

SCHOOL DISTRICT #35 (LANGLEY)



ADMINISTRATIVE OFFICERS

ADS PHONE NUMBER: 604-532-1454
EMERGENCY / HELP LINE: 604-532-1400
when prompted 1 then 210
EMPLOYEE # _____ PIN # _____

EMPLOYEE REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	5:15 AM also Manually
SATURDAY	NONE
SUNDAYS	6:00 PM - 10:00 PM
STAT HOLIDAYS	6:00 PM - 10:00 PM
PRO D	6:00 PM - 10:00 PM

FYI

- All codes entered must be followed by pressing the # key
- Dates must be entered as YYMMDD
- Time must be entered as HHMM using the 24-hour clock
- Exit back to the Main Menu by pressing * then 1
- Increase the volume of ADS by pressing # and 3
- Decrease the volume of ADS by pressing # and 2

ABSENCE-LOGGING PARAMETERS

- Absences can be logged 24/7.
- Absences must be closed or cancelled at least two hours prior to the assignment start time.
- Every school will receive a fax each morning listing all absent and dispatched employees.

DISPATCHING PARAMETERS

- Absences for the next day and future assignments will be dispatched in the evening between 6:00 pm – 10:00 pm Sunday to Thursday. Current-day absences will be dispatched starting at 5:15 am
- When ADS is dispatching, and there is no answer at the requested TOC's regular phone number, ADS will call the backup phone number (if it has been provided) every hour, and in the morning before moving on to the next TOC.
- Dispatched employees will be notified of closed, or cancelled assignments during either the evening and morning call-out times.

ABSENCE ENTRY (Menu Option 1)

TO ENTER A SINGLE or OPEN-ENDED ABSENCE

Call the ADS system phone number, enter your employee number, followed by the #, then enter your PIN and #, press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.

1. Enter your ABSENCE REASON CODE followed by the # key.
2. The ADS system speaks your absence reason. To accept absence reason press 1, to re-enter the reason press 2, or to replay the reason press 3.
3. For a single or partial day absence press 1, for a range of days press 2, or for an open-ended absence press 3. (If you log an open-ended, you must close it when you return to work to cancel the TOC. See Menu Option 3)
4. Enter the starting day you are absent, in the format of YYMMDD followed by the # key.
5. The ADS system speaks the dates absent. If the dates entered are correct press 1, to re-enter the dates press 2 or to replay the dates press 3.
6. Enter the location code followed by the # key. For a full day press 1, for a.m. only press 2, or for p.m. only press 3.
7. The ADS system will now speak your absence information (assignment). If you selected an OPEN-ENDED ABSENCE the ADS system will speak your weekly schedule.

Press 1 if the schedule is correct, skip to step 8.

Press 2 to change the daily working times.

Enter when you will be absent: Press 1 for a full day, 2 for specific hours, or 3 if you will not be absent.

For an OPEN-ENDED ABSENCE: Press 1, if this schedule is to be worked for the entire absence. Press 2 to enter a different schedule for the next day.

Press 3 to replay the schedule.

8. Press 1 if you require a replacement during your absence. Press 2 if you do NOT require a replacement, then skip to step 13.
9. Press 1 to request a particular employee or press 2 if you do not have a request.
10. Press 1 to request by employee name, press 2 to request by employee number, or press the # key to continue to the next step.
11. Press 1 if the replacement is needed for entire absence, then skip to step 11. Press 2 if the replacement is only required for part of the absence.

Enter the schedule that the replacement is needed. (TOCs must be given an entire am or pm, even if the teaching requirement is only for one block) Press 1 for a full day, 2 for specific hours / **not applicable for teaching staff**, 3 if a replacement is NOT required.

12. Enter the Subject Code followed by the # key. Enter the Level Code followed by the # key.
Press 1 to enter another Subject and Level or press 2 to continue to next step.
13. Press 1 if your classroom is wheelchair accessible, press 2 if it is not wheelchair accessible.
14. Press 1 to leave a message for the replacement. Please speak the grade you are teaching. (Be sure you do not leave a **personalized message** for a TOC, even if you have verbally confirmed the assignment. Should the TOC, at the last moment, NOT be able to fulfill the request, the next TOC may not accept it, thinking that a mistake has been made.)
15. Press 1 to finalize your absence or press 2 to cancel your absence. Make a note of your ADS Absence ID #.
To listen to your Absence ID # again, press 1, to hang up press 2, to return to the main menu press 3.

⇒IMPORTANT – Wait for the ADS system to speak your Absence ID number. If you hang up before hearing this number, the system will assume you have changed your mind, and will cancel your request. You also need this to inquire, cancel, or close your absence.

INQUIRE ON AN ABSENCE (Menu option 2)

1. Call the ADS system phone number, enter your employee number, followed by the #. Enter your PIN followed by the # key and press 2 to *Inquire on An Absence*.
2. Press 1 and enter your Absence ID# followed by the # key.
3. Press 1 to listen to the details of the absence. Press 4 to find out who is replacing you.

CLOSE AN OPEN-ENDED ABSENCE (Option 3)

1. Call the ADS system phone number, enter your employee number and #, then enter your PIN and the # key, press 3 to *Close An Absence*.
2. Press 1 and enter your ADS Absence ID#, followed by the # key.
3. Press 4 and enter the date (YYMMDD) you are returning to work followed by the # key.
4. Press 1 to complete the process.

