

Welcome to the Surrey School District!

Clerical Spareboard Expectations:

- Work is not guaranteed, but you must be available for work every weekday.
- Automated call outs begin as early as 5:45 am and must be accepted until 9:00 am. After that time, you have the option to decline. (From 7:30 am, it will be a Dispatch Clerk phoning to assign jobs)
- Be prepared to arrive at your assigned site on time.
- If you receive a late call, please indicate to the Dispatcher the earliest time you will be able to arrive.
- If you will be late, it is your responsibility to contact the school and let them know.
- Appointments should be scheduled outside of typical work hours (8:00 – 4:00).
- In case of illness, you must log your own absence through the ESS. If you have trouble logging your absence, you must contact Dispatch at 604-595-6140 to ensure it is entered and a sub is dispatched (if entitled).
- If you are ill, but have been dispatched for the day, you will need to contact Dispatch to log an absence and request a sub.
- If you require time off for any reason other than illness, you need to submit a Leave of Absence (LOA) form (<https://www.surreyschools.ca/departments/SPAR/clerical/Pages/default.aspx>), to Human Resources and have it approved, prior to booking yourself off as “Unavailable”.

Please remember: You are a guest at the school. Do not rearrange files or the office unless given direct instructions to do so.