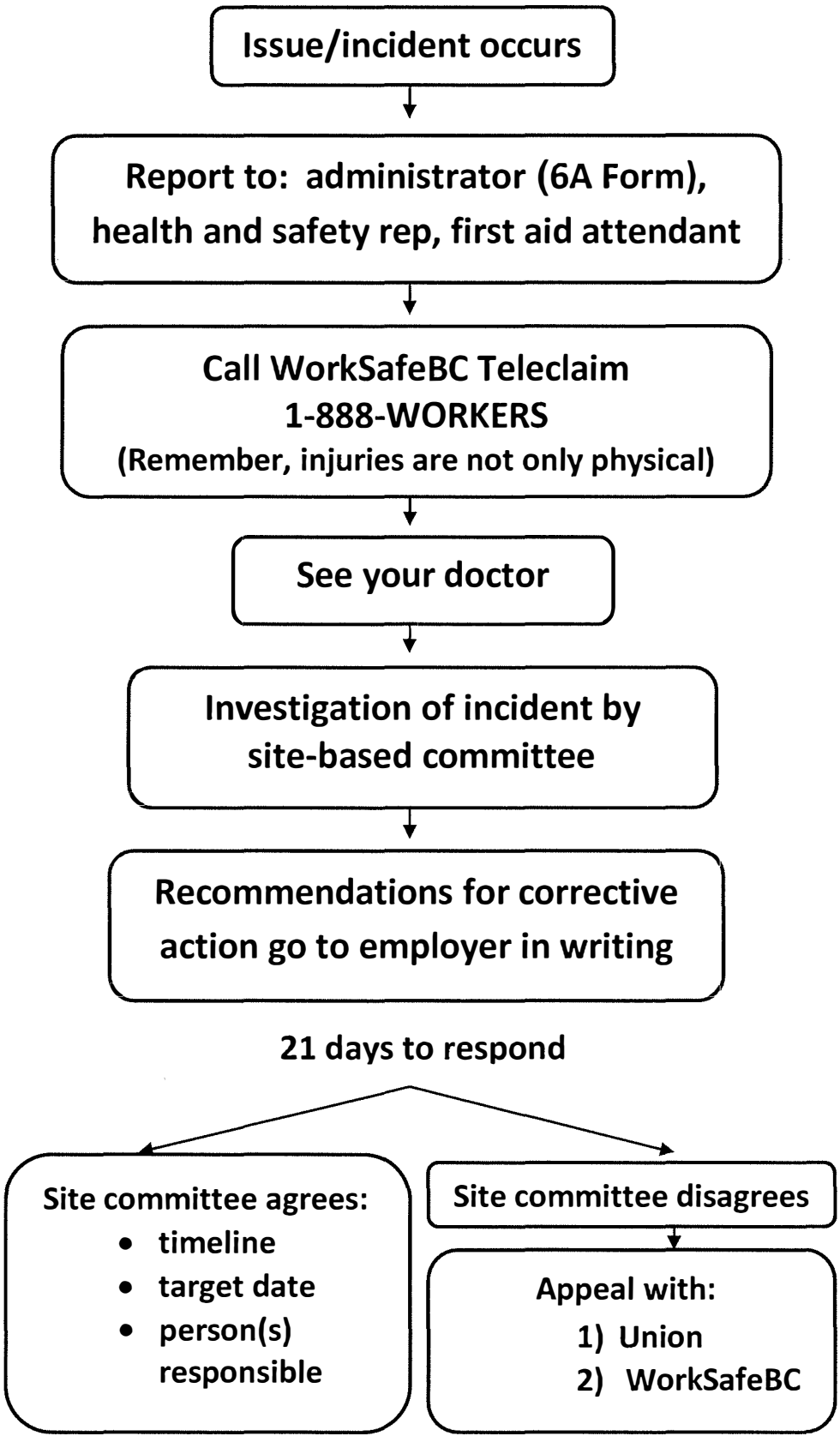
ARTICLE G.32: WCB LEAVE WITH PAY

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



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Refusing Unsafe Work

by: Mike Trask, PastPresident

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.

