ADS/AMS

Automated Dispatch System / Attendance Management System

What is ADS/AMS?

ADS/AMS is an efficient of effective means of record keeping, notification, dispatch and payment generation Employees benefit by having 24 hour a day/7 days a wek automated and secure system to record their absences. Schools benefit by automatically having replacements for their absent employees. The District benefits through the automatic communication of data.

- x Employees are able to record their own been cesand request a replacement their convenience 24/7
- x Teachers have the ability to request specific replacement employees
- x CUPE employees are replaced according to the decive Agreement in order of Seniority
- x Absences are recorded and administration at your location is automatically informed by daily emails
- x Replacement employees assystematically considered rqualifications and availability
- x Replacement data automatically generates TeacoerCall payments
- x Seniority istracked and tallied

Who should be using ADS?

At this time, all Feachers, CUPE 947 Principals, Vice Principals, SA and Exempt staffshould be using ADS.

The following employees or situations may require additional supproreplacements are required

- x Administrative Officers (Principles and VicePrincipals) in anomalous situations
- x Technical Education teachers requiring certified replacements (if the machinery is to be activated) to comply with safety and insurance regulations
- x Itinerant Band or Music teachers requiring a replacemteateling to multiple locations
- x Supervision, School, Librarynd Office Assistantshould use ADS to record their Absences but the school is responsibletfor replacements

Administrative Officers(Principals and Vice Principals) and designated agenttseoDistrict (i.e. Human Resources persontnetise) can arrangereplacements as needed eacher absences may be filled, at the discretion of the AO, by other teachers from within the school but ADS/AMS must be updated.

NOTE ADS doesot useSeniorityat any search Phase for Teachers-Call.

At each PhaseTOC last called If JohnDoewasthe last called TOC during Phase 3 of the previous @all(whether heaccepted or refused the work he would be the last considered for the next Callout at Phase 3. (This does not affect him if he has been indicated as the preferred for the next.)

Teacherson-# 0 as indicated by their TOC Confirmation letter a TOC wishes to be reevaluated they rust submit this request on the Teacher Request Qualification Area(s) Form to the Manager of Educational Staffing (Human Resources) with appropriate support materials

Due to the progressive nature of the ADS Dispatch Search Phases, a TOC may be offered a replacement positionthat is not within their Approved Subjects and Levels (if more exact matches have been **ba**usted). The TOC may choose to accept this as an opportunity to experience a different environment or they may refuse.

TeachersOn-Call and SpareboareImployeeswill be paid for the time they work. The District can not be responsible for employees entegriincorrect work hours.

