

GUIDELINES FOR CASUAL / SUBSTITUTE TEACHERS

At Riverside School Board, we use an automated system (AESOP) for the assignment of casual/substitute teachers. As such, you are able, once accepted by us to work in this capacity, to log into the AESOP system to book assignments for which you are qualified. In choosing to do so, the following are important things for you to know, and agree to:

- (1) When you accept an assignment in the system, you will get paid for the actual amount of minutes you teach in the school. It is possible that you may accept an assignment (even one which may be indicated a “full day”) which includes spares you will not be paid for.
- (2) Your name on our list, as a casual employee, is provisional. A school may request that you be removed from having access to their jobs should they not be satisfied with your performance. Note that should we receive such requests from 3 different schools, your services will not be retained, and we will remove your name from our database.
- (3) Should a replacement which you have booked be cancelled, there is no provision for financial compensation, unless you receive notification only AFTER your arrival at the school. In this instance, there is provision in the collective agreement to a payment for **60 minutes**, (maximum) regardless of the projected number of minutes/hours.
- (4) Should you have an emergency and need to cancel a replacement, you **must send an email to Lori O’Flaherty at lori.oflaherty@rsb.qc.ca**. However, should you cancel frequently the day before, or the day of, a scheduled replacement, we may choose to remove you from the system, as such action compromises the smooth running of the system and the schools’ ability to ensure proper replacement.
- (5) You cannot cancel a replacement to accept another assignment for that date.