



Executive Binder

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- PAATA Executive Members Committees,
Assigned Schools & Contact Emails

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- PAATA Handbook
- PAATA Policies
- PAATA Constitution

- LINC Agreement with Prince Albert Roman
Catholic Separate School Division No.6
- LINC Agreement with Saskatchewan Rivers
School Division No.119
- Provincial Collective Bargaining Agreement

PAATA EXECUTIVE 2022-23	
President	Ted Zurakowski
Vice- President	Veronica Stewart
Treasurer:	Steven Korecki
Secretary:	Christine Ruten
PACSD Division Liaison:	Simon Lambert
SRSPD Division Liaison::	Shauna St.Amand
PACSD LINC Chair:	Jason Van Otterlou
SRSPD LINC Chair:	Jean-Marc Belliveau
Councillors (STF)	
Veronica Stewart	
Steven Korecki	
Kim Conarroe	
Dustin Rouault	
Shannon Auramenko	
Jason Van Otterlou	
Mikayla Favreau	
Christine Ruten	
Simon Lambert	
Jean-Marc Belliveau	
Shauna St Amand	
Shelby Rouault	
Ted Zurakowski	



Executive Position	Member	Perferred Email	PAATA Committee	Assigned Schools
President	Ted Zurakowski	paata.sk@gmail.com	Budget, Nominations, Convention, Policy/Constitution	STS, CEC, PM, SREC
Vice-President	Veronica Stewart	1-306-764-0299 v.stewart@usask.ca	Budget, Convention	
Treasurer:	Steven Korecki	skorecki@sasktel.net	Convention, Budget	
Secretary:	Christine Ruten	christine.ruten@gmail.com	Convention, Budget, Advocacy/Engagement	
PACSD System Chair:	Simon Lambert	mr.s.lambert@gmail.com	Induction, Nominations	
SISPD System Chair:	Shauna St.Amand	pafrn@ymail.com	Policy/Constitution, Convention, Superannuation	
PACSD LINC Chair	Jason Van Otterloo	vanotterloo@hotmail.com	Resolutions	
SISPD LINC Chair:	Jean-Marc Belliveau	jeanmarc_belliveau@hotmail.com	Resolutions, Advocacy/Communications	
STF Provincial Councilor	Shannon Auramenko	shannon.boris@sasktel.net	Convention, Advocacy/Member Engagement	WR, VM, WJP
STF Provincial Councilor	Steven Korecki	skorecki@sasktel.net	Convention, Budget	SL, DEB, RIV
STF Provincial Councilor	Veronica Stewart	v.stewart@usask.ca	Convention, Budget	CL, SE, TDM, BH
STF Provincial Councilor	Jean-Marc Belliveau	jeanmarc_belliveau@hotmail.com	Resolutions, Advocacy/Communications	AP, MP, Vik
STF Provincial Councilor	Mikayla Favreau	mikk.favreau@gmail.com	Induction, Superannuation, Advocacy/Engagement	STC, SE, PM
STF Provincial Councilor	Christine Ruten	christine.ruten@gmail.com	Convention, Budget, Advocacy/Engagement	STF, CAN, WRC
STF Provincial Councilor	Simon Lambert	mr.s.lambert@gmail.com	Induction	STA, KIN, WPS
STF Provincial Councilor	Dustin Rouault	dustinrouault@gmail.com	Induction, Superannuation	CAR, BRHS, PACI
STF Provincial Councilor	Kim Conarroe	kim.conarroe@outlook.com	Advocacy/Member Engagement, Superannuation	EC, WC, QM
STF Provincial Councilor	Jason Van Otterloo	vanotterloo@hotmail.com	Resolutions	SMHS, SH, STM
STF Provincial Councilor	Shauna St.Amand	pafrn@ymail.com	Constitution/Policies, Convention, Superannuation	JD, KG, WV
STF Provincial Councilor	Shelby Rouault	srouault18@gmail.com	Induction, Advocacy/Communications	HC, RW, OSB
STF Provincial Councilor	Ted Zurakowski	westhilted@sasktel.net	Advocacy/Member Engagement, Advocacy/Comms	WES, DLC



Prince Albert & Area Teachers' Association

School	Staff Rep & Email		Committee
Arthur Pechey	Molly Johnson	<i>moljohnson44@gmail.com</i>	Induction
Birch Hills Public School	Veronica Stewart	<i>v.stewart@usask.ca</i>	Convention
Big River Public High School	Jocelyn Kennedy	<i>jocelynk879@gmail.com</i>	Engagement
Canwood Public School	Richard Schwehr	<i>dickk_@yahoo.com</i>	Communication
Carlton Comp. Public HS	Lori Gray	<i>fordaine@yahoo.ca</i>	Convention
	Natalie Reeder	<i>nreeder19@gmail.com</i>	Convention
	Dustin Rouault	<i>dustinrouault@gmail.com</i>	Induction/Superannuation
Catholic Education Centre	Peggy Telfer	<i>pegs2001@hotmail.com</i>	Convention
Christopher Lake High School	David Bragg	<i>braggkawika@gmail.com</i>	Constitution
Ecole Debden Public School	Corrine Schwehr	<i>cah133@mail.usask.ca</i>	Communication
East Central Public School	Kim Conarro	<i>Kim.conarro@outlook.com</i>	Superannuation
Ecole Holy Cross	Rebecca Lafond	<i>rebeccalafond1306@gmail.com</i>	Superannuation, Induction
Ecole St. Anne School	Michelle Sullivan	<i>m.y.sullivan8@gmail.com</i>	Convention
Ecole St. Mary High School	Sherry Gibson	<i>007sherryg@gmail.com</i>	Superannuation
Ecole Vickers Public School	Rhonda Sellar	<i>leighbelanger@yahoo.ca</i>	Superannuation
	Deanna Forbes	<i>dforbes@srsd119.ca</i>	Superannuation
John Diefenbaker	Kristin Bates	<i>kristinbates041@gmail.co</i>	Constitution/Communication
	Connie Kutnikoff-Britain	<i>ckutnikoff@ymail.com</i>	Convention
King George Public School	Diane Dieno	<i>ddieno9491@msn.com</i>	Constitution
	Tabitha Deli	<i>etab@shaw.ca</i>	Induction
Kinistino Public School	Susan Slind	<i>dsllind@skyvelocity.ca</i>	Induction
Meath Park Public School	Charitee Lehner	<i>chariteelehner@gmail.com</i>	Induction
Osborne Public School	Dejan Letkemen	<i>Bolefam@yahoo.com</i>	Superannuation
PACI	Steven Groves	<i>grovesnorth@yahoo.ca</i>	Constitution
Princess Margaret Public	Tabitha Deli	<i>etab@shaw.ca</i>	Induction
Queen Mary Public School	Michelle Delurey	<i>mcousin19@hotmail.com</i>	Superannuation
Red Wing Public School	Sandy Morley	<i>s.morley@sasktel.net</i>	Constitution
Riverside Public School	Cassie Dorval	<i>cassiedorval@gmail.com</i>	Resolutions
	Ysabel Palmer	<i>ysabelgallegos@hotmail.com</i>	Induction, Convention
Sask Rivers Education Centre	Cara Kuzma	<i>cara.kuzma@gmail.com</i>	Convention
Shellbrook Elementary Public	Lorraine Crawford	<i>lcrawford@srsd119.ca</i>	Superannuation
Spruce Home Public School	Alyssa Shillington	<i>a_shillington@hotmail.com</i>	Induction
Sk Rivers Distance Learning C	Kim Simpson	<i>k.simpson@sasktel.net</i>	Engagement
St. Catherine's	Mikayla Favreau	<i>mikk.favreau@gmail.com</i>	Induction
St. Francis School	Shelley Krammer	<i>s.krammer@sasktel.net</i>	Superannuation
St. John	Christie Glencross	<i>christieglencross@hotmail.com</i>	Convention
St. Louis Public School	Bill Wilkinson	<i>bogeyman@sasktel.net</i>	Superannuation
St. Michael	Darold Stelmaschuk	<i>dstelmaschuk@outlook.com</i>	Induction
Superannuates	Rosemary Smyth	<i>rosemary.smyth@hotmail.com</i>	Superannuation
T.D. Michel Public School	Carla Gear	<i>carlaarial26@gmail.com</i>	Advocacy/Communication
Vincent Massey	Jodie Tait	<i>taiter75@hotmail.com</i>	Superannuation
Wesmor Public School	Jennifer Fines	<i>jenniferfines@hotmail.com</i>	Induction
West Central Public School	Kevin Tait	<i>Taiter75@hotmail.com</i>	Resolutions
Westview Public School	Michael Fahie	<i>mike.v.fahie@gmail.com</i>	Advocacy/Engagement
Wild Rose Public School	Heather Straf	<i>heatherstraf1@shaw.ca</i>	Convention
Winding River Colony School	Allison Korecki	<i>allisonmkorecki@gmail.com</i>	Constitution
W.J. Berezowski	Marcie Winsor	<i>M_I_engel@hotmail.com</i>	Convention
Won Ska	Karen Fischer	<i>fischerkaren70@gmail.com</i>	Communication
W. P. Sandin Public School	Rhonda Berezowski	<i>krbearz@sasktel.net</i>	Superannuation