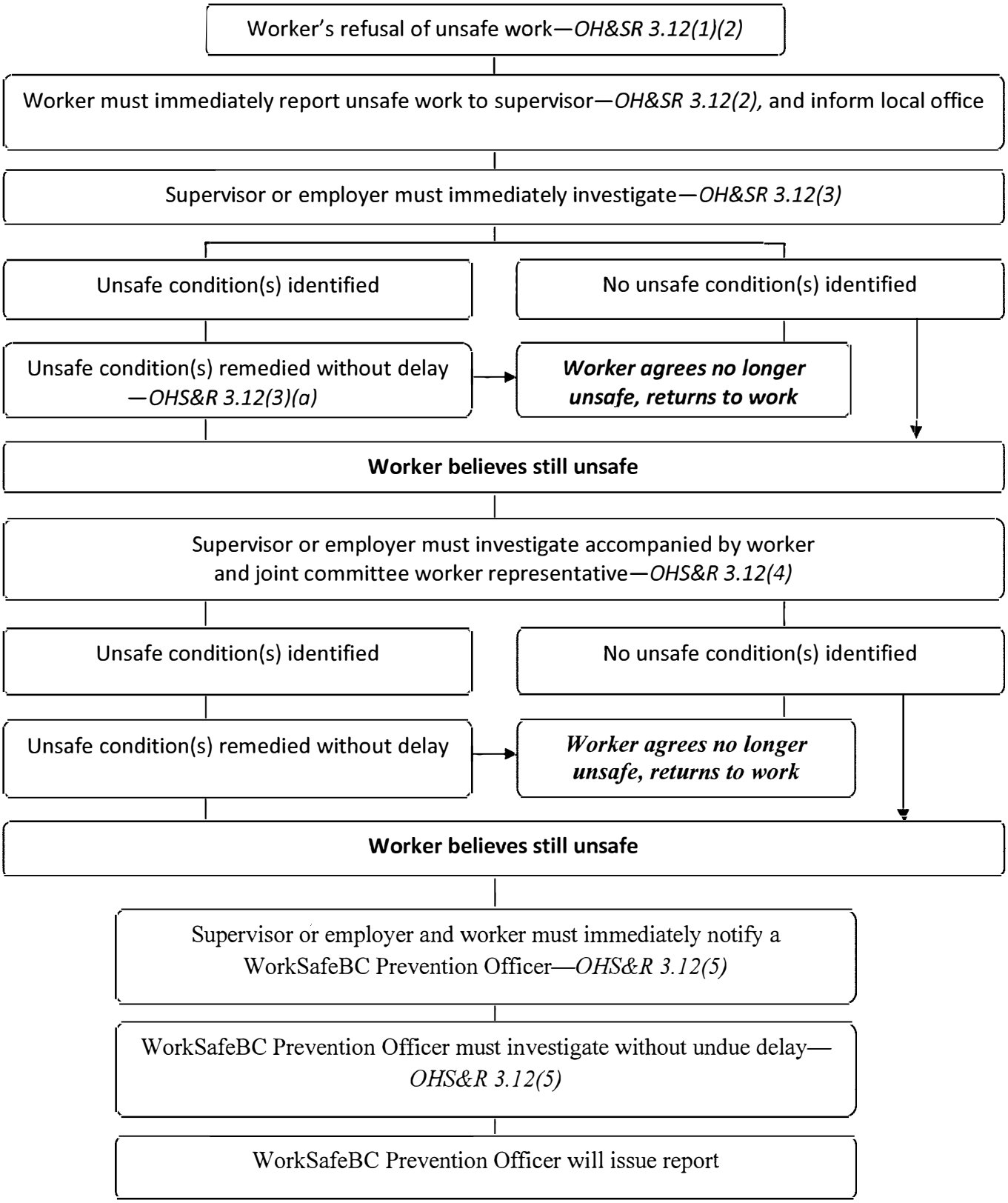
3. Step 3 involves an inspection by a WCB officer. The officer may write orders to the Board to remedy the problem, may stop work on the premises, or may close all or part of the facility. If the officer finds no hazard, the teacher must return to work at this time, or use some other form of leave.

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)*

H&S Topics/Flowcharts/Ref. Unsafe Work rev Sept 2012
KL:cep/efm:tfeu

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.*

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:tfeu

[redacted]

