DISPATCHING A TTOC
[FAQs FOR OFFICE STAFF]

Should you enter an absence to dispatch a TTOC?

If an employee has not entered their own absence, a dispatch should be created from the school level to secure a TTOC for that day. Please ensure the start time is adjusted to ensure your entry isn't kicked out of ADS due a start time that has already passed.

> (ie: school starts at 8:30am, dispatch is being entered at 8:45am > you must change the start time or it will not execute. In a case like this, change the start time to 9:30am.)

Please note: a dispatch requiring approval will not execute until it has been routed and approved by the appropriate administrators.

A leave that requires <u>both</u> school and district level approval will remain in the queue until both parties have approved it. This process could take a few days, so it is important that these controlled leaves are entered well in advance of the absence. Examples of controlled leaves: Discretionary, Personal, Discretionary Unpaid.

Should a non-enrolling teacher be replaced?

Non enrolling teachers do not need to be replaced if the absence is two days or less.
> Please refer to the Collective Agreement C.21.1.d

Can an absent teacher be replaced by an SST?

> A teacher absence cannot be filled by an SST.
> Filling an absence with an SST is considered a failure to fill.

What if we've arranged for a specific TTOC to fill an absence?

Enter the appropriate absence details in Atrieve. If a TTOC has been arranged, choose Yes when asked if you have already contacted the TTOC about filling the absence.
If you do not choose yes, the dispatching system will automatically create an additional dispatch and call an additional TTOC.

What if we cannot select the arranged TTOC in Atrieve or if a schedule is blank?

If you are unable to select a pre-arranged TTOC, in step 2 choose: No, you do not require a replacement then email absencedispatch@sd68.bc.ca with the name of the appropriate TTOC and it will be added manually.

Reminder:

Thank you for making TTOCs welcome!

A reminder that TTOCs need:

• Sign-in for safety

• Site safety orientation

• Please provide TTOCs with relevant information to make their day successful

• Examples of TTOC handbooks are on the Leadership Portal under Staff