PAATA Calendar 2022/23

August 2022–July 2023 (Canada)



August 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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September 2022

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October 2022

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30	31					

November 2022

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December 2022

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January 2023

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29	30	31				

February 2023

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March 2023

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April 2023

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May 2023

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26	27	28	29	30	31	

June 2023

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23	24	25	26	27	28	29
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July 2023

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23	24	25	26	27	28	29
30	31					

- Aug 10, 2022 PAATA Strategic Planning
- Aug 11, 2022 PAATA Strategic Planning
- Sep 5, 2022 Labour Day
- Sep 7, 2022 Executive
- Sep 8, 2022 PAATA "Welcome Back Wing Night"
- Sep 16, 2022 Presidents Day
- Sep 17, 2022 LINC Chair Symposium
- Sep 21, 2022 Staff Reps
- Oct 5, 2022 Executive
- Oct 5, 2022 World Teacher Day

- Oct 10, 2022 Thanksgiving
- Oct 19, 2022 General Association Meeting
- Oct 19, 2022 STF SSL Meeting- 2pm
- Oct 19, 2022 Staff Reps- 4:30
- Oct 26, 2022 Councilor Conference
- Oct 27, 2022 Councilor Conference
- Oct 28, 2022 Councilor Conference
- Oct 29, 2022 Councilor Conference
- Nov 3, 2022 Induction
- Nov 11, 2022 Remembrance Day
- Nov 23, 2022 Executive

- Dec 7, 2022 Executive
- Dec 8, 2022 PAATA Event- Craft Night
- Dec 14, 2022 Staff Reps
- Dec 21, 2022 Christmas Break
- Dec 22, 2022 Christmas Break
- Dec 23, 2022 Christmas Break
- Dec 25, 2022 Christmas Day
- Dec 26, 2022 Christmas Break
- Dec 27, 2022 Christmas Break
- Dec 28, 2022 Christmas Break
- Dec 29, 2022 Christmas Break

- Dec 30, 2022 Christmas Break
- Jan 1, 2023 New Years Day
- Jan 2, 2023 Christmas Break
- Jan 3, 2023 Christmas Break
- Jan 11, 2023 Executive
- Jan 18, 2023 Staff Reps
- Jan 26, 2023 Teacher Bowling Night
- Feb 1, 2023 Executive
- Feb 15, 2023 Staff Reps
- Feb 20, 2023 Family Day
- Feb 21, 2023 February Break

PAATA Calendar 2022/23

August 2022–July 2023 (Canada)



Feb 22, 2023	February Break	Apr 5, 2023	Executive	Apr 19, 2023	Staff Reps	May 17, 2023	Staff Reps
Feb 23, 2023	February Break	Apr 7, 2023	Good Friday	Apr 26, 2023	Annual Meeting of Council	May 22, 2023	Victoria Day
Feb 24, 2023	February Break	Apr 10, 2023	Easter Monday	Apr 27, 2023	Annual Meeting of Council	Jun 7, 2023	Executive
Mar 1, 2023	February Break	Apr 11, 2023	Easter Break	Apr 28, 2023	Annual Meeting of Council	Jun 15, 2023	Teacher Barbeque
Mar 16, 2023	Executive	Apr 12, 2023	Easter Break	Apr 29, 2023	Annual Meeting of Council	Jun 21, 2023	Superannuation
	PAATA Convention Social-Music Bingo	Apr 13, 2023	Easter Break	May 3, 2023	Executive		
Mar 17, 2023	PAATA Teacher Convention	Apr 14, 2023	Easter Break	May 17, 2023	General Association Meeting		



PAATA & STF Contact Information

Prince Albert & Area Teachers' Association (PAATA)

70-17th Street West, Prince Albert, S6V 3X3

Ph. 1-306-764-0299 paata.sk@gmail.com

Website: <http://www.paata.ca/>

Saskatchewan Teachers' Federation (STF)

2317 Arlington Ave., Saskatoon S7J 2H8

373-1660 Toll Free 1-800-667-7762 Fax 374-1122

Email: stf@stf.sk.ca Website: www.stf.sk.ca

Duties of the Staff Representatives

- Inform teachers of the activities of the Association. Be sure information is shared regularly with the teachers on your staff.
- Welcome teachers new to their staffs and inform them about the Association.
- Share your staffs' views at the Representative meetings. Share issues that may come up on your staff with the Reps and the Executive
- Support the work of all portfolios/committees.
- Be aware of the Constitution and Policies of the Association, and please let the Executive know of any necessary changes.
- Direct possible grievances pertaining to the Federation and Association matters to the appropriate personnel (i.e., Councillor, President of the Association, LINC Chairperson, Division Liaison, or STF personnel)
- Supervise voting in the schools as requested.
- Arrange for the implementation of the current Association Sunshine policy.

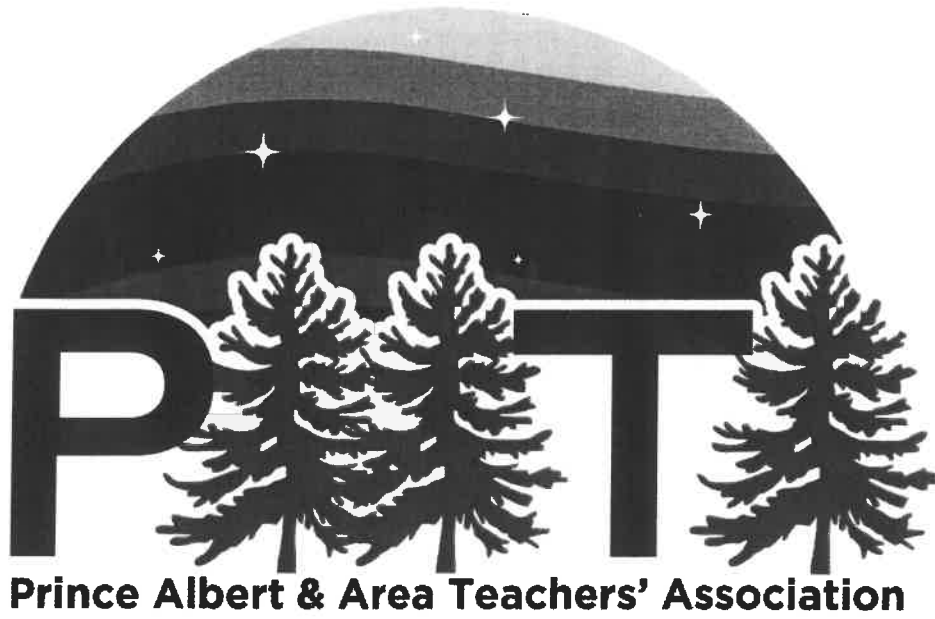
What is the Sunshine Policy?

- A standard floral arrangement (rose bowl), accompanied by a florist card, is sent on behalf of the PAATA to:
 - Any member of the Association who is hospitalized.
 - Any member of the Association who has suffered the loss of a member of their immediate family. Immediate family is defined as: spouse, mother, father, brother, sister, child, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparent, or common-law spouse.
 - The family of a member of the Association in the event of the death of a member.
 - Any member of the Association upon the birth or adoption of a child.
 - Any member of the Association suffering a prolonged illness of three weeks or more.

Scentiments Floral. 1221 Central Ave. Prince Albert.
1-306763-7333

OR

Shellbrook Flowers 'n More
1-306-747-3960



HANDBOOK

(September 2022)

