

### **Filling in for an Absent Administrator**

Members must exercise diligence around the limited scope of the role of 'Teacher in Charge'. Remember that the administrator remains the site supervisor, even when they are elsewhere. Agreeing to this responsibility can place a teacher in a potentially vulnerable position and can raise a number of significant professional risks. Acting beyond the scope of this role can increase those risks. A 'TIC' will not evaluate other members.

A teacher taking on this role should be familiar with all applicable board policies including, for example, the procedures to follow in the event of an emergency, workplace violence or any other potential situations. If a teacher is not properly trained to take on roles delegated by the principal, or does not feel competent for any other reason, that teacher should not volunteer, or should decline the request if possible.

Teachers should consider carefully the potential health and safety obligations which arise in the context of agreeing to take on this role. The teacher may be required to address any number of possible health and safety concerns, including emergencies. It is important that, prior to agreeing to act in this capacity, teachers have received adequate health and safety training. They must clearly know their role and responsibilities in the event of an emergency, and their role is that of a teacher, not of a site supervisor under the Ontario Occupational Health and Safety Act.

A teacher assuming this role may be subject to potential human rights/harassment complaints, allegations, discipline, or litigation. Accordingly, agreeing to act in this role may place a teacher at significant professional risk without providing substantial benefits to the teacher. Such requests should therefore be approached with caution, and only after careful consideration. Exercise caution in viewing this as a leadership opportunity: expanding this role could put you at risk.

Our **Local Collective Agreement** states:

**28.04** *An occasional teacher shall be hired to replace a teacher from the Bargaining Unit who is acting to replace an absent Principal/Vice-Principal for a period of one full day or more.*

Therefore, if a member is asked to act as Teacher in Charge for **LESS THAN ONE DAY**, and **NO Occasional Teacher** has been hired to replace you, **AND** your classes are being covered by your colleagues doing on calls, **you are strongly encouraged to decline** the position UNLESS an OT is hired. This inconveniences your colleagues and potentially disrupts or cancels classes.

**BEFORE** agreeing to the TIC role for a full day, **CONFIRM** there is an OT hired to replace you. If not, **you should decline** the position as this is in contravention of the above clause in our C.A.

The board has been made aware of our position on this.

Contact the local office if this continues to be an issue at your school. 519-426-8545

May 21, 2025