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:_____

_____

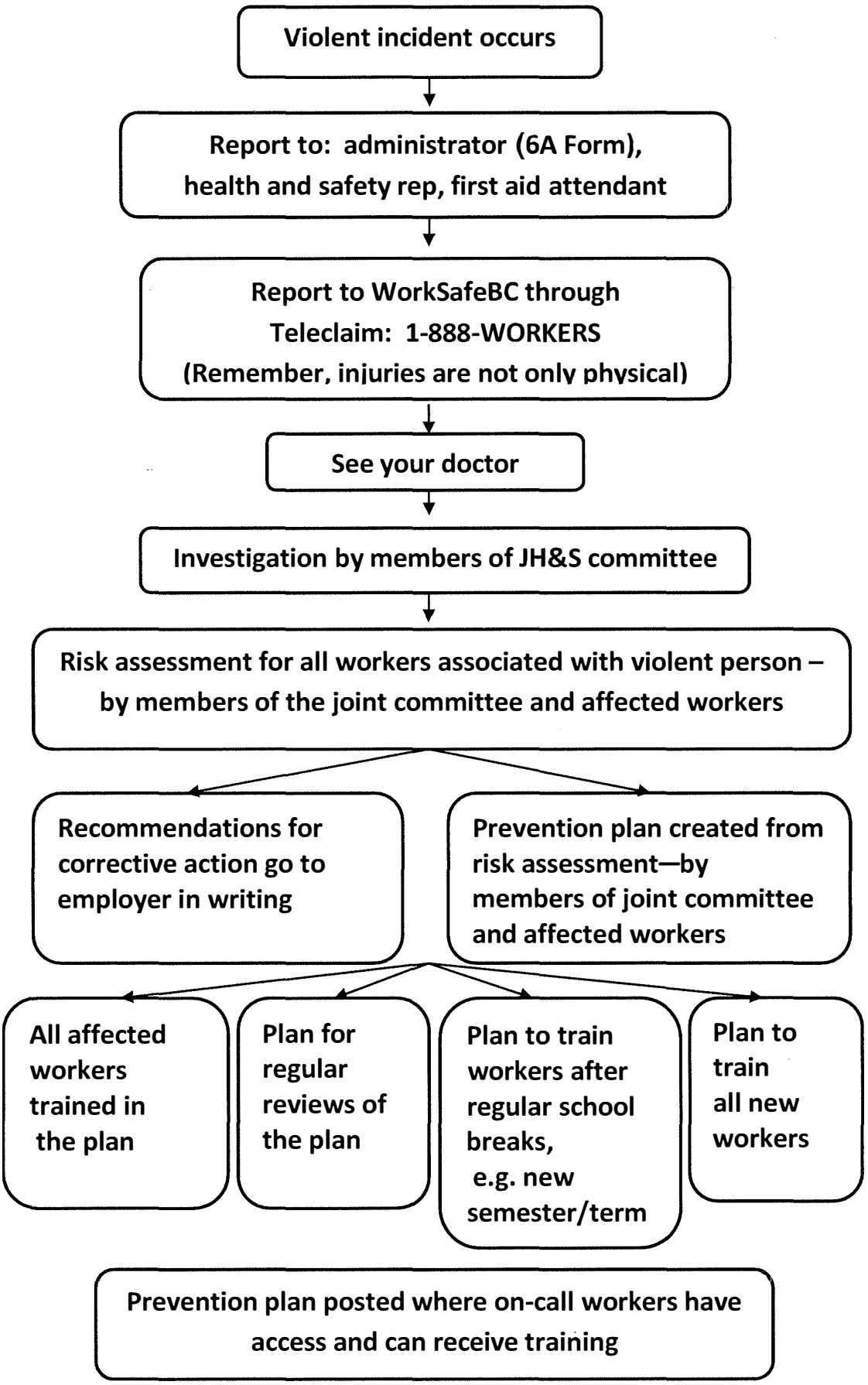
What measures are in place to prevent a similar incident?_____

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)		Customer care number (if known)	
X		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 ☐ Male ☐ 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) ☐ a.m. ☐ p.m. **OR**	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) ☐ a.m. ☐ p.m.	My injury or disease was first reported to (please check one) ☐ First aid ☐ Supervisor ☐ Office ☐ Other (specify)

WORK SAFE BC

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? ☐ Yes ☐ 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? ☐ Yes ☐ 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? ☐ Yes ☐ No ▶

If yes, please explain

12. Was protective equipment being used? ☐ Yes ☐ No

13. Were there any witnesses? ☐ Yes ☐ 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 ☐ Left ☐ Right ☐ Both ☐ Not applicable

WORK SAFE BC

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

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

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.

