

Q&A—Supply Teacher Coverage

These questions are based on actual questions raised with the Wellington unit office. Unless specifically noted, the answers outlined below apply to both elementary and secondary.

What are the expectations for a supply teacher covering for another teacher, in terms of supervision, planning time etc.?

With certain contractual exceptions, an occasional teacher (OT) can only be required to cover the regular schedule of the teacher being covered (including classes, supervision and planning time.) Teachers are not to include in their supply plans anything that is not a regular part of their daily schedule.

Sometimes, if a supply teacher is assigned to cover more than one teacher the expectations in terms of supervisions, and on calls can be difficult to achieve. Planning time available to the OT may also be limited in this situation. The Board has agreed to advise the supply teacher in advance if this is to occur and the teacher may choose whether to take the specific multiple-teacher assignment.

What time are supply teachers expected to arrive at a school in the morning?

Assuming they were called at the appropriate time in the morning they should be arriving at least 15 minutes before classes begin. However, if they were called late they cannot be penalized for arriving late.

Are they expected to cover a 8:30 yard duty? If not, who is expected to cover it? (if the teacher is sick, she/he has obviously not made any prior arrangements)

A supply teacher cannot be given a morning duty on the first day of an assignment. If he/she is there for more than one day, he/she can be expected to do any of the duties on the regular schedule of the teacher being covered (after the first day).

This is contractual and I would suggest this is the principal's responsibility to cover it in some other way. However, it is obviously important that the principal know that there is a duty in need of coverage.

What time are 1/2 day supply teachers expected to stay until at lunch time? (if a teacher has a 11:50-12:10 lunch duty, who covers it?)

1/2 day supply teachers are not required to do any type of supervision duty - following his/her teaching assignment if it is a morning only or before his/her assignment if it is an afternoon only assignment. (Keep in mind this supply teacher may be travelling to a second site or another job for the afternoon and is entitled to have some time for lunch.)

What time are supply teachers expected to arrive at a school for a p.m. coverage?

The general expectation would be at least 15 minutes before the afternoon begins. Again if it is only a half-day assignment the supply teacher cannot be assigned a lunch time supervision.

If a teacher has a 12:30 coverage is he/she expected to arrange with a colleague for coverage?

I would say yes but ultimately it becomes the principal's responsibility to ensure the OT contract is followed and the duty is covered.

What time are supply teachers expected to remain after school?(is it reasonable to ask them to cover a bus duty until 3:35?)

Provided this is the regularly scheduled duty of the teacher being covered, it would not be unreasonable to expect the supply teacher to do this. Depending on how bus duty is done at your particular site, it might not be the best idea for a supply teacher to do this duty from a practical and/or safety point of view.

At secondary, can a supply teacher be expected to do On Call coverages?

Because On Call coverage is a contractual requirement for the regular teacher, it is not unreasonable to ask that a supply teacher do an On Call coverage within the same restrictions that apply to the regular teacher i.e.:

- OCs are generally only 1/2 periods—it is not reasonable to give full period coverages
- Weekly limit is 3—this may be an issue if the OT is in for the same teacher for an extended time period
- The total coverage including classes should not exceed 3 and 1/2 periods for the day.