Duties	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
President	<ul style="list-style-type: none"> Set Meeting Calendar Finalize Councillor Committee & School Assignments Agenda for Exe & Rep Meeting Minutes for signing authority 	<ul style="list-style-type: none"> Exec Meeting Rep Meeting Contact Directors about Scheduled Meetings President Day STF Business Update Website Ensure functioning social media presence. 	<ul style="list-style-type: none"> Agendas for Rep & Exe Meeting SSL Forum Exe Meeting Convention Confirm Date & Location Contact Directors about meeting with Boards 	<ul style="list-style-type: none"> Convention Prep Agenda for Exe Meeting Send out Nominations for Honorary Members Convention Prep 	<ul style="list-style-type: none"> Agendas Rep & Exe Meetings Rep Supper Meeting Send X-mas greets to both directors & boards. 	<ul style="list-style-type: none"> Agenda for Exe Meeting Send out Nominations for Honorary Members Convention Prep 	<ul style="list-style-type: none"> Agendas Rep & Exe Meetings Convention Planning Convention Program & Invitation to Directors & boards. Honorary Members List brought to EXE 	<ul style="list-style-type: none"> Agendas Rep & Exe Meetings Convention Planning Spring Council – Duties & Discuss Resolutions Spring Council Raffle items 	<ul style="list-style-type: none"> Agendas Rep, Exe, & General Assembly Meetings Exe Supper Meeting Meeting for outgoing President & Gavel for new President Thank you notes and gifts to Councillors 	<ul style="list-style-type: none"> No Executive Meeting Send Division the state of officers Letter to Principal Principal Letter requesting attendance to New Teacher Orientation. Send thank you to both directors and boards. 	
Executive Meeting once per month, June is optional	<ul style="list-style-type: none"> Contact School Rep 	<ul style="list-style-type: none"> Communication /Media Campaign Member Engagement Campaign Resolution for Fall Council 	<ul style="list-style-type: none"> Induction Fall Council World Teacher Day Education Week 	<ul style="list-style-type: none"> TD circulated Convention Planning 	<ul style="list-style-type: none"> Resolutions for Spring Council 	<ul style="list-style-type: none"> Meeting with SRSD Convention Update. 	<ul style="list-style-type: none"> Deadline for Resolutions for Spring Council Superannuation (SA) Planning. Meeting with PACSD and SKRiv and Boards 	<ul style="list-style-type: none"> Spring Council – Discuss Resolutions (SA) Planning. 50/50 and Division meetings at Convention 	<ul style="list-style-type: none"> (SA) Planning. VP –if required, purchase gavel and Podium plaque from North Star Convention Planning 	<ul style="list-style-type: none"> Superannuation (SA) Banquet Book Next Year venue for SA. Year end member engagement 	
Rep At least 5 meetings per year	<ul style="list-style-type: none"> No Rep Meeting 	<ul style="list-style-type: none"> Rep Meeting School Information Forms Induction Forms Committee Assignments 	<ul style="list-style-type: none"> REP/SSL Meeting TD circulated 	<ul style="list-style-type: none"> No Rep Meeting 	<ul style="list-style-type: none"> Rep Meeting & Supper 	<ul style="list-style-type: none"> No Rep Meeting 	<ul style="list-style-type: none"> Rep Meeting 	<ul style="list-style-type: none"> Rep Meeting Discuss Resolutions Rep Votes on Honorary Members. 	<ul style="list-style-type: none"> Rep Meeting & Supper 	<ul style="list-style-type: none"> Invite to SA Banquet and year end socia. 	
General Assembly At least 2 meetings per year			<ul style="list-style-type: none"> General Assembly Meeting 							<ul style="list-style-type: none"> Gen Assembly Meeting Table of Officers or election of Executive Budget, Fee, & Honorariums 	

Roles & Responsibilities

All duties and responsibilities for President, Vice-President, Division & LINC Chairs, Executive, Representative, and Committees are all found in the constitution. The proceeding information just highlights some of the key roles and responsibilities of our PAATA.

1. President:

- Presides over all Representative and Executive meetings
- The spokesperson and ceremonial representative.
- Prepares the Councillor Committees and School Assignments
- Consults with all executive members and committees
- Sees to the updates to the www.paata.ca website
- Supervises all voting and notifies all candidates prior to notifying the association members
- Select a Parliamentarian (annually)
- Provides general supervision of association's activities and projects and become aware of the responsibilities at the local & provincial level
- Ensure that all association correspondence is conducted.
- Outgoing President shall present a gavel to the President-Elect.
- Co-chair of the convention committee

2. Vice-President:

- Assist the President as warranted.
- Assume the duties of the President in his/her absence.
- Assume further duties as assigned by the President.
- Assume the duties of President and Councillor to the end of the term when the President resigns during his/her term of office.
- Ensure that floral bouquets are delivered to school/central offices celebrating special events
- Present an engraved plaque for gavel attachment to the outgoing president.
- Report on STF Professional Development opportunities to the executive and Representative Assembly.

3. Secretary:

- Keep the minutes of all association and executive meetings, and make them available the minutes, prior to the next meeting.
- Keep an accurate record of attendance for all Executive and Rep meetings/
- Conduct correspondence for the association.

4. Treasurer:

- With the President, act as joint trustee of all funds and is Chairperson of the Budget Committee
- Receives and collects all monies to support the daily operation; pay bills and expenses, and balance accounts.
- Expenses not included in a budget line shall be considered by the Executive.
- Draws up a proposed budget and maintain a reserve fund
- Prepare and present the finalized budget, fee and annual financial statement to the May General Association Meeting for approval.

5. Division Chair(s)

- Be liaison between the teachers of the Division and any group with which the teachers are associated with.
- If needed, call a division meeting when needed regarding an issue that does not fall under LINC or Provincial Bargaining.
- Chair the Division meeting at convention.
- Maintaining effective communication between their division teachers and PAATA.
- Attend PAATA executive meetings and report any pertinent matters.
- Serve as a direct link to the School Board on matters appearing to be specific to that division.
- Act as a member of the Nomination Committee.

5. LINC Chair:

- Lead negotiator and communication representative in local negotiations.
- Educate members of both the local and provincial agreements.
- Receive grievances made by the membership and work to resolve them through communications with the Board negotiating committee and the STF.

6. Parliamentarian:

- The Parliamentarian shall be available to the Association for the purpose of advisement, when necessary

7. Executive:

- Chair a standing committee
- Use the PAATA constitution to guide all the decision.
- Propose a PAATA membership fee as guided by the budget.
- Appoint the auditor and present the annual audited statement to the Representative Assembly.
- Attend all regularly called meetings
- Approve the selection of a Parliamentarian
- Keep the organization posted with all communication from the STF.
- Be assignment as the contact person for a few schools.
- Assists LINC when necessary
- If a councilor is unable to attend an annual or special meeting of council, they must notify the president so a substitution can be designated.

8. Representative Assembly

- Provide a forum for discussion, gathering and dispensing of information with relation to teacher interests, through staff representatives.
- Devote at least one meeting a year, or part thereof, to the study of the Constitution.
- Review the plans presented for each association meeting.
- Make decisions on the need for any referendum(s).

9. Staff Representative:

- Stand on a committee on a rotational basis
- Communicate your staffs' views at Rep meetings.
- Let your staff know about PAATA activities and information
- Welcome new staff and inform them about the PAATA
- Become familiar with the PAATA constitution
- If an issue arises direct your colleague of the matter to the appropriate personnel; executive member, LINC chair, Division Chair, or Senior Administrative Staff at the STF
- Sunshine policy – Scentiments 1221 Central Ave. Prince Albert (306 763-7333 & Shellbrooke 306-747-3960
 - o Any member who is hospitalized.
 - o Any member who has suffered the loss of a member of their immediate family defined as: spouse, mother, father, brother, sister, child, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparent, or common-law spouse.
 - o The family of a member of the association in the event of the death of the member.
 - o A member upon the birth or adoption of a child.
 - o A member of the association suffering a prolonged illness of 3 weeks or more.

Standing Committees:

1. Nomination Committee:

- Councillor assigned to this committee and the Chairperson(s) of the Division.
- Prepare a slate of offices and follow the provisions of Elections and Procedures: Nominations, found under Elections and Vacancies section of this Constitution.
- Conduct elections according to the provisions of Elections Procedures: Elections, found under Elections and Vacancies of this Constitution.

2. Communications & Advocacy Committee:

- Externally:
 - o Establish and maintain contacts with local radio, television, and press.
 - o Develop, each year, an information program about what is happening in our schools, so that a positive influence on public opinion will be seen to come from the P.A.A.T.A.
 - o Be directly responsible to the Executive of the association.
- Internally
 - o Act as communications advisor to the President of the association.

3 . Constitution Committee:

- Meet with the representative assembly when it reviews the Constitution.
- Incorporate all approved amendments into a new Constitution and circulate copies of the amended constitution to all rep, committee members, and executive members, school Staffs, etc.
- Provide amended constitutions to the Executive of the Saskatchewan Teachers' Federation.

4. The Resolutions Committee:

- Encourage members to submit resolutions which address teacher concerns locally and provincially.
- Assist in the formulation of resolutions and prepare copies of resolutions for distribution.
- Present all resolutions at meetings and moderate the debate over resolutions.

- Present the accepted resolutions to the appropriate agencies.

5. Honorary Membership and Induction Committee:

❖ Honorary Membership Procedures:

- Up to 3 Superannuates can be honored with honorary membership.
- In January, issue a call for nominations for honorary membership in PAATA.
- Nominations received shall be supported by resumes.
- Present the list of the nominees and resumes to the Executive at their January meeting for selection by the Executive.
- Present the selected nominees to the Representative Assembly for ratification.
- An invitation will be extended to each honorary member and a guest to attend the Superannuation Banquet.
- Honorary Members will be recognized at Convention
- A list of Honorary Members are found in Appendix A

❖ Induction Procedure

- Issue a call for members who are:
 - 1) new to the Prince Albert and Area Teachers' Association
 - 2) new to the Saskatchewan Teachers' Federation.
- Prepare a list of new members and present the list to the President on or before the first of October.
- Assist the President of the Prince Albert and Area Teachers' Association in preparing the New Members Induction Ceremony.

