

YAY! You have been dispatched out to work – but now what do you do...?

The following pages have been prepared to help walk you through some items that will come up at different schools / departments as you begin your clerical career within the Surrey School District!

Clerical Spareboard Binder

- Should be available at the school you are dispatched to for you to reference. This binder should include where to find keys, bell schedule, voicemail password, photocopier password, etc.

Personal Clerical Binder

- As you move from job to job, you will find different reference material that will be a benefit to you in your travels
 - Make copies and start your own binder!
- Another good idea is to note down the different locations that you work at, for when postings come up you know which Schools / Departments you enjoyed

Computer Log-In

- Your log-in is the same regardless of the school / department that you are working at within the District
 - **Username:** the first part of your email address (ie: smith_b)
 - **Password:** default (last 2 digits of your SIN #; a period; and your emp # (ie: 17.22234) or the password that you set up upon your first log-in
- Each school will have a **generic log-in (probably found in the Spareboard binder)** that you can also use as it will give you access to the schools shared drive

Shared Drive (S:)

- Each school and department will save school documents here so all staff members can access
- As a spareboard employee you will not have access unless the Administrator at the School / Department has requested access for you

Personal Storage (H:)

- You will have storage for documents and files either on your H:drive (accessible through My Documents on your computer once you are in a posted vacancy or position) or OneDrive (cloud storage accessible through the HUB)
- As you may lose items saved to your desktop as you move from location to location, it might be wise to carry a flash drive to save documents you'd like to keep.

Internal Courier Service

- There is a courier bag, or basket at each location for items to be sent internally to different departments or schools
- Each department and school has a courier number assigned to it so your mail will get to the correct location. These numbers can be found in the District Directory.
- Also known as the “blue bag”

Working at DEC or REC

If you are dispatched to work at the District Education Centre (DEC) or Resource Education Centre (REC) please read the additional info provided below:

- Parking – you can park in any of the parking lots surrounding the buildings that are not reserved without a parking pass
- Sign In – when you enter the building, sign in with the front reception desk and they will give you a visitor fob and directions to the department that you have been dispatched to work in

General Information

Calculating Minutes from Assignment Hours:

0.1 = 6 minutes

Eg: take the minutes and divide by 60 (15 minutes / 60 = .25)

Computer/Log-In Issues

- You will need to submit a request through the IMS Service Pages or if an emergency contact the Help Desk at 604-595-6000
 - Service Pages information included in *Tab 5 - Processes*

Determining Break Times:

- 4 to less than 4.5 hours – 1 X 15 (0.25) minute paid break
- 4.5 to less than 6 hours – 1 X 15 minute paid break (0.25), 30 minute unpaid lunch break (0.50)
- 6 or more hours – 2 X 15 minute paid breaks (0.25 /each), 30 minute unpaid lunch break (0.50)

***Scheduling of breaks will be determined at the school level and is dependent upon when coverage can be provided

School Closure / Pro-D Days

- While on the spareboard, you may not be required to work these days - however there sometimes is work and will be called out through the ADS.
- If you are in an assignment (10-month or 12-month position), then these days are regular work days.

Spring Break

- There are two weeks at spring break, one week is called “school closure” and the other is “spring break”.
- While on the spareboard, you will not be required to work those weeks, however there has been work available in the past.
- If you are in a 10-month position the administrator may request you work during the school closure days to help catch up on work.
- If you are in a 12-month position (for example working at DEC), then these days are regular work days.

Statutory Holidays

- As per Article 14.102, Employees must work 9 days during the 4 weeks prior to the Stat holiday to qualify for pay.
- As per Article 14.11, Employees with assignments fewer than 16 hours per week shall be paid an allowance of 4% of their gross regular earnings each pay period.
- **Part-time employees - DO WE NEED THIS???????**
- **Spareboard Employees**
 - Those spareboard employees who meet the 14.102 threshold shall be paid for the stat holiday their average hours/rate of pay per day (excluding overtime) from the previous four (4) “Saturday to Sunday” calendar weeks.

Timesheets Explained

- All spareboard employees who are dispatched out by the ADS will use a “yellow” spareboard timesheet.
- If you receive a staff notification for an assignment, ie: long-term vacancy or posted position, then your schedule will be interfaced to Payroll and you will be paid by your schedule.
- If you have a part-time assignment and will also be working on the day-to-day spareboard, you would need to submit a timesheet only for the days that you are working spareboard.

Work Orders

- Admin or other staff within the school may request a work order to be submitted
 - Typical reasons would be: ants, wasp nest, broken window, broken lock, leaky faucet, etc.
 - Please refer to School Dude manual in *Tab 5 – Processes*

Workshops

- You can register for upcoming workshops by browsing through the Workshop Registration portal on the HUB
- If you are in an assignment or posting you will need to get approval from your Administrator prior to registering
 - If approved by Admin, you would log your absence through the ESS under the reason “Pro-D” and request a sub
 - You would be paid if it was on one of your regular work days
- While on the spareboard you would not be paid to attend workshops. Please contact Human Resources if you have questions.