

**FERNIE DISTRICT TEACHERS' ASSOCIATION
TEACHERS TEACHING ON CALL MINI GUIDE
2017–2018**

The purpose of this guide is to provide helpful information for Teachers teaching on call in Elkford, Sparwood, Fernie, or Jaffray schools.

NOTE: The FDTA and BCTF do not use School District emails for union business. Please be sure to provide your personal email address to the FDTA office, and use only your personal email to contact the union. Keep the FDTA up to date on email address changes.

Recommendations:

1. **Keep a record.** Keep an accurate log of work in addition to the Board's records on SRB. Record the following: dates you book as "unavailable"; time/date you receive calls to work, for whom, where and whether it is for AM, PM, or full day; whether you accepted the work or not; the SRB assignment code number. These are very important records in case there are pay statement discrepancies or concerns about call-out procedures.
2. **Arrive early**, about half an hour before class or supervision begins or before students are let in. Included in this package are bell times for each school. (Note: By agreement with SD5, supervision is not required on the first day in any assignment.)
3. **Sign In:** See the secretary to sign in on the SRB printout provided and to check the location of lesson plans, materials, and class lists for the day. Be sure to check for any notes on special needs students and EA assignments for your class.
4. **Check the accuracy of your assignment.** Your assignment should match the callout you received. Note any discrepancies on the sheet and/or any changes required by the principal. Report any changes to the FDTA if you have concerns.
5. **Keys:** For safety & security purposes, the principal is required to provide you with all necessary keys for the day. Keys must be kept secure on your person at all times. **At the end of the day be sure to return all key(s) to the office.**
6. **The students arrive.** Greet the students and supervise the cloakroom/nearby hallway as they enter. Post your name and tell the students about yourself. Wear your name tag. Be brief but clear on your expectations of them and what they can expect from you. Disable your **cell phone** during school hours.
7. **Leave a written report** on what you covered from the day plan; what was changed and why; student assignments given and/or collected; what the students seem confident in, what needs further instruction, **and** suggested next steps for the lessons in each subject/class. Also include names of students who were helpful and well behaved, as well as those who were a discipline challenge. **Leave your name and e-mail** so that further contact can be made regarding issues that may have arisen.

8. Do not copy or remove **teacher material** from the classroom without permission.
9. **Use of “Preparation Periods”:** TTOCs are entitled to all preparation periods of the teacher they are replacing. To the extent possible, they are expected to complete prep work left by the classroom teacher. If a TTOC is asked to cover a different teacher’s assignment during any preparation period, there will be an opportunity to sign for/record the additional assignment in the office. TTOC’s will be paid for that extra work. This should happen only if the TTOC list has been exhausted.
10. **Use of “Unassigned Time”:** Where a teacher has non-class time (administrators, counsellors, part-time teachers) a TTOC may be assigned additional duties **by the principal** during those periods.

BCTF CODE OF ETHICS

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

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. The member follows legal requirements in reporting child protection issues.
3. A privileged relationship exists between members and students. The member refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the practices employed in discharging the member’s professional duties.
5. The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private. If the member believes that the issue(s) has not been addressed, they may, after privately informing the colleague in writing of their intent to do so, direct the criticism in confidence to appropriate individuals who can offer advice and assistance. *It shall not be considered a breach of the Code of Ethics for a member to follow legal requirements for reporting child protection issues.
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in her or his professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.
9. The member neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The member, as an individual or as a member of a group of 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 to the BCTF
(Members’ Guide Procedure 31.B.02)

TTOC Pay, Seniority & Call-out

Article B.2.6: TEACHER TEACHING ON CALL PAY AND BENEFITS

1. 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 8, for each full day worked.

Article B.2.8: CALL-OUT

- a) A Teacher 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, unless the assignment is cancelled by giving notice before 4:00 p.m. of the day previous.
- b) A Teacher on Call assigned to a school for a half (1/2) day and not utilized or utilized for only a portion of the half (1/2) day shall be paid for a half (1/2) day, unless the assignment is cancelled by giving notice before 4:00 p.m. of the day previous.

Article C.4: TEACHER TEACHING ON CALL EMPLOYMENT

1. Experience Credit
 - a. For the purpose of the article, a teacher teaching on call shall be credited with one (1) day of experience for each full-time equivalent day worked
 - b. One hundred seventy (170) full-time equivalent days credited shall equal one (1) year of experience.
2. Increment Dates for Salary Grid Placement

Upon achieving one (1) year of experience, a teacher must apply for transfer of TTOC experience on application form A or B **Teacher Notice: LOU16(c) TTOC Experience Transfer Request. Form A** must be received no later than June 30 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 year. **Form B** must be received no later than November 15 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.

 - All new hires (including TTOC's) can "Port" their accumulated seniority from other BC districts into SD#5. This earned right is triggered at the time you accept a NEW CONTINUING CONTRACT in SD#5. You can port up to 10 years of seniority.
 - TTOC's can "Port" accumulated sick leave that they have banked in other BC school districts into SD#5. The employer is required to provide all new hires with the required forms to fill in. You have 90 calendar days from your date of hire to apply to port your sick leave.

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- **Pay discrepancies:** If you find any discrepancies between your pay statement and your timesheet, contact Michael Meinig (michael.meinig@sd5.bc.ca) at the Board Office. If you are not able to correct a discrepancy, call the FDTA office. **It is strongly recommended that you keep ALL pay statements with your records of teaching days, subjects, teachers and schools filed in a safe place should you need them for future reference.**

Any questions about collective agreement provisions or other employment rights should be addressed to the FDTA president.

