



## 3402 EMPLOYEE-ON-CALL GUIDELINES & COMPENSATION

Policy Type: Human Resources  
 Applies To: Teaching Faculty, Educational Assistants  
 Approved By: LCS Head of Schools & Director of Finance  
 Policy Reviewed: every year  
 Adopted: 10 2019  
 Revisions: 06 2021  
 06 2022  
 04 2023  
 04 2025

The policy and guidelines outlined below provide current compensation rates for employees-on-call and provide expectations for employees-on-call.

### 1. COMPENSATION SCHEDULE: TEACHERS-ON-CALL

0-5 full days	<p>\$275.00 per full day (Effective August 15, 2025)</p> <ul style="list-style-type: none"> <li>TTOC callouts and compensation are approved at minimum of a half-day.</li> <li>Any assignment greater than a half-day is compensated hourly.</li> <li>Rate is inclusive of vacation pay.</li> </ul>
5+ consecutive days covering same vacancy	Wage calculated retroactive, after five (5) days at 1/200 <sup>th</sup> of approved category salary according to the teacher salary grid (if qualified to carry out the indefinite assignment)
Contractual TTOC	The FTE portion of a contract allocated in cases where the teacher provides permanent TTOC assignments for the school will be compensated at the daily rate based on the teacher's experience to a maximum of the B2 salary level. (effective August 15, 2025)

### 2. COMPENSATION SCHEDULE: EMPLOYEES-ON-CALL (Educational Assistants)

0-5 full days	<p>\$170.00 daily rate</p> <ul style="list-style-type: none"> <li>Partial daily assignments are compensated hourly.</li> <li>Rate is inclusive of vacation pay.</li> </ul>
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3. NON-CONTRACTUAL TTOC REQUESTS:

- (a) Non-contractual TTOC assignments (field trips, athletics events) will be coded to campus operating budgets (new fall 2020). Contractual TTOC assignments (illness, personal leaves etc.) will be coded to school-wide discretionary TTOC budget allocation.
- (b) Administrators are encouraged to find internal coverage for non-contractual absences where possible, which may include administrative supervision of vacant classrooms.
- (c) TTOCs shall not be contracted less than 0.5 days per assignment; absences less than 0.5 days must be covered internally where possible.

4. LESS THAN 0.5 DAY ABSENCES. In the event of coverage required that is less than 0.5 days:

- (a) Principals may ask teachers to cover a vacant class during their prep period.
- (b) Principals are required to document and provide time in lieu or compensation for periods or minutes that teachers were directed to cover a vacant classroom during a prep period; compensation will be at a prorated TTOC rate and paid out before June 15 of the school year.
- (c) SEAs or other support staff may not teach classes, but may be assigned to provide temporary supervision of a class where a teacher is not available
- (d) Principals may direct non-enrolling staff (i.e. resource teachers; teacher-librarian) to cover classes in an emergency

5. EXPECTATIONS OF TTOCs:

- (a) TTOCs will be informed of expectations upon addition to the hiring pool or list, both in their orientation process and in TTOC handbooks.
- (b) TTOCs should expect that circumstances may require principals to re-direct or change their assignment based on emerging needs
- (c) TTOCs may be reassigned during prep blocks if their daily assignment does not require to complete assessments of lessons the TTOC has delivered or if the daily assignment does not require lesson preparation.
- (d) At the conclusion of a daily assignment, TTOCs are expected to complete notes detailing:
  - Tasks assigned to students
  - Any lesson plans for the following day
  - Basic report of the day's activities
  - Summary of disciplinary or student management challenges
  - Summary of any parent/guardian contacts as required

6. EXPECTATIONS OF TEACHERS & PREPARING FOR A TTOC:

- (a) All teachers must keep a day book in an accessible, visible location in the classroom where an administrator or visiting teacher can find it easily; lesson planning must be clearly documented
- (b) When not prevented by illness, teachers are required to complete a general plan for a complete day of teaching and submit via email to an administrator.
- (c) Principals are responsible to ensure all teachers have a TTOC folder completed by September 15 of each year and that it is regularly updated and filed with the office. TTOC folders must include:
  - Adaptations and modifications of any identified students
  - Weekly schedule
  - Daily routines and classroom procedures
  - Information about how to access curriculum planning tools
  - Notes about students who struggle with social emotional regulation
  - Seating plans as required
  - Copies of most recent class lists
  - Emergency procedures information
  - Important student safety or health information
  - Indication of whether there are safety plans or behavioural support plans in place & where to find them for review
  - Template for TTOCs to record notes/summary of the day
  - Copies of IEPs or other private information may not be in the TTOC folder

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Reviewed: 04 2025