

# Book a Job – Substitute/TOC/Casual Staff Manual

## Importance of Your Work Skills & Details

In EmployeeConnect, substitute/casual workers within the **Sub/Cas tab** have the opportunity to:

- View your booked jobs in a nice calendar format. You can see what dates you are booked for, who you are replacing, what location(s), and any notes that the absent employee has indicated.
- Update any personal comment for the sub booking clerk (ex. cannot work Thursday afternoons).
- Click on any date(s) to mark yourself unavailable. By doing this – sub clerks see that you are unavailable and will not call you for a booking for those date(s).
- Indicate what locations you will work at (or those that you will not).

**Note: jobs become available to subs based on what location you are willing to work at, and what skill set you have. Make sure to keep your skills, location(s) your willing to work and your dates of availability up to date!**

## Multi-Day Leaves

**Note: the book your job system can handle jobs up to a specific number of days in a row (this is decided by your division). If the multi-day leave is longer than the specified time, follow normal procedure (ie. call your sub booking clerk) to book this job.**

## Update Your 'Will Work At' Locations

EmployeeConnect presents to you all districts in the division, with the ability to indicate which schools you are willing to work at (ie. if you can sub for an elementary teacher it is recommended to only mark off elementary schools).

**Where to find this: *EmployeeConnect* → *Sub/Cas* → *Will Work At***

Home Absences Evaluations Finance Folder Incident Jobs Payroll PD Profile Resources Sub/Cas Workshop

If you have no boundaries on where you will work, check off the box that says 'No Restrictions' and select 'Save'.

Substitute/Casual Will Work At Location

Group: Teaching Staff

\*\* No Restrictions - Will work at any location

OR Select Specific Locations you will work at

<input checked="" type="checkbox"/>	Bloomfield Elementary
<input checked="" type="checkbox"/>	Joe Louis Elementary
<input checked="" type="checkbox"/>	Mile One Middle School
<input type="checkbox"/>	Rexall Secondary School
<input type="checkbox"/>	Shea Secondary School
<input checked="" type="checkbox"/>	Spectrum Middle School
<input type="checkbox"/>	Wachovia Secondary School

If you are able to work at all locations, check off 'no restrictions – will work at any location'  
**OR**  
Limit to specific locations  
**Always remember to hit SAVE after making any changes.**

## Update Your Substitute Skills

What classroom(s) you can substitute for is information held at board office (often board office will ask you to update your skills annually). Contact board office if you would like to update your substitute skills (ie. can teach French, elementary, PED, etc.) are up to date. You can see what skills you currently willing to teach under **Sub/Cas** → **Sub/Cas Qualifications**

## Update Your Availability and See Your Calendar

As a substitute/TOC, you have online access to view your personal calendar, indicating any days you are booked or days you are unavailable.

Where to find this: **EmployeeConnect** → **Sub/Cas** → **Availability and Calendar**

**EmployeeConnect**

Home Absences Evaluations Finance Folder Incident Jobs Payroll PD Profile Resources Sub/Cas Workshop

To block off or make yourself unavailable to sub for specific days, click on the date and indicate you are not available. Remember to select to 'Save' the entry.

**Substitute/Casual Calendar**

\*CLICK on calendar DAY for availability\*  
\*CLICK on item for full details\*

Mark Unavailable

GENERAL Comment for the Booking Clerk (max 30)  
Sub can make their own notes Save

Print Calendar

October November 2019 December

Sunday Monday Tuesday Wednesday Thursday

Calendar

SUB Not Available - SD  
CAS Not Available - SD

Leave a general comment for the sub-booking clerk (ex. only call 9-12am, not before 6am, etc). This comment will show up for the sub-booking clerk every time they see your name.

If you will be unavailable for numerous days in a row (ex. holidays, sick leave), on the front screen select **Mark Unavailable**. From here, you can mark yourself unavailable for certain days for 3 months at a time.

To block or make yourself unavailable for a **single day**, click on the date and indicate you are not available. Then select to save the entry. If you did not mean to block yourself unavailable, uncheck all items and hit save.

**Substitute/Casual Calendar**

Back to Calendar

From Date 09/10/2019 To Date 10/15/2019

Monday  Tuesday  Wednesday  Thursday  Friday

Not Available ALL Day

OR

Not Available AM

Not Available PM

Not Available as a Teacher Substituted

Not Available as a Support Staff Clerk

Save Delete

\*You cannot update a date that you have already been booked for. Contact board office directly to change already booked details.\*

## Booking a Job Through EmployeeConnect (Division Specific)

If this is available at your division - jobs become available to substitutes/TOCs through EmployeeConnect in the following order:

- 1) Pre-arranged substitute/casual
- 2) Employee preferred substitute/casual
- 3) Location preferred substitute/casual
- 4) Substitute/casual with matching skills
- 5) Open to all substitutes/casuals

Where to find this: **EmployeeConnect** → **Sub/Cas** → **Book a Job**

To book a job for yourself:

- 1) Select/click on the appropriate job

The screenshot shows the EmployeeConnect interface. At the top, there is a navigation bar with 'Sub/Cas' and 'Workshop' dropdowns. A dropdown menu is open under 'Sub/Cas', showing options: 'Availability and Calendar', 'Book a Job', 'Sub/Casual Qualifications', and 'Sub/Casual Will Work At'. A red arrow points from the 'Book a Job' option down to a calendar view. The calendar shows dates from October to December 2021. Several dates are marked as 'Booked: Wachovia Secondary School 1 Day', including October 1, 2, 9, and 11. A red arrow also points to the 'Booked' text on October 2nd.

- 2) Review all information – for who, qualification/skills, date, time, instructions, etc.
- 3) Click **BOOK A JOB** to select this job.

The screenshot shows a 'Book This Job' dialog box. It contains the following information:
 

- Location: Wachovia Secondary School
- Location Start/Stop Time: 8:30 AM - 4:00 PM
- Location Break Time: 12:00 PM - 12:30 PM
- Employee: Cheryl Atrognov
- Job Type: TEACHER
- Grade: 01
- Subject: French Immersion
- Start Date: 09/05/2019
- Stop Date: 09/05/2019
- Start Time: All Day
- Stop Time: 1 Day
- Instructions: none

 A red arrow points from the 'Book This Job' button at the bottom to the 'Book a Job' option in the previous screenshot.

You will receive an email indicating that you have been booked for this job.

The employee will receive an email indicating you will be the person replacing them for the indicated date.

**Important note: if the absence is more than 1 day, you will be booked for EVERY day of the absence.**