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

Pro D Application forms are available in all the schools, on the FDTA Website (www.ferniedistrictteachers.ca) or by contacting the FDTA Office (250) 423-3333.

Complete the application for Pro D Financial Support as soon as possible **before** the scheduled conference/activity and submit a copy to the FDTA Office, PO Box 10, Fernie, BC VOB 1M0 (or by FAX 250-423-6134 or by e-mail fdta@shaw.ca).

A conference report is required **before** funds are released.

Eligibility for TTOCs and part-time teachers:

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

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

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

Phone: 250-423-3333 **Cell Phone:** 250-430-2835
Toll Free: 1-888-556-2033 **Fax:** 250-423-6134

e-mail: fdta01@gmail.com (preferred for members) or fdta@shaw.ca or lp01@bctf.ca

Websites

FDTA: ferniedistrictteachers.ca
BCTF: www.bctf.ca

FDTA Executive Officers:

Chris Kielpinski	President/Alternate LR
Christina Smith/Darrell Walker	Co-Vice Presidents
Cindy Gleb	LR
Yvonne Prest	Secretary-Treasurer
Tara Elliot	Bargaining Chair
Kathy Conlin/Patrice Oscienny	Pro D Co-Chairs
Louise Gonsalvez	Social Justice/Aboriginal Ed Chair
Sarah Jones/Chris Kielpinski	Health & Safety Co-Chairs
Sarah Elliott	TTOC Staff Rep (e-mail: fdta01@gmail.com)
Yvonne Prest	Local Election Contact/Political Action Contact

Office Hours:

President: Monday – Friday 8:30 am – 4:30 pm (except when required to be out of office)
Office Manager, Nici Blackwell: Tuesday & Thursday 8:30 am – 4:30 pm

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

**FERNIE DISTRICT TEACHERS ASSOCIATION
GENERAL MEMBERSHIP MEETINGS SCHEDULE**

- Tuesday, September 19, 2017 @ 5:30 PM (Budget Approval)
- Tuesday, January 23, 2018 @ 5:30 pm (BCTF AGM delegate elections)
- Tuesday, May 15, 2018 @ 4:30 PM (BCTF AGM report, FDTA elections and AGM)

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

Board Office:

940 Industrial Road #1
Cranbrook, BC V1C 4C6

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

Note: email for all District Personnel is: firstname.lastname@sd5.bc.ca

District Management Staff:

Superintendent of Schools/C.E.O.
Executive Assistant

Lynn Hauptman
Gail Rousseau

Secretary-Treasurer
Executive Assistant

Rob Norum
Sandy Gronlund

Director of Student Learning and Innovation
Executive Assistant

Diane Casault
Janice Paetz

Director of Instruction/Human Resources
Executive Assistants

Brent Reimer
Melanie Graham/Heather Hockley

Accounting Services Manager
Teacher/Exempt Payroll

Darlene Soper
Michael Meinig (417-2059)

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School	Phone	Grades	Administration	Clerical
ELKFORD SCHOOLS:				
Elkford Secondary School 2500 A Balmer Dr. (Box 910) Elkford, BC VOB 1H0	865-4674 Fax: 865-2915	7-12	Doug Bolander P Kate Russell VP	Carmen Murray
Rocky Mountain Elementary 2500 A Balmer Dr. (Box 460) Elkford, BC VOB 1H0	865-4625 Fax: 865-4451	K-6	Laura-Lee Phillips P Thomas Skelton VP	Sheila Lemke
SPARWOOD SCHOOLS:				
Sparwood Secondary School 101 Pine Spur (Box 67) Sparwood, BC VOB 2G0	425-6666 Fax: 425-6661	7-12	Frank Sopko P Erin Hay VP	Bruna Paniec Pam Beranek
Frank J Mitchell Elementary 101 Blue Spruce (Box 345) Sparwood, BC VOB 2G0	425-7818 Fax: 425-2426	K-6	Lois Ehman P Jennifer Adams VP	Dianna Riddoch Jade Kuystermans
FERNIE SCHOOLS:				
Fernie Secondary School 102 Fairway Drive (Box 370) Fernie, BC VOB 1M0	423-4471 Fax: 423-4004	7-12	Linda Christensen P Michael Kelly VP	Sherry Matt Francine Kubos
Isabella Dicken Elementary 1302-2 nd Ave. (Box 1559) Fernie, BC VOB 1M0	423-4651 Fax: 423-7661	K-6	Nicole Neufeld P Janet Kuijt VP	Susan Templin MaryJane Andreola
SOUTH COUNTRY SCHOOLS:				
Jaffray Elem/Jr Secondary 7375 Jaffray Village Loop Rd. Jaffray, BC VOB 1T0	429-3211 Fax: 429-3555	K-10	Erin Boehm P Carlene Lochrie VP	Karyl Gibson

BELL TIMES FOR SCHOOLS 2017/18

SCHOOL	MORNING	LUNCH	RECESS	LAST BELL
FJMES	8:47	12:00-12:50	10:30 –10:45	2:55
IDES	8:57	12:15-1:05	P: 10:15 – 10:30 I: 10:30-10:45	3:05
JAFFRAY	8:35	11:45-12:30	9:54-10:09	E: 2:43 S: 3:06
RMES	8:48	11:21-12:11	1:51-2:06	2:56
ESS	8:35	12:00-12:50		3:09
FSS	8:39	12:03-12:53		3:10
SSS	8:35	12:05-12:55		3:11