



TTOC Information

TTOC Pay and Dispatches:

[TTOC Pay Calendar](#) is housed on the HR Website (you will need to log in first).

If you are accepting half day dispatches, please ensure there is adequate travel time to and from each school. Refer to [Elementary](#) and [Secondary](#) bell schedules housed on the TTOC Tool Kit or the HR Website (found on the staff website).

TTOCs are dispatched to positions they are qualified for, however when positions can't be filled TTOCs are expected to work in all K-12 classrooms. To meet our operational needs, you may be reassigned to other classes and/or schools in NLPS

Complete instructions for navigating ADS are available in the [ADS User Guide](#). For more references regarding Atrieve, please refer to the TTOC Tool Kit or the [staff site](#), and select the tab: *Atrieve and ADS Resources*.

If you require further assistance, please email ADS Coordinator, [Michelle Le Gal](#) who works from 5:30am – 1:30pm Monday to Friday.

Communication:

It's important that we keep connected. Please email [Human Resources, District Principal](#) regarding the following and anytime you need support in addition to updating Atrieve:

- your availability is reducing to fifty percent (50%) or less a month.
- you haven't received dispatch calls for a period of five days or more.
- you intend on being absent for a period of time.
- If you haven't received a dispatch by 7:45 am. Contact [ADS Coordinator](#), [Michelle Le Gal](#) and [District Principal](#).

TTOC Sick Leave – Employment Standards Act (ESA):

TTOCs who have been employed for at least 90 consecutive calendar days of employment are entitled to up to five paid days sick leave. In the event you must cancel or decline a dispatch due to illness/injury enter the sick leave in Atrieve and include information pertaining to the dispatch (you do not need to request a replacement). If you are unable to enter this leave in Atrieve, email the cancelled dispatch information to [District Principal, Human Resources, Lisa Robinson](#) including:

- Date of dispatch
- Full or half day call out (morning or afternoon)
- School/teacher you were requested to replace
- Dispatch number

TTOC Professional Development Funds:

Please contact the [NDTA Professional Development Chair](#) or call (250) 756-1237 for how to access funds for specific Professional Development and/or Resources for TTOCs.