

New Procedure: Emergency Situations

From time to time, a school may have an emergency situation arising that needs absences to be filled in short notice. An emergency is defined as any unfilled job that has been appropriately reported to WebTracs but that has not been filled by WebTracs 60 minutes prior to the beginning of the school's start time or any job that develops after the 60 minute threshold in which an occasional teacher will be needed. As a result, it is necessary for each school to have an Emergency List consisting of occasional teachers and uncertified instructors. As an occasional teacher if you are willing, and able, to arrive at a school in **short notice**, you are encouraged to call the school(s) and ask that your name and contact information be added to the schools' Emergency List. If on any day you are unable to accept a job after a certain period in the morning, you **MUST** make yourself unavailable on WebTracs.

Please be advised that effective January 8th, 2007, if an administrator/designate contacts an occasional teacher (identified on WebTracs as being available for assignment) and the occasional teacher declines the job offer, the occasional teacher will be required, at this time, to provide a reason for the job "refusal". If the occasional teacher has not provided "reasonable grounds for refusing such assignment", the occasional teacher will be removed from the availability list for all other jobs for that day. Article 13.10 of the Occasional Teachers' Agreement may be applied accordingly.

Article 13.10 states:

"An Occasional Teacher who refuses three (3) or more assignments within a period of twenty (20) school days and does not provide reasonable grounds for refusing such assignment or who cannot be contacted for assignments during a period of twenty (20) school days shall be deemed to have resigned from the Occasional Teacher List."