6. Superannuation Committee:

- Contact the employing school boards each year to obtain a list of superannuating teachers.
- Select and book an appropriate facility for the Superannuation Banquet.
- Organize the Superannuation Banquet which shall be held the third Wednesday of June annually or other appropriate date as determined by the committee.
- Arrange for a gift of a cheque, equal to that year's PAATA fees, to be presented to each superannuate on behalf of the P.A.A.T.A.
- Send invitations to Superannuates and guests.
- Contact the STF with the list of superannuates.

Appendix A

Code of Professional Ethics:

These are the ethical ideals for Saskatchewan teachers:

- To act at all times in a manner that brings no dishonour to the individual and the teaching profession.
- To act in a manner that respects the collective interests of the profession.
- To make the teaching profession attractive in ideals and practices so that people will desire to enter it.
- To respond unselfishly to colleagues seeking professional assistance.
- To respect the various roles and responsibilities of individuals involved in the educational community.
- To inform an associate before making valid criticism, and inform the associate of the nature of the criticism before referring the criticism of the associate to appropriate officials.
- To support objectively the work of other teachers and evaluate the work of other teachers only at the request of the other teacher or when required by role as a supervisor.
- To strive to be competent in the performance of any teaching services that are undertaken on behalf of students, taking into consideration the context and circumstances for teaching.
- To deal justly, considerately and appropriately with each student.
- To develop teaching practices that recognizes and accommodates diversity within the classroom, the school and the community.
- To respect the right of students to form their own judgments based upon knowledge.
- To encourage each student to reach the highest level of individual development.
- To seek to meet the needs of students by designing the most appropriate learning experiences for them.
- To implement the provincial curriculum conscientiously and diligently, taking into account the context for teaching and learning provided by students, the school and the community.
- To be consistent in the implementation and enforcement of school, school system and provincial Ministry responsible for PreK-12 education policies, regulations and rules.
- To render professional service to the best of the individual's ability.
- To keep the trust under which confidential information is exchanged.
- To keep parents and the school community informed of and appropriately involved in decisions about educational programs.
- To model the fulfilment of social and political responsibilities associated with membership in the community.
- To protect the educational program from exploitation.
- To seek to be aware of the need for changes in local association, Saskatchewan Teachers' Federation, school, school division and provincial Ministry responsible for PreK-12 education policies and regulations and actively pursue such changes.

Appendix B

PAATA HONORARY MEMBERSHIPS			
Year	Member	Member	Member
1985	Solange Lavigne	Theresa Roy	William Hawryluk
	Maurice Sorokan	Sister Josephin eOuellett	Orpha Hunt
1986	Jean Clyde	Zyg Yuzak	Fred Routley
1987	Jean MacKenzie	Bert Gordon	Muriel Stewart
1988			
1989	Alice Blakely	Roman Kirzinger	Ken Reed
1990	Vi Bucsis	Ron Lloyd	Jeanne Morgan
1991	Louis Hartman	Doris Barentsen	
1992	Phyllis Gruending	Doreen Lloyd	Edward Leson
1993	Fern Foster	Anna McDonald	Bill Smiley
1994	Victor Johnson	Bert Provost	Doris E. Lund
1995	Tena Bannerman	Joan Bell	Morley Harrieson
PARTA	Michael Martyn	Al Subchyshyn	
2002	Art Loucks	Joe Lustig	Beth Rude
	Marlyce Sherman	Irene Feader	Barry Hollick
	Gary Megaffin		
2003	Eldon Danielson	Rick Gasior	Dale Mitchell
2004	Donna Thorsen		
2005	Sundras Nainaar		
2006-2007	Renee April	Linda Cairns	Kim Tadei
2007-2008	Tim Rapko	Norm Sumners	
2008-2009	Sandra Putland	Twyla Simola	
2009-2010	Gordon Bland	Patti Jamieson	George Georget
2010-2011	Linda Klughart	Pat Leson	Deb McPherson
2012	Andrea Gareau		
2013	David Dubyk	Elaine Serfas	Pauline Tetreault
2014	Colleen Code	Cecile Laberge	
2015	Wasyl Rybalka	Cathryn Ruxton	
2016	Randy Krammer	George Huczek	
2017	Meg Shatilla	Leah Mesenshuck	Linda Hodgins
2018	Josie Baribeau		
2019	Rosa Hawryluk		
2020	Victor Thunderchild		
2021	none		

1. HANDBOOK

1.1 The PAATA has a Handbook for Staff Representatives and Executive members which outline meetings, responsibilities, and duties.

2. STATEMENT REVISION

- 2.1 Policy Statements may be passed by the Representative Assembly or by Association Meetings.
- 2.2 The Executive shall incorporate the necessary revisions annually.
- 2.3 If the Executive deems necessary, an Ad Hoc Committee may be struck to assist in revising policy.

3. INSERVICE EDUCATION

3.1 The PAATA is committed to the principle that its members share the primary responsibility for the in-service education of the teachers in its school divisions. The association believes that to fulfill this responsibility, the teachers of the school divisions should be actively involved in their respective school division's endeavors to carry out in-service education.

4. DONATIONS TO CHARITABLE ORGANIZATIONS

4.1 The PAATA does not directly involve itself in the financing of charitable organizations outside the education sector.

5. COMMUNICATION WITH THE SCHOOL BOARDS

5.1 The PAATA shall endeavor to establish and maintain regular, formal contact with the School Boards and to ensure that teachers have input into appropriate areas of Board Policy.

6. THE PRINCE ALBERT AND AREA TEACHERS' ASSOCIATION SUNSHINE POLICY

6.1 The PAATA implements a Sunshine Policy; the implementation details are in the PAATA Handbook.

7. CONVENTION ATTENDANCE

- 7.1 Superannuates may attend Convention without paying a Convention fee.
- 7.2 Interns and paraprofessionals may attend Convention without paying a Convention fee.
- 7.3 Out of scope personnel in each school division and the regional director may attend the Convention without paying a Convention fee, at the invitation of the Convention Committee.
- 7.4 The Convention Chairperson shall direct a letter of invitation to be sent to the Directors of Education of the various jurisdictions that comprise the PAATA, inviting them to make representation to the Convention Committee.
- 7.5 Non PAATA members requesting to attend the Convention will be required to pay a Convention fee equal to the amount levied by the Convention Committee, and which has been ratified by the Representative Assembly.

8. SCHOLARSHIPS

8.1 The scholarship fund of the Prince Albert and Area Teachers' Association, as of 2006, shall provide annually:

- a) a scholarship fund of \$500.00 to St. Mary High School; this scholarship shall be designated "The Doreen Lloyd Memorial Scholarship".
- b) a second scholarship fund of \$500 to St. Mary High School.
- c) a scholarship fund of \$500.00 to be presented to Carlton Comprehensive High School; this scholarship shall be designated "The Ross Homer Memorial Scholarship".
- d) a scholarship fund of \$500.00 to be presented to Carlton Comprehensive High School; this scholarship shall be designated "The Dorothy Christie Memorial Scholarship".
- e) a scholarship fund of \$500 to Wesmor High School; this scholarship shall be designated "The Judy Bell Memorial Scholarship".

8.2 Scholarship funds of \$500 each shall be provided to Birch Hills, Kinistino, P.A.C.I., Meath Park, St. Louis, Big River, Debden, Canwood, and W.P. Sandin Schools.

8.3 For the purposes of naming a scholarship, the PAATA Executive will:

- a) Issue a formal call for nominations from the Prince Albert and Area Teachers' Association for scholarship naming (memorial) at the first staff representative meeting of the year – held in September. Nominations can be submitted anytime in the year. Applications should include a 100 word summary biography (that would then be put in the applicable section on the PAATA website) and a résumé.
- b) Review the applications of nominees. Applications must demonstrate that the nominee has made a significant contribution to both the local association (PAATA) and the provincial organization (STF).
- c) Select the successful nominees.
- d) Announce the successful nominee(s) in February of each year, during Teacher Appreciation week.

9. INTERNS

9.1 The PAATA urges all interns to become thoroughly familiar with the work of the Saskatchewan Teachers' Federation and the Prince Albert and Area Teachers' Association.

9.2 All interns are welcome to attend meetings pertaining to the affairs of the PAATA, and to attend all its social events.

10. RESOLUTIONS

10.1 The Executive member responsible for the Resolutions Portfolio will accept resolutions any time up to, and including, the day before the presentation of resolutions to the association.

10.2 Once received, resolutions will be sponsored by the Executive member responsible for the Resolutions Portfolio. The names of movers and seconders will be kept confidential.

