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Subject	SCARRI SYSTEM
References	
Links	FORM A4000 - 1
Contact	Human Resource Services

1. Background

1.1 The Simcoe County Absentee Reporting and Replacement Information System (SCARRI) is a computerized system with four essential components:

1.1.1 The employee calls the interactive voice response system to report an absence and to clarify if a replacement is required.

1.1.2 If required, the system calls a substitute employee by looking first to specified requested substitutes and then to the pool of qualified and available substitutes.

1.1.3 The system tracks each absence and replacement. It then generates follow up reports that will be available to the school administrator and Human Resource Services.

1.1.4 The On-Line System allows the administrator to verify and authorize absences and timesheets for upload into the payroll system.

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 ensure that occasional teachers, supply educational assistants and occasional secretaries are familiar with the system.

1.2 Schools will receive updated instructional pamphlets each school year for all employee groups.

Principals and Managers must notify their employees that the absence reasons listed in the SCARRI Quick Reference brochure do not preclude any requirements under the applicable collective agreement regarding authorization.



2. Procedural Information

The operating procedures are provided alphabetically below. The term “substitute” and “occasional teacher” are used interchangeably.

2.1 Absence Reporting

All employees, including permanent, long term occasional and casual, must register with SCARRI and obtain a Personal Identification Number (PIN).

Employees are required to report all absences in the SCARRI system whether or not a substitute will be used. Administrators should advise their staff that planned absences should be entered into SCARRI as far in advance as possible.

Absences cannot be entered by the employee after the date of the absence has passed. Past absences must be entered by the administrator through the on-line system.

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

Only substitutes on the occasional list may be used for casual assignments.

2.2 Assignment Codes

Assignment codes for all educational staff at each school must be kept up-to-date in the SCARRI system. Administrators must notify the Dispatch System Operator, Human Resource Services, immediately by e-mail or fax of any change to staff assignments. Confirm the change in writing using the attached form - Staff Assignment Notification Change (FORM A4000 -1).

2.3 Assignment to a Non-Requested Classification

SCARRI will, in an emergency, ask substitutes to accept an assignment to a subject/division that they have not requested. Substitutes are asked to consider this type of emergency assignment.



2.4 Banking Time - Elementary Schools

Where an absence is unfilled, it is recommended that school staff, a 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 section 2.14 Planning Time Coverage, regarding the use of banked time.

2.5 Banking Time - Secondary Schools

Where an absence is unfilled, the administrator may bank the time in the following situations for use when a certified occasional teacher is available:

2.5.1 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

2.5.2 where a school is able to cover absences internally beyond their in-house fill requirements.

2.6 Cancellation of a Job - Administrator

When an administrator cancels a job during a call-out period, the administrator must ensure that SCARRI was not in the process of filling the job at that exact moment. In order to ensure that this has not happened, the administrator must place a separate, second call to SCARRI to inquire as to the status of that particular job. Failure to do so may result in a substitute being assigned to the cancelled job, which may then be charged to that school's budget.

2.7 Cancellation of a Job - Employee

When an employee cancels a job and if a substitute has been assigned to the job, SCARRI will attempt to contact that substitute and cancel the assignment. If SCARRI is unable to make contact with the substitute 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.

2.8 Continuous Occasional Teachers - Addition to the List

A continuous occasional teacher who was successful in a recent assignment may, on the recommendation of the principal, request to be added to the appropriate supply list.



2.9 Declining a Job

A substitute who declines an offered job in anticipation of receiving a requested job, does so at his/her own risk.

2.10 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.

When school buses are cancelled, the administrator should contact SCARRI and cancel all substitute requests. Where a substitute has already been assigned, the administrator should direct SCARRI to notify the substitute of the cancellation. A substitute who was not contacted regarding the cancellation and arrives for the assignment must be permitted to remain at the school and be paid.

If the Administrator closes the school, he/she should contact SCARRI and cancel all substitute requests and where a substitute has already been assigned, direct SCARRI to notify the substitute of the cancellation. Any substitute who arrives for the assignment will not be paid.