As at September 18, 2025

MTU Calendar of Events
for the 2025-2026

Executive Meetings

- September 10 – 3:20 pm
- October 8 – 3:30 pm
- November 5 – 12:30 pm
- December 3 – 3:30 pm
- January 14 – 12:30 pm
- February 18 – 12:30 pm
- March 11 – 12:30 pm
- April 15 – 3:30 pm
- May 13 – 12:30 pm
- June 3 – 3:30 pm

General Meetings

- September 24 – 3:30 pm
- January 28 – 3:30 pm
- May 27 – 3:30 pm AGM

Staff Rep Meetings

- September 17 – 3:30 pm
- October 15 – 3:30 pm
- November 19 – 3:30 pm
- January 21 – 3:30 pm
- February 25 – 3:30 pm
- April 22 – 3:30 pm
- May 20 – 3:30 pm

Teacher on Call Meetings

- October 1 – 3:30 pm
- January 7 – 3:30 pm
- April 8 – 3:30 pm
- June 22 – EI Workshop

Other Events

Sep. 19 – NID
Sep. 30 – Truth & Reconciliation Stat
Oct. 17 & 18 – BCTF Zone Meetings
Oct 13 – Thanksgiving Stat
Oct. 24 – Provincial ProD
Nov. 7 & 8 – BCTF RA
Nov. 11 – Remembrance Day Stat
Dec. 19 – Last Day before Winter Break
Jan. 5 – First Day Back after Winter Break
Jan. 30 & Jan. 31 – BCTF RA
Feb. 13 – District ProD Day
Feb. 16 – Family Day Stat
Mar. 16 - 27 – Spring Break
Mar. 14 - 17 – BCTF AGM
Apr. 3 – Good Friday Stat
Apr. 6 – Easter Monday Stat
Apr. 17 & 18 – BCTF Zone Meetings
May 15 – NID
May 18 – Victoria Day stat
May 29 & 30 – BCTF RA
June 26 – 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.

December 17 - Christmas Social/Induction
June 10 - Retirement Social
June 19 - Year End Social

Mission Public Schools

2025-2026 School District Calendar

September	Monday, September 1, 2025	Labour Day - ***ALL STUDENTS & STAFF NOT IN SESSION***
	Tuesday, September 2, 2025	**Schools Open** – *Non-Instructional ½ Day* ***ALL STUDENTS attend AM*** (Please check your individual school for more details on bell schedules) *(Organizational Day)*
	Friday, September 19, 2025	*Non-Instructional Day* – ***ALL Students not in session*** *(School Goals Day)*
	Tuesday, September 30, 2025	National Day for Truth & Reconciliation – ***ALL STUDENTS & STAFF NOT IN SESSION***
October	Monday, October 13, 2025	Thanksgiving - ***ALL STUDENTS & STAFF NOT IN SESSION***
	Friday, October 24, 2025	*Non-Instructional Day* – ***ALL Students not in session*** *(Provincial Professional Development Day)*
November	Friday, November 7, 2025	*Non Instructional ½ Day* – ***Middle and secondary students only*** *(Assessment/ Evaluation)*
	Monday, November 10, 2025	*Non-Instructional Day* – ***Elementary (K-6) ONLY not in session*** *(in lieu of P/T Conferences)*
	Tuesday, November 11, 2025	Remembrance Day - ***ALL STUDENTS & STAFF NOT IN SESSION***
	Friday, November 28, 2025	*Non-Instructional ½ Day* – ***Elementary (K-6) ONLY*** *(Assessment/Eval)* ***Grades 7-12 Not In session ALL DAY*** *(in lieu of P/T Conferences)*
December	Dec. 22, 2025– January 2, 2026	**Winter Break - *ALL Students not in session***
	December 25, 2025	**Christmas Day - *ALL STUDENTS & STAFF NOT IN SESSION***
	December 26, 2025	**Boxing Day - *ALL STUDENTS & STAFF NOT IN SESSION***
January	Monday, January 5, 2026	Schools reopen after Winter Break
	Friday, January 23, 2026	***Middle/Secondary Students (Gr.7-12) Not in Session*** **Semester Turnaround**
February	Friday, February 13, 2026	*Non-Instructional Day* - ***ALL Students not in session*** *(District Professional Development Day)*
	Monday, February 16, 2026	Family Day - ***ALL STUDENTS & STAFF NOT IN SESSION***
March	Friday, March 13, 2026	*Non-Instructional Day* – ***ALL Students not in session*** (in lieu of P/T Conferences)
	March 16-27, 2026	**Spring Break - *ALL Students not in session***
	Monday, March 30, 2026	Schools reopen after Spring Break
April	Friday, April 3, 2026	Good Friday - ***ALL STUDENTS & STAFF NOT IN SESSION***
	Monday, April 6, 2026	Easter Monday - ***ALL STUDENTS & STAFF NOT IN SESSION***
	Friday, Apr 10, 2026	*Non Instructional ½ Day* – ***ALL students not in session*** *(Assessment/ Evaluation)*
May	Friday, May 15, 2026	*Non-Instructional Day* – ***ALL Students not in session*** *(District Professional Development Day)*
	Monday, May 18, 2026	Victoria Day - ***ALL STUDENTS & STAFF NOT IN SESSION***
June	Friday, June 19, 2026	Last Day of Classes Middle/Secondary
	Thursday, June 25, 2026	Last Day of School for all Students
	Friday, June 26, 2026	*Non-Instructional Day* – ***ALL Students not in session*** *(Administrative Day)*