10.3 If time allows, written resolutions will be accepted from the floor of the meeting.

11. EXTRA-CURRICULAR ACTIVITIES

11.1 The PAATA believes that extra-curricular involvement is voluntary.

11.2 The PAATA believes that teachers should be consulted in determining extra-curricular programs.

12. PAATA FUNDED LEAVE FOR ASSOCIATION MEMBERS

- 12.1 The PAATA believes that the President should be granted paid leave. This paid leave shall be a secondment of fifty percent.
- 12.2 The PAATA will reimburse the President's employing School Board for the salary of the president as agreed to between the two parties.
- 12.3 The PAATA believes that the secretary be granted ten (10) instructional school days to carry out business or in lieu of duties carried out.
- 12.4 The PAATA believes that there should be a pool of up to twenty (20) days of paid release time available to Executive and association members to carry out assigned duties or in lieu of duties carried out, on behalf of the association. These leaves must be approved by the (President) Executive.
- 12.5 PAATA believes that Councillors shall be granted two days leave contingent on attendance at the STF Spring Council when Spring Council is held during the Easter Break or on a weekday that is a non-student teaching day.
- 12.6 PAATA believes that the LINC Chairpersons shall be granted up to five days leave to carry out duties or in lieu of duties carried out.

13. INSTRUCTIONAL ASSISTANTS

- 13.1 The PAATA recognizes the need for instructional assistants.
- 13.2 The PAATA believes that the guidelines specified in the Saskatchewan Teachers' Federation Statement of Policy and Bylaws should be adhered to when there is a need for the placement of instructional assistants.

14. HOSPITALITY

- 14.1 With exception of the Induction function, PAATA funds shall not be used to purchase alcoholic beverages for association functions.

15. PROGRAM DEVELOPMENT FUNDING TO INDIVIDUALS

- 15.1 Individuals are encouraged to access the funding through their system P.D. funds (as identified in their system local collective agreements) to cover costs for attendance at STF sponsored workshops or seminars.

16. EVALUATION

- 16.1 The Prince Albert and Area Teachers' Association believes that when the employees are requested to participate in the evaluation of their supervisors, the following principles should apply:
 - a) Participation should be voluntary.
 - b) The evaluation should be provided directly and only to the person being evaluated.
 - c) Valid criticism of a supervisor should be made only to appropriate officials and then only after the supervisor has been informed of the nature of the criticism.

17. COMPLIMENTARY TICKETS

- 17.1 Complimentary tickets shall be given to:
 - a) Inductees at Induction Ceremonies.

- b) One staff representative per school to attend the Induction Ceremonies when they have an inductee on staff.
- c) Honorary members, their spouses or escorts upon the occasion of the respective ceremony.
- d) Specific guests so identified for the Executive by the appropriate Standing Committee.
- e) Executive, at the discretion of the President.

18. TICKET REFUNDS

- 18.1 Anyone requesting a refund may apply in writing to the Executive of the Prince Albert and Area Teachers' Association, (eg. Banquets and socials)

19. TRAVEL ALLOWANCE

- 19.1 Any member who must travel in and out of the city of Prince Albert to attend the Representative Assembly or an Executive meeting can apply to receive a travel allowance according to the STF rate.
- 19.2 Qualifying mileage is from your school to the meeting and return.
- 19.3 Applications will be accepted by the Treasurer in December and June.
- 19.4 Carpooling is encouraged whenever possible.
- 19.5 Any expenses for travel not covered by article 26.1 must be approved by the Executive.

20. SUPERANNUATES ON THE DISABILITY PLAN (DP)

- 20.1 Individuals superannuating while on DP and having the PAATA as their most recent local association shall be eligible to attend the PAATA Superannuation Banquet and to receive the same gift and other recognition as any other member upon payment of the PAATA membership fee for that year

21. RESERVE FUND

- 21.1 Reserve funds shall be maintained at approximately one third of the operating budget.
- 21.2 Additional funds, (interest), from reserve fund investments over the suggested one third shall be rolled into general operating fund
- 21.3 A significant dip in the reserve fund below the recommended one third shall prompt a plan of replenishment

22. TECHNOLOGY RENEWAL

Note: In this section, "computer" refers to a laptop, notebook, transformer book, transformer flip book, Chromebook, tablet, or other electronic device as approved by the executive.

- 22.1 If required, the PAATA supplies computers to the President, Secretary and Treasurer. These three positions rely on technology to perform their positions.
- 22.2 It is recommended that computer renewal be based on a 4 year cycle (President purchased 2013, due 2017; Treasurer & Secretary purchased 2015, due 2019) or sooner if the computer is stolen or damaged beyond reasonable cost of repair as determined by the executive.
- 22.3 The Executive shall set a maximum dollar amount plus taxes for a computer. The person in that position will select and purchase the computer for their executive position.
- 22.4 When a laptop is at its renewal date, the individual utilizing the computer may choose to purchase the computer. If not, it will be advertised to all members on the PAATA blog and/or

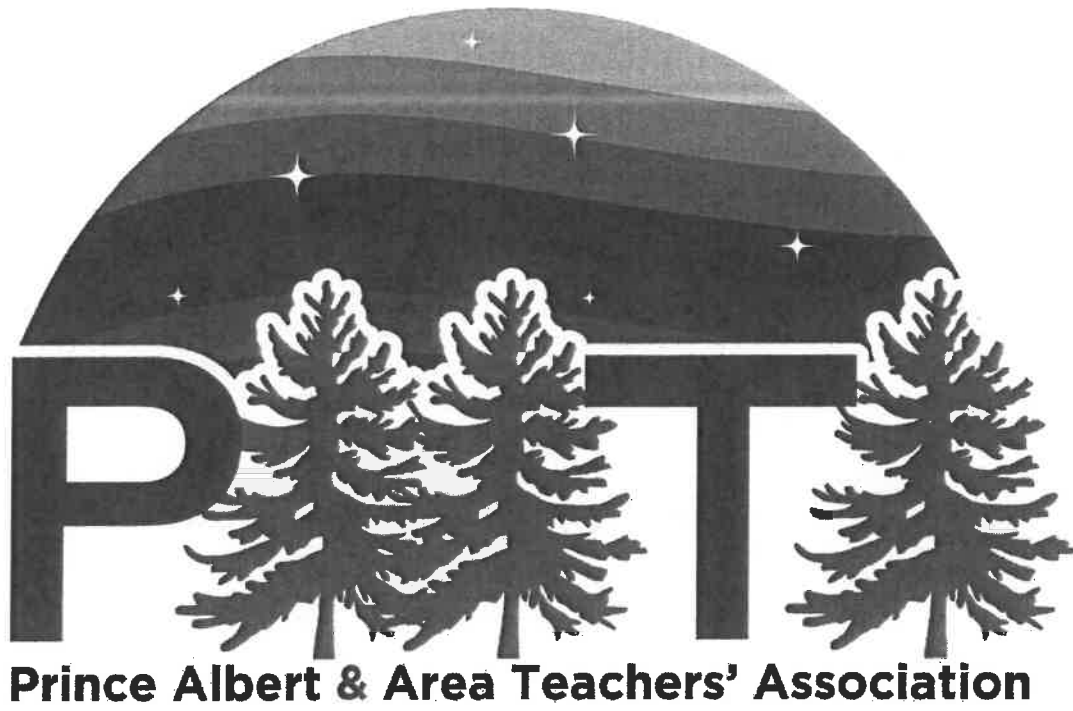
Newsletter. Bids will be invited to be submitted by email (time and date stamped) and the current highest bid continuously posted on the PAATA blog/website. The highest offer at the end of the auction shall be accepted.

- 22.5 All files related to the operation of the PAATA will be transferred from the old computer system to the new computer system. All files will be deleted from the old computer using wiping/cleaning software prior to it being sold.

23. MEMBER RECOGNITION

- 23.1 The PAATA Association believes in recognizing its members. Recognition is done so through:
- a) Recognition policy (special events, school openings, etc.)
 - b) Retirement Tea (PARCSD)
 - c) Honourary Membership
 - d) Superannuate Gifts
 - (i) \$100.00 per Superannuate
 - e) Executive Honouraria
 - (ii) \$500.00 to the President, Secretary, and Treasurer
 - (iii) \$250.00 to the Councillors (Pres & VP are Councillors), LINC Chairs, Division Liaison, and Vice- President.

NOTE: MORE INFORMATION FOUND IN THE HANDBOOK



Constitution

(May 2019)

Constitution of the Prince Albert and Area Teachers' Association

Article 1: Name

1.1 The organization shall be known as the Prince Albert and Area Teachers' Association (the "Association") and shall operate as a local association of the Saskatchewan Teachers' Federation (the "Federation"). The Constitution and policies of the Association must be consistent with the legislation, bylaws and policies of the Federation.

Article 2: Philosophy

2.1 To promote and safeguard the interests of the members of the Association, and to secure conditions which will make possible the best professional services according to the objectives of the Association and the Federation.

Article 3: Purposes

3.1 The purpose of the Association is to:

- (a) Further the objectives of the Federation provincially and locally.
- (b) Support the professional growth of members.
- (c) Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
- (d) Ensure effective communications between members and the Federation.
- (e) Ensure effective representation of members in Federation affairs.

