

**TEACHER – REPLACEMENT TEACHERS ON CALL (TOC)****Policy**

When a teacher is absent, he or she will be replaced with a BC- certified Teacher-On-Call (TOC). When a BC Certified TOC is not available, the principal may hire a non-certified TOC or assign an education assistant or teach the class.

**Procedures**

1. 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.
2. BC-certified TOCs will be employed as the first option to replace a regular teacher.
3. 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.
4. If a TOC is employed in the same assignment for six 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 placement on the school's salary grid. On the eleventh day employed in the same assignment, the TOC shall be offered a Term contract.
5. If the absence of the teacher is expected to be long or of unknown duration, the TOC will be hired under a Term contract.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>