2.11 In-House Filling – Override

The in-house filling arrangement in secondary schools restricts the absent employee's ability to request and receive a particular substitute. At the superintendent's direction, an administrator may, in certain circumstances, override the in-house fill in order to request a specified substitute as follows:

2.11.1 The absent employee should enter the absence in the normal manner. SCARRI will reject the request for a specified substitute and indicate "in-house fill".

2.11.2 The administrator may then enter the same absence as a vacancy and request the specific substitute. The reason for the absence should be shown as Reason Code #20, In-House Override.

2.12 Librarian Replacement

An absent librarian who provides planning time will be replaced by a 0.5 occasional teacher on the first and second day of the absence.



The Librarian must report the absence to SCARRI as two jobs for each of the first two days of an absence. One job is entered for a half day with a supply required and the other half day without a supply.

2.13 Long Term Absence Reporting

Long term absences are any absences for one employee that are 10 or more consecutive days in length, and can include absences due to maternity leaves, sick leave, long term disability, unpaid leaves of absence, WSIB, and secondments.

Long term absences must be entered by the administrator through the on-line system with the expected start and end dates.

Absences will be split and will require daily validation and submission. Only long term reason codes may be utilized when entering long term absences.

When you enter the long term reason code, you will be prompted to enter the name of the individual filling the LTO. The LTO name will only be available through a drop down menu after all applicable paperwork has been processed by Human Resource Services.

If an employee is absent on a long-term sick leave or a long-term WSIB absence, use those two codes until you have received notification from the payroll department to use an alternate code based on the expiration of sick leave.

2.14 Planning Time Coverage (Banked Time)

When a planning time teacher, or a librarian who provides planning time, is absent, and if SCARRI 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 vacancy using Reason Code #60, Banked Time. In this situation, Human Resource Services will reconcile the absence against the previously unfilled job.

2.15 Pre-Arrangement of Substitutes

Administrators may pre-arrange substitutes only in the following circumstances:

2.15.1 To ensure continuity for an absence that becomes a multiple day absence;



2.15.2 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.

2.16 Replacement for Substitutes

A substitute hired to replace an absent employee for a period not anticipated to exceed nine (9) days (a casual occasional assignment) will have that assignment cancelled if they are, themselves, absent at any time during that nine (9) day period. The substitute must telephone SCARRI and cancel their assignment and SCARRI will then assign a new substitute for the remaining days of the absence.

A substitute hired to replace an absent employee for a period anticipated to exceed nine (9) days (a continuous occasional assignment) should be entered into SCARRI 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 SCARRI to accept the substitute as an employee, the administrator must complete the Employee Data Form (APM A4450) for educational assistants, secretaries or the Continuous Occasional Assignment form for continuous occasional teachers.

2.17 Requested Substitutes

SCARRI allows an absent teacher, educational assistant or secretary to request one specific substitute from the Main List as the replacement. This is done by using that person’s home telephone number. This number should be obtained from the substitute. Substitutes on the Retiree or Supplementary Lists may not be requested and if requested, SCARRI will indicate them as invalid.

If it is not possible to obtain the number from the substitute, a list of telephone numbers for occasional teachers, educational assistants and secretaries who wish to work at a particular school can be obtained by the administrator from the SCARRI on-line system.

This list of telephone numbers should not be posted or distributed. However, you may provide your teachers with the telephone numbers of the substitute they will be requesting in the event of their absence.

These requested substitutes are not to be assigned the position by the absent employee. All jobs must be assigned by SCARRI.

Secondary schools should refer to section 3.12, In-House Filling - Override.



2.18 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 SCARRI will be entered as fifteen (15) minutes before the reported school start time and fifteen (15) minutes after the reported dismissal time.

2.19 Substitute Restrictions

Librarians, resource teachers, some educational assistants and secretaries, who are not replaced on the first day must, when reporting the first day of an absence, indicate to SCARRI that “no substitute is required”.

