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| EDUCATION POLICY MANUAL | |
| Category: | PERSONNEL |
| Policy: | 429.1 |
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| Working Policy | |
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TEACHERS: REPLACEMENT TEACHER'S ON CALL (TOC)

Policy 429.1

From time to time, a teacher may be away from duty because of illness, a change in work-related activities, family responsibilities or an approved leave as per the Teacher Employment Plan. The incumbent will be replaced with a BC certified Teacher-On-Call (TOC). When a TOC is not available, principals can hire a non-certified TOC, assign a non-enrolling teacher that is qualified or teach the class themselves. The principal will maintain an approved list of available qualified substitutes and classroom supervisors.

PROCEDURES

The Principal will advertise for qualified teachers to substitute at the school. The qualifications, reference checks, pastor's reference check and criminal record check will be compiled by the Principal. Criminal record checks are mandatory for anyone who is employed to work with children. The candidates will be interviewed by the Principal, Pastor, and School Council Chairperson or designate.

1. BC certified TOCs will be employed as the first option to replace a regular teacher.
2. BC certified TOCs' compensation will be determined annually by the local school council. It will be a daily rate inclusive of vacation and statutory holiday pay for each day. There may be a rate for certified TOCs and a rate for non-certified TOCs. Qualifications and experience are factors to consider when setting compensation.
3. If the same TOC is employed in the same assignment for six (6) or more consecutive days the TOC shall be paid according to his/her qualifications (education category and years of experience) commencing on the sixth day and calculated retroactively to the first day. The Superintendent will confirm in writing the category and experience qualification. On the eleventh day employed in the same assignment, the TOC shall be put on a Limited Duration contract.
4. If the absence of the incumbent teacher is expected to be long or of unknown duration, the TOC will be hired under a Limited Duration contract.
5. Schools within the same Public School District shall maintain the same rate of TOC remuneration as other Catholic Independent Schools within the same District.

**Approval of this policy will rescind 429.2 as it is now combined in this policy.*