



**Coast Mountains Board of Education
School District 82**

3211 Kenney Street, Terrace, B.C. V8G 3E9
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MEMORANDUM

To: All CMSD82 Employees

Date: November 7, 2012

Subject: **SmartFindExpress Automated Dispatch System Update:**

- *Future Job Call-out Procedures Implementation*
- *Updated Employee Quick Reference Guide*

Dear CMSD82 Employee:

For your immediate information, please note the school district will be implementing ***“future job call-out procedures”*** within the SmartFindExpress automated dispatch system ***effective Sunday, November 18, 2012.***

CUPE Casual Staff and TTOCs will receive calls commencing November 18, 2012 from the automated dispatch system offering job assignments for future dates as detailed below:

- ***Future call-outs*** will be dispatched between 8:00 p.m. and 9:00 p.m., Sunday to Thursday inclusive. Future call-outs will only occur during this time period.
- ***Current day call-outs*** will remain unchanged; commencing at 6:30 a.m. on each work day.

Please note the future job call-out procedure does not apply to Custodians due to the wide area coverage of their duties.

For your information and easy access, please find attached an *updated* Employee Quick Reference Guide. The updated guide reflects changes in leave reasons and details leave reasons requiring 24-hour pre-approval. This information is also available on the school district’s web site.

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Additionally, please find some helpful reminders for your information when completing applications for leave through the automated dispatch system:

- If your leave of absence or sick leave needs to be extended and you are unable to extend the leave using the automated dispatch system, please contact Blanche Olson-Wight, Automated Dispatch Help Desk Clerk at Local 4439 or 1-855-635-4931, Local 4439.
- Please ensure the replacement times of your leave reflects the actual times required for coverage, particularly, if you are booking a part-time absence (i.e. 12:30 p.m. to 3:30 p.m.).
- Teachers logging an absence should indicate the grade level or assignment the TTOC is being called in for. This can be added to the “Substitute Instructions” box.
- If an emergency situation arises, please contact your administrator/supervisor directly.

Should you require further assistance, please contact Blanche Olson-Wight at the Automated Dispatch Help Desk at Local 4439 or 1-855-635-4931, Local 4439.

Your continued patience is appreciated as we transition through the implementation stages of the new automated dispatch system.

Sincerely yours,

Alanna Cameron
Secretary Treasurer

AC/cg

Attachment:

- *Updated Employee Quick Reference Guide*