If the absence is a multiple day absence, or becomes a multiple day absence, the absent employee must report the second day of the absence as a new absence and indicate to SCARRI that “a substitute is required”.

2.20 Substitute from Retiree or Supplementary List - Additional Days

If a substitute from the Retiree or Supplementary List has been dispatched to a school, the substitute may be retained for continuity purposes should that absence extend for additional days. The administrator must call the Help Line in order to do this.

2.20.1 If there is more than one reason code for the absence, the absence must be report as two jobs, ie. a.m. – illness, p.m. – PD.

2.20.2 If the supply is only required for a portion of the day, the instructions must be voiced to indicate the portion of the day the supply is required.

2.21 Uncertified Persons - Use of

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

An uncertified person may be used to fill a casual occasional teaching position only after SCARRI has indicated that it is unable to fill the vacancy and an authorization number is issued.

The authorization number will be relayed to the school by the SCARRI on-line system and may only be used for the absence (job) for which it was assigned.

When a multiple day absence is entered into SCARRI and the system is unable to fill the job on the first day, an uncertified authorization number will be assigned by the System for that day only. SCARRI will then try to find a certified substitute for the second and any subsequent days, if required.



When signing the uncertified person's time sheet, the principal must write the authorization number beside his/her signature. When verifying the absence in the SCARRI on-line system, the uncertified person's employee ID should be entered into the substitute portion of the job.

2.22 Verifying and Submitting/Authorizing

Absences must be verified and submitted on a daily basis.

Principals/Managers may only verify absences for their location.

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.

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.

All records will be audited in the payroll department. Any errors detected will be reversed and returned to the school for verification. The Principal/Manager must review and correct the entry, and resubmit it.

Absences and timesheet information will be uploaded into the payroll/personnel system on a regular basis. Any data not verified and submitted at that time will not be uploaded until the week after the verification and submission occurs. This will be reflected in the employee's absentee records and the occasional employee's pay records.

Questions should be referred to the Dispatch System Operator Help Desk at 705-728-5154.

Approved

August 1999

Revised

September 2005, September 2007

Issued under the authority of the Director of Education



SCARRI Teaching Assignment Codes

ELEMENTARY

- ___ 100 Kindergarten
- ___ 101 Primary
- ___ 102 Junior
- ___ 103 Intermediate
- ___ 130 FSL (French as a second language)
- ___ 140 ESL (English as a second language)
- ___ 150 Music (Vocal)
- ___ 155 Music (Instrumental)
- ___ 160 Physical Education
- ___ 180 Library
- ___ 200 Special Education Classroom Teacher
- ___ 205 Special Education (Develop/TTR)
- ___ 210 Special Education (Social/Behavioural)
- ___ 215 Special Education Resource Teacher

SECONDARY

ARTS

- ___ 300 Visual Art
- ___ 301 Drama
- ___ 302 Music
- ___ 304 Dance

BUSINESS

- ___ 305 Business Studies

LANGUAGES

- ___ 315 French

SECONDARY CONT'D

- ___ 334 Integrated Technology
- ___ 335 Communication Technology
- ___ 336 Manufacturing
- ___ 337 Transportation
- ___ 338 Construction
- ___ 339 Personal Services
- ___ 340 Hospitality & Tourism

GENERAL

- ___ 325 Science
- ___ 350 English
- ___ 351 Mathematics
- ___ 352 Family Studies
- ___ 353 Co-operative Education
- ___ 354 Geography
- ___ 355 Health & Physical Ed.
- ___ 356 Library
- ___ 357 Information Technology
- ___ 358 Guidance
- ___ 359 History (Canadian/World)
- ___ 360 Civics (Canadian/World)
- ___ 361 Careers
- ___ 362 Social Science & Humanities
- ___ 365 Special Education Resource
- ___ 366 Section 19 (Behaviour)
- ___ 369 Special Education Life Skills
- ___ 375 Principal
- ___ 376 Vice-Principal
- ___ 600 Educational Assistant
- ___ 715 Office Support Staff – Elem.
- ___ 740 Office Support Staff – Sec.