Revised: April 25, 2025

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 Executive 3:20	11	12	13
14	15	16	17	18	19 NID	20
21	22	23	24 General Meeting 3:30	25	26	27
28	29	30 Truth & Reconciliation Stat				

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 TOC Meeting 3:30	2	3	4
5	6	7	8 Executive Meeting 3:30	9	10	11
12	13 Thanksgiving Stat	14	15 Staff Rep Meeting 3:30	16	17 BCTF Zone Meetings	18 BCTF Zone Meetings
19	20	21	22	23	24 Provincial ProD	25
26	27	28	29 Your paragraph text	30	31	

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Executive Meeting 12:30	6	7 BCTF RA	8 BCTF RA
9	10	11 Rememberance Day Stat	12	13	14	15
16	17	18	19 Staff Rep Meeting 3:30	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Executive Meeting 3:30	4	5	6
7	8	9	10	11	12	13
14	15	16	17 Christmas Social/ Induction	18	19 Last Day Before Winter Break	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 First Day Back After Winter Break	6	7 TOC Meeting 3:30	8	9	10
11	12	13	14 Executive Meeting 12:30	15	16	17
18	19	20	21 Staff Rep Meeting 3:30	22	23	24
25	26	27	28 General Meeting 3:30	29	30 BCTFRA	31 BCTFRA

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 District ProD Day	14
15	16 Family Day Stat	17	18 ExecutiveMeeting 12:30	19	20	21
22	23	24	25 Staff Rep Meeting 3:30	26	27	28

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Executive Meeting 12:30	12	13	14 BCTF AGM
15 BCTF AGM	16 BCTF AGM	17 BCTF AGM	18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break
22	23	24	25	26	27	28
29	30	31				

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Good Friday Stat	4
5	6 Easter Monday Stat	7	8 TOC Meeting 3:30	9	10	11
12	13	14	15 Executive Meeting 3:30	16	17 BCTF Zone Meetings	18 BCTF Zone Meetings
19	20	21	22 Staff Rep Meeting 3:30	23	24	25
26	27	28	29	30		

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13 Executive Meeting 12:30	14	15 NID	16
17	18 Victoria Day Stat	19	20 Staff Rep Meeting 3:30	21	22	23
24	25	26	27 General Meeting 3:30 AGM	28	29 BCTF RA	30 BCTF RA
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Executive Meeting 3:30	4	5	6
7	8	9	10 Retirement Social	11	12	13
14	15	16	17	18	19 Year End Social	20
21	22 TOC Meeting EI Workshop 3:30	23	24	25	26 Last Day of School	27
28	29	30				

British Columbia Teachers' Federation
Code of Ethics

The Code of Ethics states general rules for all members of the BCTF for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union.

1. **The teacher speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.**

2. **The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. *The teacher follows legal requirements in reporting child protection issues.***

3. **The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.**

4. **The teacher is willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.**

5. **The teacher directs any criticism of the teaching performance and related work of a colleague to that colleague in private, and only then, after informing the colleague in writing of the intent to do so, may direct the criticism, in confidence, to appropriate individuals who are able to offer advice and assistance.* *It shall not be considered a breach of the Code of Ethics for a member to follow legal requirements or official protocols in reporting child protection issues.***

6. **The teacher acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in her or his professional union.**

7. **The teacher adheres to the provisions of the collective agreement.**

8. **The teacher acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.**

9. **The teacher neither applies for nor accepts a position which is included in a Federation in-dispute declaration.**

10. **The teacher, as an individual or as a member of a group of teachers, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.**

***See 31.B.12 of the Members' Guide**

Note: It shall not be considered a breach of Clause 5 of the Code of Ethics for a member to follow legal requirements or official protocols in reporting child protection issues.