Date of Issue	December 2018
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Subject	**EASYCONNECT SYSTEM**
References	Policy 3145 – Attendance Support/Disability Management Program
Contact	Human Resource Services

1. **Background**

   1.1   The Simcoe County District School Board (SCDSB) utilizes EasyConnect as its computerized system to record all staff absences and to fill staff vacancies.

   1.2   Principals and managers are required to designate employees at their location who are trained on the use of the system and who will then train the other users of the system at their respective location/department. Human Resource Services will provide training to staff via user guides which are located on the SCDSB staff website.

2. **Procedure**

   2.1   Absences which are reported on the day of the absence should be entered into EasyConnect as early as possible in order to ensure that a substitute will arrive at the school/location at the appropriate time.

   2.2   Banking Time (Teachers) - Elementary Schools

   Where a teaching absence is unfilled, it is recommended that the school librarian, SERT, or vice-principal be used prior to calling an uncertified person. Where such staff is used to fill an unfilled vacancy, the principal may bank the planning time for use when a certified occasional teacher is available. See item 2.7 Planning Time Coverage, regarding the use of banked time.

   2.3   Banking Time (Teachers) - Secondary Schools

   Where a teaching absence is unfilled, the administrator may bank the time in the following situations for use when a certified occasional teacher is available:
   2.3.1. where a workshop is being run with supply coverage funded by an external organization and the school is able to cover the absence internally; or,
   2.3.2   where a school is able to cover absences internally beyond their in-house fill requirements.

2.4   Cancellation of a Job – Employee

When an employee cancels a job and if a substitute has been assigned to the job, EasyConnect will contact that substitute and cancel the assignment. ETFO, OSSTF and OPSEU supplies which are cancelled within the time stipulated in the collective agreement will not be paid. If the EasyConnect assignment is not cancelled within the time stipulated in the collective agreement and the substitute reports to the school, the substitute must be paid for that day's assignment provided the substitute remains at the school. In this circumstance, the administrator should assign the substitute to meaningful work.

2.5   Inclement Weather

If an employee is reporting an absence and knows that the school has been closed due to inclement weather, they must indicate that no supply is required (Reason Code #61). If the employee is not aware of the school's status, then the employee must report their absence in the normal manner. Note: all OSSTF supply coverage is cancelled in the weather zones where busses are cancelled due to inclement weather unless otherwise requested by the principal.

When school buses are cancelled, the administrator may contact EasyConnect and cancel supply coverage. A substitute who was not contacted regarding the cancellation and arrives for the assignment must be permitted to work at the school and be paid for the full assignment, unless they have been notified within the timeline stipulated in the collective agreement.

If a school has been closed by the Director of Education, the administrator should contact EasyConnect and cancel all supply coverage. Any substitute who arrives for the assignment will not be paid.

2.6   Library Staff Replacement

A teacher-librarian may be replaced for an absence if, in the opinion of the principal, a replacement is required to maintain program coverage in the library. A librarian whose assignment includes planning time coverage will be replaced at all times to the extent of the planning time assignment.

A library technician will not be replaced for a short-term absence of up to two weeks. Replacement after two weeks will require the prior approval of the superintendent of education.

2.7   Planning Time Coverage (Banked Time)

When a planning time teacher, or a librarian who provides planning time, is absent, and if EasyConnect is unable to provide supply coverage, a school may bank the planning time portion only. In order to rebook for supply coverage, administrators must book the absence as a "no employee absence" (vacancy) using Reason Code #60, Banked Time. In this situation, Human Resource Services will reconcile the absence against the previously unfilled job.

2.8   Pre-Arrangement of Substitutes

Administrators may pre-arrange substitutes only in the following circumstances:
2.8.1   to ensure continuity for an absence that becomes a multiple day absence; or,
2.8.2   in an emergency situation, when a teacher leaves during the day, a specific substitute who is known to be immediately available may be pre-arranged. Only substitutes on the occasional lists may be used for casual occasional assignments, unless the absence goes unfilled.

2.9   Replacement for Substitutes

A substitute teacher hired to replace an absent teaching employee for a period of ten or more consecutive instruction days (a continuous occasional assignment) should be entered into EasyConnect as an "employee" so that the substitute can be replaced when absent in the normal manner and return to the assignment when able. In order for EasyConnect to accept the substitute as an employee, the administrator must complete the on line "recommendation to hire" form.

A substitute hired to replace an absent non-teaching employee for a period anticipated to exceed 11 days should be entered in EasyConnect as an "employee" so that the substitute can be replaced when absent in the normal manner and return to the assignment when able. In order for EasyConnect to accept the substitute as an employee, the administrator must complete the on line "recommendation to hire" form.

2.10   School Start and Dismissal Times

Schools must notify the dispatch system operator if there is a change to their school start and dismissal times. The start times in EasyConnect will be entered as fifteen minutes before the reported school start time and five minutes after the reported dismissal time.

2.11   Uncertified Teachers - Use of

Uncertified teachers are to be used only in accordance with Section 21 and 22 of Regulation 298 of the *Education Act*.

An uncertified person may be used to fill casual occasional positions only after EasyConnect has indicated that it is unable to fill the absence or vacancy and an authorization number is issued.

2.12 Verifying and Submitting/Authorizing
2.12.1 Absences must be verified and submitted on a daily basis.
2.12.2 The principal/manager must ensure that the portion of the day and the reason code are correct for both the absent employee and the substitute employee.
2.12.3 Only the principal/manager is authorized to submit the absence. This step is the final approval before processing the payment of occasional staff and the updating of employee absence records.
2.12.4 All records will be audited in the payroll department. The principal/manager must review and correct the entry, and resubmit it.
2.12.5 Absences and timesheet information will be uploaded into the payroll portal on a regular basis.
2.12.6 Those who validate and submit absences should be referred to the board EasyConnect help desk at (705)728-5154 or (705)734-6363 ext. 11201.

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Issued under the authority of the Director of Education