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!

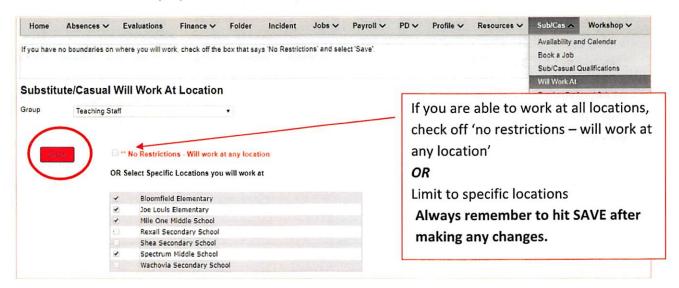
Multi-Day Leaves

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 \rightarrow Sub/Cas \rightarrow Will Work At



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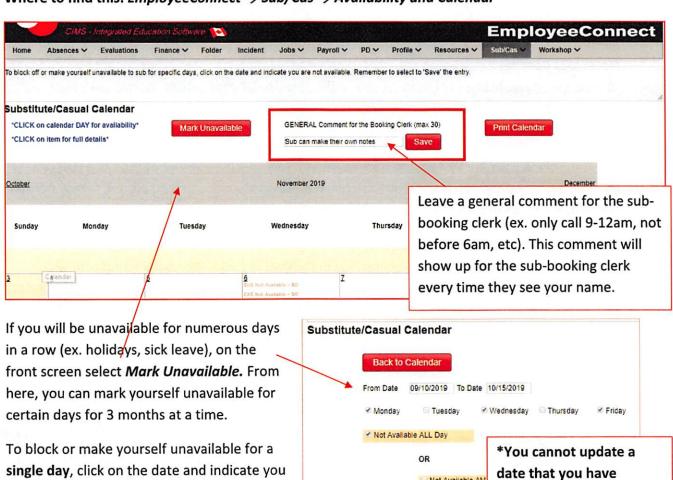
Update Your Substitute Skills

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 \rightarrow Sub/Cas \rightarrow Availability and Calendar



Not Available AM

Not Available PM

✓ Not Available as a Teacher Substit

are not available. Then select to save the entry. If you did not mean to block yourself unavailable, uncheck all items and hit save.







already been booked for.

Contact board office

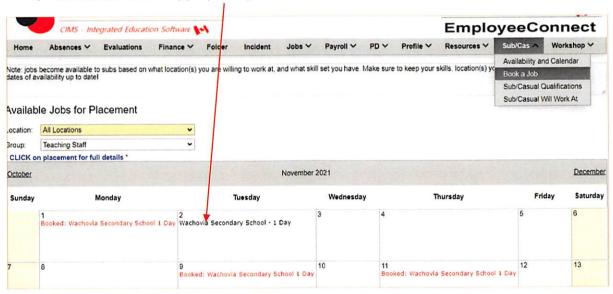
If this is available at your division - jobs become available to substitutues/TOCs through EmployeeConnect in the following order:

- 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

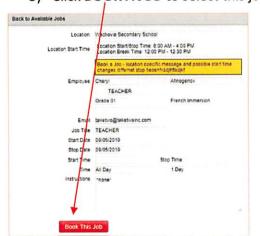
Where to find this: EmployeeConnect \rightarrow Sub/Cas \rightarrow Book a Job

To book a job for yourself:

1) Select/click on the appropriate job



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



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.

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