

Vancouver School Board

TTOC Availability 2018/19

Dear Teacher Teaching On-Call,

Thank you for your important role working with our students. If you are planning to continue working as a TTOC with the VSB, please complete and return this form to Employee Services-SFE no later than July 31, 2018 (either blue bag or email to absences@vsb.bc.ca).

Please ensure that your address and phone number on PeopleSoft (govsb.ca/ess) is correct. You can edit it under the Self-Serve tab.

For the 2018/2019 school year, we require all of our TTOCs to be available and work 50% of every month as we anticipate there will be many TTOC jobs next year. Please note that part-time contracts are included in the 50%.

Name: _____ Employee Number: _____

- 1) It is the expectation that TTOC's be able to travel anywhere in the district and accept work anywhere. You may be required to work at two sites within a day and occasionally work outside your qualified areas.
- 2) As of January 2017, administrators can now request and pre-arrange TTOC's.
- 3) Please ensure that your availability is correct on SFE. This is very important, as it ensures that the SFE call-out system is not repeatedly calling substitutes who are not available to work.
- 4) The SFE office may need to reroute you to another school. Usually this occurs because one school has multiple unfilled TTOC positions and another school has all their absences covered. As well, sometimes employees cancel their absences. It is the expectation that TTOC's switch assignment locations when the SFE office calls to reroute and arrive within reasonable time.
- 5) **SFE profile:** We are asking you to record any changes to your profile below; otherwise, the information will remain the same as 2017/2018.
- 6) Please keep your phone on between 5:30-9:00 am as you may receive calls from the SFE office in regards to changes in your assignment. After 9:00 am, SFE staff will call you at the school.

➤ I am now qualified in _____ as I have completed a one year, full-time contract in 2017/18.
(subject/grade)

➤ I have completed at least a three-month, full-time contract in 2017/18 in _____.
(subject/grade)

➤ I have completed a diploma in _____ (10 courses) which makes me qualified for _____. I will bring my original transcripts to the board office.

I have read and understand the above information regarding the Vancouver School Board's Employee Services expectations for TTOC's.

I confirm I am available 50% of every month for 2018/19.

Signature: _____

Date: _____