



Vancouver School Board TTOC Availability 2023/2024

Dear Teacher Teaching On-Call,

Thank you for the important role you play in working with our students. If you plan to continue working as a TTOC for the VSB, complete and return this form to SFE Employee Services no later than July 31, 2023. **If we do not receive your form, we will remove you from the TTOC list.** You may scan and send it to absences@vsb.bc.ca or blue bag it to the Education Centre. Please also ensure that both your address and phone number are correct in PeopleSoft (ess.vsbps.ca). You can edit these under the Self-Serve tab.

TTOCs are expected to regularly update their availability on our on-line system (Smart Find Express/SFE). The general requirement is that TTOCs be available for call-out on 50% of the instructional days in any month. The Board will consider exceptions to this general rule based on individual circumstances. Exceptions may be granted to permit temporary periods of unavailability due to personal circumstances, or to accommodate employees in accordance with the *BC Human Rights Code*. It is important that employees who may not be able to meet the 50% requirement email absences@vsb.bc.ca, or contact the SFE Coordinator regarding any period of unavailability.

Name: _____ Employee Number: _____

1. TTOCs can job-shop on the SFE website from 3:30PM onwards for future assignments.
2. It is necessary that TTOCs travel anywhere in the district and accept work anywhere. You may be required to work at two sites within a single day and occasionally work outside your qualified areas.
3. Ensure that your availability is correct on SFE. This is very important, as it ensures that the call-out system does not repeatedly call TTOCs who are unavailable for work.
4. The SFE Office may need to redirect you to another school. TTOCs are expected to accept redirections as required by the District. This occurs when one school has multiple unfilled absences, and the original school has all their absences filled. In addition, an employee may cancel their absence. It is expected that TTOCs accept redirections and arrive within a reasonable time frame.
5. Please keep your phone on between 5:30AM-9:00AM as you may receive calls from the SFE Office regarding your assignment. After 9:00AM the SFE Office will contact you at the school.
6. Your SFE profile will remain the same for 2023/24 unless you email absences@vsb.bc.ca with any changes (eg you recently completed a diploma or Masters and/or you held a full-time or part-time contract in a new area of qualification this past year).

- I have read and understand the above information regarding the Vancouver School Board's Employee Services Expectations for TTOCs.
- I confirm that I am available for call-out on 50% of the instructional days in any month during the 2023/2024 school year as outlined in the second paragraph above.
- TRB Annual Fee: If the fee was not deducted from my April 28, 2023 pay stub, I confirm that I have paid the \$80 fee to the TRB directly to renew my teaching certificate.

Signature: _____ Date: _____