

TEACHER-ON-CALL INFORMATION

PROOF OF CERTIFICATION AND QUALIFICATION

All teachers must obtain membership in the BC Teacher Regulation Branch and must, as a condition of employment, hold a valid and subsisting Certificate of Qualification issued by the BC Teacher Regulation Branch pursuant to the *School Act* and the *Teaching Profession Act* and any regulation made thereunder.

You must submit a verified true copy of Professional Certificate of Qualification and Teacher Qualification Service Category Card within two months of commencement of employment. **A "true copy" is one that has the original signature of a school principal or board office official affixed, verifying that the original has been viewed.**

Should a teacher become eligible for increased certification, Human Resources must be advised in writing and suitable proof must be provided before the change can occur.

B.T.A./B.C.T.F. MEMBERSHIP

All teachers in the bargaining unit shall, as a condition of employment, become members of the British Columbia Teachers' Federation and the Burnaby Teachers' Association **within fifteen working days** of starting work as a teacher in the district.

You must complete the enclosed B.C.T.F./B.T.A. Application for Active Membership form and return it to Human Resources. **Note: Teachers-on-Call who do not have membership within 15 working days will be removed from the active list.**

PREVIOUS TEACHING EXPERIENCE

Previous experience in other school districts must be verified on an official Certificate of Teaching Experience form which is available from Human Resources.

Certified Technology Education or Business Education teachers may claim full time trade experience. Please contact Human Resources for additional information.

In the event that full documentation is not on file, scale payment will be based on 0 years experience, TQS Level 4.

TRANSCRIPT

Please provide an original copy of University transcripts for inclusion in your file.

SUPERANNUATION

Compulsory pension contributions must be deducted if a teacher works more than half time in a pay period. Once a TOC has worked sufficient time to become eligible for pension contribution, then all future earnings are subject to pension deduction. However, every pay period in which a pension contribution is made counts toward the 100 months minimum required to be eligible to draw a pension after age 60. Please complete the Teachers' Pension Plan Member Record form and return it to the Payroll department as soon as possible.

RATES OF PAY

The daily rate of pay will be 1/189 of their category classification and experience to a maximum of TQS Level 5 – Step 8. TOCs will also be paid an additional compensation of \$3 over daily rate in lieu of benefits. These daily rates include holiday pay. TOC's pay is deposited directly into their bank account. In the event that full documentation is not on file, scale payment will be based on 0 years experience, TQS Level 4.

When a TOC replaces an absent teacher for at least one complete calendar month on the same assignment, he/she shall be granted a retroactive temporary contract upon completion of the full calendar month of service. Applicable benefits and entitlements shall be effective from that date, except for sick leave credits and experience credits which will be applied retroactively to the date on which the teacher commenced the assignment.

SICK LEAVE

Upon completing 50 on-call days of work in the district, a TOC will thereafter earn a sick leave credit of 3/4 of a day for every biweekly pay period in which the teacher works at least half of that biweekly pay period. The maximum number of sick leave credits is 15 days in any school year. A teacher-on-call who becomes ill may use his/her sick leave credits after reaching scale on the fourth day and until the paid sick leave ceases under Article G.22.2.e. Absences of this nature must be reported to the teacher-on-call service desk on a daily basis.

TEACHING EXPERIENCE

TOCs will commence their accumulation of teaching experience on the first day worked and upon completion of each 170 full time TOC days worked will be credited with one year teaching experience.

BENEFITS

TOCs are 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. Additional information can be found in your TOC package or you may contact Human Resources for additional information. If you do not wish to enrol in the benefit plans, please complete the Waiver of TOC Benefits form and the Waiver of Coverage form and return it to Human Resources as soon as possible.