

Missed NIS/Prep Time & Lost Service to Students

The following clarifies procedures regarding missed NIS/prep time and lost non-enrolling teacher service to students due to a TOC not being available.

Collaboration between the teachers and principal will take place to decide how and when this time will be made up.

Missed NIS Time in Elementary for Enrolling/Non-Enrolling Teachers

When a teacher is asked to cover a class during their NIS time, this time is "banked." Once a teacher, or teachers, have a half-day or a full-day of banked lost NIS time, the teacher(s) should then request their principal call in a TOC to return this NIS time.

For example, if four teachers each have lost 45 minutes of NIS time, a TOC can be called in for a half-day to return the lost NIS time to these four teachers.

Missed Prep Time in Secondary for Enrolling/Non-Enrolling Teachers

When a teacher is asked to cover a class during their preparation time, this time is "banked." Once a teacher, or teachers, have a half-day or full-day of banked lost prep time, the teacher(s) should then request the principal call in a TOC to return this preparation time.

For example, if Teacher A is owed one block of prep time and Teacher B is also owed a block, then these two teachers can combine this time for a half day of TOC coverage.

Non-Enrolling Teachers Covering Classes Outside of Prep/NIS Time

Note that this situation results in lost services to students and/or lost meeting time. The banked time is assigned to the school in order to make up that lost service/meeting time; it is not necessarily assigned to an individual teacher.

When non-enrolling teachers are reassigned during their instructional time to cover a class, this time is "banked". Non-enrolling teachers should request their principal call in a TOC to return this this lost service to students. For example, if a Learning Support Services teacher spends a half-day teaching a class, a TOC will be called in to make up the lost support/instructional time through team-teaching students, or each teacher working with different students at the same time.

Administrative work (IEP meetings, assessments, etc.) rescheduled due to a non-enrolling teacher being reassigned to cover a class should also be made up by the teacher requesting the principal call in a TOC.

For example, if IEP meetings with parents were canceled on the day the LSS teacher was reassigned to cover a class, a TOC can be called in to provide service to students in LSS while the LSS teacher meets with parents at the rescheduled time.

IMPORTANT NOTES:

- Teachers as individuals, and schools as a collective, should keep track of TOC time banked and ensure that this time is requested before the end of the school year.
- The principal is responsible for booking the TOC using the code "Extra Staffing", with "make up for lost service" written in the comment section.
- Schools will report total amounts of missed NIS/Prep time & lost non-enrolling service to HR on a monthly basis.
- All banked time must be used before the end of the school year.
- If banked time is not recovered after one attempt to book TOC coverage, the teacher should contact the BTA.

Please direct any questions/concerns to:

Shanee Prasad
BTA President
lp41@bctf.ca

Harpinder Hothi
Executive Director, HR
harpinder.hothi@burnabyschools.ca