CANCEL AN ABSENCE (Menu option 4)

NOTE: You can ONLY cancel an absence that has not begun.

1. Call the ADS system phone number, enter your employee number and # and PIN followed by the # key and press 4 to CANCEL AN ABSENCE.
2. Press 1 and enter your ADS Absence ID # followed by the #.
3. Press 4 to cancel the absence.
4. Press 1 to complete the process.

GENERAL EMPLOYEE OPTIONS

CHANGE YOUR PIN (Menu Option 5, 1)

1. Call the ADS system phone number, enter your employee number and PIN followed by # key and press 5, then 1.
2. Enter your new PIN followed by the # key. It must be a minimum of 4 digits.

CHANGE YOUR PHONE NUMBER (Menu Option 5, 2)

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5 then 2.
2. Press 2 to enter your backup phone number followed by the # key.
(Enter your area code if the number is a long distance number.)

RE-RECORD YOUR VOICE (Menu Option 5, 3)

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5 then 3.
2. Speak your full name followed by the # key.

ABSENCE CODES - (TEACHING)

71	Accreditation
19	Admin Duties
34	BCTF Business (Art. 97)
17	Bereavement/Compassionate (Art.106.1)
25	Competition Leave (Art. 114)
14	Court/Jury Duty (Art. 111.1)
36	District Committees
22	Examination Leave (Art. 112)
13	Family Illness (Art. 105)
16	Field Trip
21	Graduation Leave (Art. 113)
1	Illness (3 consecutive days or less) (Art. 94.4)
4	Illness (over 3 consecutive days)
23	In Lieu of Days Worked Beyond School Year (Art. 74.4b)
18	In Lieu of Stat Holidays (Art. 62.6b)
45	Instructional Services
33	LTA Business (Art. 97)
32	LTA contract negotiations (Art. 97)
20	Marriage leave (Art. 110)
1	Medical/Dental Appointments. *(note code # change)*

99	Other
10	Paternity/Adoption Leave (Art. 103/104)
11	Personal Day (Art. 109)
50	Pro D – Joint District
15	Pro D – School
67	Program Implementation
3	Workers' Compensation/ICBC (Art.94.4 & 71.2)
41	School-Based Team

SUBJECT CODES (TEACHING)

1	General - Elementary
2	Art
3	Band
4	Biology
5	Business Education
6	CAPP
7	Chef/Cook Training
8	Chemistry
125	Computers
9	Counseling
10	Dance
11	Drama/Theatre
12	Earth Science
13	English
108	ESL
14	French Immersion
15	Geography
16	German
17	Gifted

112	Hearing Impaired
18	History
19	Home Economics
20	Humanities
21	Japanese
33	Language Arts
22	Learning Assistance
113	Library
23	Mandarin
24	Math
25	Music
26	Pathfinder
32	P.E.
27	Physics
31	Resource
115	Science
28	Social Studies
29	Spanish
30	Special Education

Level Codes

1	Kindergarten
2	Primary (Gr. 1-3)
3	Intermediate (Gr. 4-7)
4	Secondary (Gr. 8-12)

ABSENCE CODES – (SUPPORT STAFF)

424	Banked Overtime
409	Bereavement/Compassionate
420	District Committees
424	Banked Overtime (Art. 13 b.)
409	Bereavement/Compassionate (Art. 17 e.)
420	District Committees
407	Emergency Family Illness (Art. 17 i.)
417	Grievances (Art. 17 b.)

401	Illness under 3 Consecutive Days (Art. 16 d.)
404	Illness over 3 Consecutive Days (Art. 16 d.)
413	Jury/Court Duty (Art. 17 f.)
414	Leave Without Pay
402	Medical Appointments
408	Mourners Leave (Art. 17 e.)
463	Sick Day Pay-Out (Art. 16 g.)
411	Union Business (Art. 17 c.)
452	Vacation (Art. 15)
403	Workers' Compensation/ICBC (Art. 16 a.)

LOCATION CODES

04	Aldergrove Sec	40	Langley Fine Arts
116	Apex Secondary	90	Lang.Fund. Elem
06	Brookswood Sec	42	LangleyFund.Mid die
08	DW Poppy Sec	41	Langley Meadows
10	HD Stafford Sec	47	Murrayville
11	Langley Sec	49	Nicomekl
13	Mountain Sec	57	Noel Booth
14	Walnut Grove Sec	59	North Otter
15	Langley Ed. Centre	61	Otter
17	Aldergrove Elem	63	Parkside
18	Alex Hope	65	Peterson Road
19	Alice Brown	67	Shortreed
23	Belmont	69	Simonds
24	Betty Gilbert	71	South Carvolth
25	Blacklock	73	Topham
27	Bradshaw	75	Uplands
29	Coghlan	77	West Langley
31	County Line	79	Willoughby
82	Dorothy Peacock	81	Wix Brown
33	Douglas Park	9101	D/S – Special. Services
35	Fort Langley	9102	D/S – Student Services
36	Gordon Greenwood	9103	D/S – Modern Languages
37	Glenwood		
94	James Hill		
38	James Kennedy		