

# ADS/AMS

## Automated Dispatch System / Attendance Management System

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### What is ADS/AMS?

ADS/AMS is an efficient and effective means of record keeping, notification, dispatch and payment generation. Employees benefit by having a 24 hour a day/7 days a week 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 absences and request a replacement at their convenience 24/7
- x Teachers have the ability to request specific replacement employees
- x CUPE employees are replaced according to the Collective Agreement in order of Seniority
- x Absences are recorded and the administration at your location is automatically informed by daily emails
- x Replacement employees are systematically considered for qualifications and availability
- x Replacement data automatically generates Teacher Call payments
- x Seniority is tracked and tallied

### Who should be using ADS?

At this time, all Teachers, CUPE 947 Principals, Vice Principals, and Exempt staff should be using ADS.

The following employees or situations may require additional support/replacements are required

- x Administrative Officers (Principals and Vice Principals) 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 replacement traveling to multiple locations
- x Supervision, School, Library and Office Assistants should use ADS to record their Absences but the school is responsible for their replacements

Administrative Officers (Principals and Vice Principals) and designated agents of the District (i.e. Human Resources person, Dispatch) can arrange replacements as needed. Teacher 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 does not use Seniority at any search Phase for Teacher Call.

At each Phase TOC is determined by the last called. If John Doe was the last called TOC during Phase 3 of the previous Call (whether he accepted or refused the work) he would be the last considered for the next Call out at Phase 3. (This does not affect him if he has been indicated as the preferred for the next.)

