



Letter of Understanding

Between

**BOARD OF EDUCATION OF SCHOOL DISTRICT No. 35 (LANGLEY)
(Hereinafter referred to as the Board)**

And

**LANGLEY TEACHERS' ASSOCIATION
(Hereinafter referred to as the Association)**

**RE: IN RELATION TO TEACHER'S TEACHING ON CALL (TTOC) SHORTAGES
AND VOLUNTARY COVERAGE DURING PREPARATION TIME FOR TEACHERS
WITHIN THE SAME SCHOOL FOR THE 2022-2023 SCHOOL YEAR**

Whereas the Board and the Association have agreed that the Langley School District will, in all likelihood, be experiencing significant TTOC shortages for the 2022-2023 school year.

Whereas the Board and the Association have agreed that the district takes steps continuously to do everything possible to fill all absences on a daily basis.

Whereas the Board and the Association recognize that in despite all these efforts we will, in all likelihood, experience regular, possible daily, shortages of TTOCs.

Whereas the Board and the Association recognize that there are teachers in schools who may be willing to volunteer to cover classes during a TTOC shortage during their normally scheduled preparation time.

Whereas it is agreed by all parties that this Letter of Understanding addresses our current unique situation and may only be extended beyond the 2022-2023 school year with mutual agreement by both parties.

NOW THEREFORE:

It is agreed that all provisions of the collective agreement shall continue to apply except as amended below:

1. The School Principal may ask teachers on the school staff at the first meeting in September if they are willing to voluntarily give up their contractual preparation time to cover a class during a TTOC shortage.
2. The teachers who agree to volunteer make their intentions known to the School Principal who will keep a list.
3. Teachers from both enrolling and non-enrolling assignments can volunteer during their preparation time (e.g. Special Education Teachers, Learning Commons Teachers). Non-enrolling teachers must specify exactly when their preparation time falls when they inform the Principal that they are willing to volunteer.

4. The School Principal will be aware that keeping a list does not require a teacher to volunteer their time but informs the School Principal that this teacher is willing to volunteer.
5. That at the time of the shortage, the School Principal can go to the list of volunteers and ask them to cover during their preparation time on that day. Teachers who have indicated they will volunteer can refuse to cover a class if that particular time is not suitable for their planning purposes.
6. That the teacher who volunteers to cover will have an opportunity to make up their prep time with TTOC coverage as a day(s) in lieu before the end of the school year. Teachers should request day(s) in lieu at least once before the end of the school year. If a TTOC cannot be confirmed as requested, then the teacher can receive payment as specified in Article D.23.4 (a).
7. Principals will track the time volunteered by a teacher and when it reaches the number of minutes in the regular day at the school site, will inform the teacher that they can request a TTOC. The Board will make all reasonable efforts to schedule a TTOC upon request.
8. Any accumulated time or days cannot be carried forward to the next school year. All unused days must be paid out to the teacher as soon as possible after June 30th.

These amendments shall only be applicable to the 2022-2023 school year and will not extend beyond June 30, 2023 without mutual agreement from both parties.

Dated in Langley this 1 day of Sep, 2022.

Tanya Kerr, President
Langley Teachers' Association

Michelle Guio, Director – Human Resources
School District #35 (Langley)

Mal Gill, Superintendent
School District #35 (Langley)