



TEACHING on CALL

Procedures

on assignments, filing a grievance, harassment, salary scales, seniority, rates of pay, your personnel file, evaluation procedures, supervision, and preparation time are found in your local contract.

The collective agreement is binding on everyone. Make sure you get a copy from your local president.

Prep Time

You are entitled to the prep time. If re-assigned during that time, do as requested and then seek advice from your local president.

Complaints and Discipline

If there is any complaint from any source a process must be followed. You have the right to union representation and it is available at each workplace.

If you are contacted by a principal, the RCMP, or Family Services regarding allegations against you:

Do not talk to anyone without a union representative. **Say only** "I am willing to co-operate but I am unable to do so until I can contact the local or the BCTF."

Call your local president or the BCTF **immediately** and ask for legal counsel.

Payment of College Fees

Your teaching certificate will be cancelled if you do not pay your college fees.

Ensure that you continue to pay your fees even when you are not working.

Check to ensure that your fee payment has been processed. You can do this by calling the college at 604-731-8170 or by checking the online registry of certificate holders at www.bcct.ca

If you receive any correspondence from the college indicating that there has been a complaint or report to the college about you, obtain legal assistance immediately from the BCTF.

Health and Safety

All injuries, no matter how minor, must be reported to the principal or first aid attendant immediately. Fill out a WorkSafeBC Form 6A. Keep one copy for yourself, send one to the local union office, and give the original to the principal. Tell the doctor the injury happened at work. If you want advice about your claim, contact the BCTF. Report any incidents of violence or threats of violence to the principal or vice-principal. You have the right to refuse unsafe work. If there is a risk of injury to yourself or students remove everyone from the risk. Advise the principal that you are refusing unsafe work. Contact the staff rep or the BCTF health and safety rep.

Local office phone number:

BCTF phone number:
604-871-2283 or 1-800-663-9163