Article 4: Membership

4.1 The membership shall consist of:

- (a) Members of the Federation employed by the Saskatchewan Rivers School Division No. 119 or the Prince Albert Roman Catholic Separate School Division No. 6.
- (b) Substitute teachers who have substituted in the Saskatchewan Rivers School Division No. 119 or the Prince Albert Roman Catholic Separate School Division No. 6, and who have become a member of this Association for the current school year under STF bylaws and payment of the membership fee.
 - (i) Substitute teachers have voting privileges at meetings and may receive communications.
- (c) One person from the local chapter of the Superannuated Teachers of Saskatchewan.
- (d) Any person nominated by a member of the Association and approved by the Representative Assembly for honorary membership.
 - (i) Up to three honorary members may be nominated each year.
 - (ii) Honorary members are not voting members of the Association.

Article 5: Membership Fees

- 5.1 The Association may levy a fee to support the work of the Association.
- 5.2 Every member is obligated to pay any fee that is duly levied and failure to pay such fees shall be considered a matter contrary to the collective interests of teachers.
- 5.3 Any fee must be approved through a vote at a meeting that is open to all members at a General Assembly meeting no later than June.

- 5.4 Fees shall be deducted from each teacher's cheque by the Chief Financial Officer of each employing school board, according to directions provided by the Association Treasurer.
- 5.5 Fee structure:
 - 5.5.1 A teacher who teaches 90 days or more in a given school year shall pay full Association fees.
 - 5.5.2 A teacher who teaches fewer than 90 days shall pay fees on a pro-rated basis of 197 days (1/197th of the annual fee per day of teaching).
 - 5.5.3 Fees for substitute teachers shall be determined by the Association Executive.

Article 6: Organization of Governance

6.1 General Assembly

- 6.1.1 The General Assembly shall consist of all members of the Association.
- 6.1.2 Quorum shall be at least 30 members of the Association.
- 6.1.3 The Association shall meet two times per year. Meetings shall include:
 - (a) Resolutions.
 - (b) Nominations for office.
 - (c) Approval of the membership fee and budget by June 30 annually.
 - (d) Approval of an annual audited financial statement from the previous year.
 - (e) Amendments to the Constitution.
- 6.1.4 The Association Executive may call a meeting of the Association.
- 6.1.5 Any member in good standing may request a meeting of the General Assembly through the following process:
 - (a) Submit a written request to the Association Executive stating the nature of the request, reason and suggested date.
 - (b) If the request is refused by the Association Executive, the member may petition the general membership and, upon receiving 10 percent of the members' signatures, may submit the petition to the Executive.
 - (i) The petition must contain the information to request a General Assembly meeting.
 - (ii) A petition signed by 10 percent of members shall result in the Association Executive calling a meeting.

6.2 Representative Assembly

- 6.2.1 The Representative Assembly shall consist of the Association Executive and a staff representative from each school staff.
 - (a) Staff representatives shall be those persons elected to the Representative Assembly from their respective school staffs.
 - (b) Each school staff shall elect a staff representative for every 15 teachers or part thereof.
 - (c) Staff working out of each school division education centre will be considered a school staff.
- 6.2.2 Quorum shall be 50 percent plus one of the Representative Assembly membership.
- 6.2.3 Regular representative meetings shall be held at least five times per school year.
- 6.2.4 A meeting may be called at the discretion of the President.
- 6.2.5 The Representative Assembly shall:
 - (a) Provide a forum for discussion, gathering and dispensing of information with relation to teacher interests through staff representatives.
 - (b) Make decisions on the need for any referendum(s).
 - (c) Approve Association Policies

6.3 Association Executive

- 6.3.1 The Association Executive shall:

- (a) Consist of the President, Vice-President, Secretary, Treasurer, STF councillors, chairpersons of local implementation and negotiation committees, and school division liaisons.
 - (b) Hold Association Executive meetings at least eight times per school year.
 - (c) Establish committees and appoint members to the committees.
 - (d) Have the responsibility to see that the standing committees are formed and to appoint other committees as it sees necessary.
 - (e) Organize and conduct all matters pertaining to the Association.
 - (f) Conduct a referendum on any matter that cannot be dealt with at a regular meeting, subject to the approval by the Representative Assembly.
 - (g) Approve the selection of the auditor.
 - (h) Attend all regularly called meetings. The following procedures shall apply upon failure to attend:
 - (i) If a member of the Association Executive is unable to attend an upcoming Executive meeting, he/she shall indicate his/her possible absence to the President.
 - (ii) When a member of the Association Executive fails to attend three Executive meetings without indicating due cause, he/she may be asked to resign.
- 6.3.2 Newly elected Association Executive members shall attend the June representative Executive meeting to assist in a smooth transition.
- 6.3.3 Executive Honorarium
- 6.3.3.1 An amount shall be paid annually as approved within the budget and approved by the General Assembly.
 - 6.3.3.2 Payment shall be made at the end of June.

Article 7: Committees

- 7.1 Association Executive members shall be assigned a portfolio by the President in collaboration with members of the Executive.
- 7.2 All committees are chaired by an Association Executive member as appointed by the Executive.
- 7.3 The Chairperson for each committee shall be appointed from the membership of the respective committee.
- 7.4 Representatives from school staffs shall be appointed to the committees prior to the first Representative Assembly meeting of the school year.
- 7.5 Nomination Committee**
- 7.5.1 The Nomination Committee shall:
- (a) Consist of the President and school division liaisons.
 - (b) Prepare and present the required slate of officers for the Association Executive for an Association meeting.
 - (c) Conduct elections according to the provisions of this Constitution.
 - (d) In preparing and presenting the required slate of officers for the Executive to the Association, bear the responsibility to include advertising the positions and vacancies.
 - (e) Determine the voting period and date and time by which ballots shall be returned to the Committee.
 - (f) Establish and communicate the nominations and voting process.

7.6 LINC Advisory Committees

7.6.1 An advisory committee will be established for Association members employed by the Saskatchewan Rivers School Division No. 119 and one for Association members employed by the Prince Albert Roman Catholic Separate School Division No. 6.

7.6.2 Each advisory committee shall be comprised of one representative for every 15 teachers or part thereof of a school staff.

7.7 The Local Implementation and Negotiation Committees (LINC) Bargaining Team

7.7.1 The Association shall have two LINC, one for each respective employing school division.

7.7.2 The LINC shall:

(a) Be composed of a Bargaining Team chairperson elected from and by the membership of the Association who is employed by the respective school division, as well as three individuals selected by the respective LINC Advisory Committee.

(i) Individuals on LINC must be selected from different schools.

(ii) Remain in place until a negotiated settlement has been ratified or a motion has been passed by the Association members of their respective school division.

(iii) If a vacancy occurs, the LINC Advisory Committee shall select an individual to serve the remainder of the term.

(b) Following the ratification of a new Agreement, the chairperson will remain in his/her position until the end of the term.

(c) Consult with the appropriate LINC Advisory Committee prior to making major decisions in the negotiations process, or shall ask the Chairperson of the School Division Liaison Committee to convene a meeting of all Association members of the school division in order to effectively involve them in the negotiation process.

(d) Ensure substitute teachers have input into the setting of a local asking package for the system(s) for which the substitute teacher has served.

(e) Ensure that a written record of all communications concerning negotiations is maintained.

(f) Arrange for a ratification vote in each school by secret ballot on any tentative contract between the teachers and the boards.

(g) Ensure that substitute teachers are able to vote on any tentative local collective bargaining agreement for the system(s) in which they have served.

7.7.3 In the case of a multi-year Agreement and upon a motion from Association members of the respective LINC, the original LINC may be left in place for an additional year to continue the implementation of the multi-year local collective bargaining agreement.

7.7.4 The original LINC shall remain in place until a new committee is struck.

7.7.5 The duties of the LINC shall include:

(a) Bargaining collectively for a local collective bargaining agreement according to provisions of *The Education Act, 1995*.

(b) Reporting on developments in the negotiation process to their respective division in a manner they see fit on a regular basis through the chairpersons of the LINC.

(c) Maintaining proper liaison with the Federation during local negotiations and during the implementation process.

(d) Filing, by the chairperson, a copy of the Agreement with signatures with the Federation.

(e) Ensuring implementation of both the local and provincial collective bargaining agreements.

(f) Ensuring that an ongoing record of grievances is maintained.

7.7.6 Specific by school division:

- (a) Each member of the Saskatchewan Rivers School Division No. 119 LINC shall sit on the Bursary and Education Leave Committee for the respective school division.

7.8 Budget Committee

7.8.1 The Budget Committee shall:

- (a) Consist of the Treasurer, President and Vice-President.
 - (i) The Chairperson shall be the Treasurer.
- (b) Receive reports and recommendations from all committees and portfolios.
- (c) Develop a proposed budget for the next year based on the actual expenses of the current year, the anticipated expenses, and the recommendations included in the reports of the committees and portfolios.
- (d) Maintain a reserve fund of the approved budget to provide "permanent" securities to fund unanticipated expenses and to provide for operational expenses from July to November.
- (e) Present the proposed budget to the school staff representatives for possible revisions.
- (f) Prepare and present the finalized budget, fee and annual audited financial statement to the May General Association meeting for approval.

7.9 Convention Committee

7.9.1 The Convention Committee shall:

- (a) Consist of the Treasurer, President, Vice-President and Secretary.
 - (i) The Co-Chairpersons shall be the President and Vice-President.
 - (ii) There shall also be at least one additional Executive Member.
- (b) Further the objectives of the Prince Albert and Area Teachers' Association by organizing the Annual Convention.
- (c) Organize and conduct all matters pertaining to the Prince Albert and Area Teachers' Association Annual Convention.
- (d) Appoint sub-committees as it deems necessary.
- (e) Request appropriate permissions annually from the Boards of Education for date and location.

Article 8: Executive Portfolios

8.1 Association Executive members will be assigned a portfolio by the President in collaboration with members of the Executive.

8.2 Advocacy Portfolio

8.2.1 The Executive member assigned shall:

- (a) Develop an advocacy plan to positively influence public opinion.
- (b) Establish and maintain contacts with local media.

8.3 Induction Portfolio

8.3.1 The Executive member assigned shall:

- (a) Provide information about the Association and the Federation to teachers new to teaching in the province and/or new to teaching in the Saskatchewan Rivers School Division No. 119 or the Prince Albert Roman Catholic Separate School Division No. 6.
- (b) Issue a call for members who are new to the Association and/or the Federation.
- (c) Prepare a list of new members and present the list to the President on or before the first of October.
- (d) Plan and conduct the induction ceremonies of new teachers and the introduction of teachers new to the Prince Albert and Area Teachers' Association.

8.4 Constitution Portfolio

8.4.1 The Executive member assigned shall:

- (a) Incorporate all approved amendments into a new Constitution, and circulate copies of the amended Constitution to all Association representatives, Committee members, Association Executive members, school staffs, other members of the Association upon request, and other individuals or organizations as authorized by the Executive.
- (b) Work with the Federation to ensure alignment with Federation policies and bylaws.
- (c) Distribute complete copies of this Constitution to all Association representatives, Committee members, school staffs representatives, other members of the Association upon request, and other individuals or organizations as authorized by the Association Executive.
- (d) Be responsible for keeping copies of the Constitution with all amendments.

8.5 STF Resolutions Portfolio

8.5.1 The Executive member assigned shall:

- (a) Encourage Association members to submit resolutions which address teacher concerns locally and provincially.
- (b) Assist in the formulation of resolutions.
- (c) Prepare copies of resolutions for distribution.
- (d) Ensure that the Representative Assembly, through a recommendation from the Executive, approves proposed resolutions from the Association.
- (e) Submit approved resolutions to the Federation.

8.6 Superannuation Portfolio

8.6.1 The Executive member assigned shall:

- (a) Prepare a list of superannuates by contacting the employing school boards and/or staff representative(s) each year to obtain a list of superannuating teachers.
- (b) Organize the Superannuation Banquet which shall be held prior to the end of June.
- (c) Provide the Federation with the list of superannuates.

Article 9: Officers and Officials

9.1 President

9.1.1 The President shall:

- (a) When possible, preside at all meetings of the Representative Assembly and of the Association.
- (b) Be the official spokesperson and representative for the Association.
- (c) Serve as a liaison between the teachers and any group with which the teachers are associated.
- (d) Automatically, upon election, be one of the STF councillors representing the teachers of the Association.
- (e) Arrange the time and place of meetings of the Association.
- (f) Be responsible for notifying the Association Executive, Representative Assembly and Association of all meetings.
- (g) Conduct all correspondence for the Association.
- (h) Communicate with members in a timely manner using a variety of tools.
- (i) Distribute to each member of the Representative Assembly the names of officers, Association Executive members, Association portfolios and committee members of the Association in September.
- (j) Supervise voting within the Association.
- (k) Notify all candidates of the results of elections prior to notifying the Association membership.

- (l) In consultation with the Association Executive, designate the councillors to portfolios or ad hoc committees.
- (m) Ensure Association Executive portfolios are assigned to members of the Executive.
- (n) Provide general supervision of the Association's activities and projects.
- (o) With the Treasurer, act as a joint trustee of all funds
- (p) Serve on the Nomination and Budget Committees.
- (q) Chair the Convention and coordinate the planning of the Association Convention collaborating with the Vice-President and Treasurer.
- (r) Seek permission from both employing school divisions for the Convention date.

9.2 Vice-President

9.2.1 The Vice-President shall:

- (a) Assume further duties as assigned by the President.
- (b) Assume the duties of President to the end of the term when the President resigns during his/her term of office or is unable to complete his/her term of office.
- (c) Assist in the planning of the Association Convention collaborating with the President and Treasurer.
- (d) Automatically, upon election, be one of the STF councillors representing the teachers of the Association.

9.3 Secretary

9.3.1 The Secretary shall:

- (a) Keep the minutes of all Association and Association Executive meetings.
- (b) Prepare and make available the minutes prior to the next meeting for all Association meetings.
- (c) Assist in the planning of the Association Convention collaborating with the Vice-President and President.

9.4 Treasurer

9.4.1 The Treasurer shall:

- (a) With the President, act as joint trustee of all funds.
- (b) Disperse monies and payment of expenses of school-hosted Association functions.
- (c) Receive all monies collected in support of the function.
 - (i) All bills covering expenses shall be presented to the Treasurer who shall make payment according to the Constitution, policies and the budget of the Association.
- (d) Balance accounts in accordance with Association policy.
- (e) Communicate to each school division the membership fee amount.
- (f) Be responsible for the collection of funds from all participating agencies included in the phone directory.
- (g) Be responsible for obtaining the financial report from all committees.
- (h) Pay all operational expenses covered by the approved budget. Expenses not included in a budget line shall be considered by the Representative Assembly.
- (i) Assist in the planning of the Association Convention collaborating with the Vice-President and President.

9.5 STF Councillors

9.5.1 STF councillors shall:

- (a) Fulfil the role as defined by STF bylaw and policy.
- (b) Keep the Association informed of all matters relative to the Federation.
- (c) Attend all STF meetings hosted by the Federation for councillors.
- (d) Upon selection by the Association Executive, assume the duties of Vice-President, Secretary or Treasurer to the end of the term when said position is unable to complete their term of office.

- (i) The Councillor shall retain his/her Councillor status.
- (ii) Where a Councillor is unable to fill the position, the Association Executive shall make an appointment to such office for the remainder of the term.

9.5.2 At least one Councillor will be appointed to each committee.

9.5.3 Each Councillor will be assigned a group of schools by the President in collaboration with the Executive.

9.5.4 In the event that a Councillor is unable to attend an Annual or Special Meeting of Council, he/she shall notify the President.

9.5.4.1 The President shall appoint a substitute in consultation with the Association Executive when possible.

9.6 Chairperson of the Local Implementation and Negotiation Committee

9.6.1 The Chairperson of the Local Implementation and Negotiation Committee shall:

- (a) Serve as the lead negotiator and communication representative in local negotiations.
- (b) Educate members regarding the clauses contained in both the local and provincial collective bargaining agreements.
- (c) Receive grievances made by the membership and work to resolve them through communications with the Board Negotiating Committee and the Federation.

9.7 School Division Liaisons

9.7.1 School division liaisons shall:

- (a) Be elected from Association members from the respective employing school division.
- (b) Act as a communication link between teachers and the Board of Education on matters not dealt with in LINC. Matters may be a concern of an individual teacher, a staff or teachers as a whole.
- (c) Strike a committee as needed using members from the Representative Assembly &/or teachers from the employing school division.
- (d) Be responsible for calling meetings, as needed, of the school representatives of the teachers of the school division which he/she represents to deal with concerns that pertain particularly to that school division that do not fall under LINC or the Provincial Collective Bargaining Agreement.
- (e) Chair the annual division meeting which is held at the Convention.
- (f) Be primarily responsible for maintaining effective communication between the division teachers he/she represents and the Association.
- (g) Serve as a direct link to the school board on matters appearing to be specific to that division as authorized or sanctioned by the Executive of the Prince Albert and Area Teachers' Association.
- (h) Act as a member of the Nomination Committee.
- (i) Appoint members to the Bursary, Educational Leave and Extracurricular Committees, and request reports from these committees for the May Association Executive meeting (Saskatchewan Rivers School Division No. 119 only)

9.8 School Staff Representatives

9.8.1 School staff representatives shall:

- (a) Inform teachers of the activities of the Association.
- (b) Communicate staffs' views to the Representative Assembly.
- (c) Support the work of all committees.
- (d) Welcome teachers new to their staffs and inform them about the Association.
- (e) Be aware of the Constitution and policies of the Association.
- (f) Arrange for the implementation of the current Association Sunshine policy.
- (g) Be knowledgeable about the Constitution and enter into discussion with teachers regarding any necessary changes.

- (h) Be prepared to direct grievances pertaining to the Federation and Association matters to the appropriate personnel (i.e., Councillor, President of the Association, Chairpersons of the Negotiating Committees or STF personnel).
- (i) Supervise voting in the schools as requested.

Article 10: Elections to and Removal From Office

10.1 Elections

10.1.1 Nominations

- 10.1.1.1 The Nominations Committee shall be actively involved in the invitation of candidates for Association office.
- 10.1.1.2 Each nomination must be signed by at least two members of the Association.
- 10.1.1.3 The Nominations Committee, in conjunction with the Executive, shall set the date of an Association meeting to present nominations. The date of this meeting shall be set to allow for elections no earlier than May 15 and no later than June 15 annually.
- 10.1.1.4 The written nominations deadline shall be noon of the day preceding the Association meeting dealing with the election of local Association officers.
- 10.1.1.5 At the Association's nominations meeting, further nominations will be accepted from the floor. The nominee must be present to consent.
- 10.1.1.6 The Nominations Committee shall be responsible for distributing and collecting nomination forms and ballots.
- 10.1.1.7 The following positions shall be elected:
 - (a) President.
 - (b) Vice-President.
 - (c) Secretary.
 - (d) Treasurer.
 - (e) Councillors.
 - (f) Division Liaisons.
 - (g) LINC Chairs.

10.1.2 Elections

- 10.1.2.1 Elections shall be held by secret ballot at each school.
- 10.1.2.2 Prior to counting ballots, the Nominations Committee will ensure that the number of ballots in the ballot envelope of each school tallies with the number of signatures on the voters' list of that school.
- 10.1.2.3 If a discrepancy occurs, the President in his/her capacity as supervisor of all voting shall make a decision as to the course of action to be followed.
- 10.1.2.4 In the event that the President is a candidate, an unbiased third party shall be appointed by the Association Executive to oversee the voting procedures.
- 10.1.2.5 Candidates, or a scrutineer appointed by the candidate, may be in attendance at the counting of ballots.
- 10.1.2.6 Substitute teachers who have paid Association fees shall be added to the voters' list at the Association office, and balloting by these substitute teachers shall occur at the Association office balloting station.
- 10.1.2.7 When electing councillors, members may vote for up to the number of members required.
- 10.1.2.8 The terms of office of the Association Executive members will begin July 1 for one year, with the exception of the President holding a two-year term.
- 10.1.2.9 Where a Vice-President, Secretary or Treasurer is unable to complete his/her term, the duties of such office shall be filled by one of the councillors for the remainder of the term. The Councillor so honored will be

chosen to fill the new position by the Association Executive. The Councillor shall retain his/her Councillor status.

10.1.2.10 Where a Vice-President, Secretary or Treasurer is unable to complete his/her term, and if a Councillor is unable to fill the position, the Association Executive shall make an appointment to such office for the remainder of the term.

10.2 Removal From Office

10.2.1 A motion to remove one or more duly elected or appointed officers shall only be considered and conducted under the following conditions:

- (a) The conduct of another officer has resulted in such negative effect so as to impede the work of the Association and/or Federation.
- (b) The officer acts in a manner that is inconsistent with the roles and responsibilities outlined in the Constitution and policy.
- (c) The officer behaves in a manner contrary to the codes and standards of the profession.

10.2.2 Removal from office shall be considered in accordance with the following provisions:

- (a) The motion to remove an Association Executive officer must be presented to the Executive by submission of a letter indicating the request and reason.
- (b) The President shall notify the officer immediately upon receipt of the request.
- (c) A motion to recommend removal of an officer must be approved by two-thirds of the Association Executive as a whole, excluding the officer being considered for removal.
- (d) The motion to remove the officer must be brought to the General Assembly within 30 days of being passed by the Association Executive.
- (e) The motion must be approved by not less than two-thirds of members present and voting at a General Assembly.
- (f) The officer shall have the right to address the General Assembly and/or the Association Executive prior to the vote.

Article 11: Vacancies and Resignations

11.1 Vacancies

11.1.1 If a vacancy occurs on the Association Executive, a by-election will be held at the earliest convenient date. Nomination papers must be filed with the Chairperson by the candidates one full week prior to the date set for the by-election so that ballots can be distributed to all schools. If no nominations are received by the nomination deadline, the Executive may make an appointment to fill the position.

11.2 Resignations

11.2.1 When a member of the Association Executive, not including the President, must resign before completing his/her tenure of office, the member shall:

- (a) Contact the President and state the reason and date the resignation is effective.
- (b) Submit a letter to the President and Association Executive specifying the reason for the resignation and a date upon which the resignation shall become effective shortly after verbal contact.

11.2.2 If the President resigns during his/her term of office, the notification shall be in writing and shall be directed to the Association Executive. The letter shall state the reason for the resignation, and the date upon which the resignation shall become effective.

Article 12: Rules of Order

12.1 All general, Assembly and Association Executive meetings shall be conducted in accordance with Federation Council procedures. in accordance with Federation Council procedures.

Article 13: Association Records

- 13.1 All Association officers, committee chairpersons, and portfolios shall transfer all records under their keeping to their successors in office.
- 13.2 The books shall be closed no later than June 30, with the exception of those of the Treasurer.
- 13.3 The Treasurer's books shall be closed no later than August 31.
- 13.4 The transfer of the books and records from the outgoing officers to the incoming officers shall be completed no later than August 31.
- 13.5 The transfer of the outgoing Treasurer's books to the incoming Treasurer shall occur as soon as the books are closed.
- 13.6 The new officers shall ensure that their predecessors' books and records are placed in the Association files.
- 13.7 The Association files shall be kept by the current President.
- 13.8 The Treasurer's books shall be audited by an outside accredited accountant annually.

Article 14: Constitutional Amendments

- 14.2 Proposed amendments shall be made in writing, signed and handed to the Association Executive.
- 14.3 The Association Executive shall review all amendments and share proposed amendments with the Representative Assembly.
- 14.4 Distribute a notice of motion that indicates the amendments to the membership.
- 14.5 A vote shall be taken on the amendments at the next General Assembly meeting.
- 14.6 Amendments shall be carried by two-thirds of those present and voting.
- 14.7 The Constitution shall come into effect upon approval by the STF Executive.

Article 15: Dissolution

- 15.1 The Association may be dissolved by a vote of the membership.
- 15.2 At the time of dissolution, the General Assembly will approve the disposition of any assets, records and archival material as proposed by the Association Executive.

**L.I.N.C.
Agreement**

Between

**The Prince Albert Roman Catholic
Separate School Division No. 6**

And

**Teachers Of
The Prince Albert Roman Catholic
Separate School Division No. 6**

July 1, 2016 to June 30, 2024

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LOCAL BARGAINING AGREEMENT

ARTICLE I – TERM OF AGREEMENT

This Agreement made at Prince Albert in the Province of Saskatchewan this 15th day of April, 2019.

BETWEEN

The Board of the Prince Albert Roman Catholic Separate School Division No. 6 of Saskatchewan, hereafter called "Board of Education"

AND

The Teachers of the Prince Albert Roman Catholic Separate School Division No. 6 of Saskatchewan, hereafter called "The Teachers" negotiated in accordance with the provisions of *The Education Act, 1995* and shall be effective from July 1, 2016 to June 30, 2024 unless otherwise noted.

Unless the context otherwise requires, all terms and expressions used in the Agreement shall have the same meaning as are given to them in *The Education Act, 1995*.

All Articles of the Agreement between the Board of Education and The Teachers shall remain in effect until replaced by a new agreement.

ARTICLE II – MATERNITY, PATERNITY, ADOPTION LEAVE

- 2.1 Provisions of *The Labour Standards Act* with respect to Maternity Leave and Adoption Leave shall apply.
- 2.2 Extensions to Maternity Leave beyond the period provided by *The Labour Standards Act* must have the approval of the Board of Education.

Except as provided for under the provisions of the Supplemental Employment Benefit Plan established in accordance with the provision contained in the Provincial Bargaining Agreement, Maternity Leave shall be without pay.

- 2.3 Upon request, a male teacher shall be granted leave with pay for a period of up to two (2) school days for Paternity Leave.

Paternity Leave shall be used as follows:

- a. To attend at the birth of his child if the birth occurs on a school day.
- b. To be present if the mother and child return from the hospital on a school day.
- c. A combination of (a) plus (b) totaling two (2) school days.

- 2.4 In a case where adoption requires absence from work to take custody of a child, leave with pay shall be granted for a period of up to three (3) consecutive workdays.
- 2.5 Upon request, a teacher shall be granted parenting leave without pay for the purpose of being at home as caregiver to a new-born or newly adopted child for a period of up to thirty (30) weeks less any leave granted under this article.
 - a. Notwithstanding the above, the Board may grant additional parenting leave without pay upon application by the teacher.
 - b. The teacher shall be re-instated in the position occupied at the time the leave was requested or in a comparable position.

ARTICLE III – PROFESSIONAL ADVANCEMENT LEAVE

- 3.1 When the Board of Education grants Leave of Absence with pay to a teacher under section 237 of *The Education Act, 1995* and the purpose of the leave is professional advancement for the teacher, whether known as sabbatical leave, educational leave, professional leave, assisted leave or otherwise - the terms and conditions of this section shall apply.
- 3.2 When leave is granted by the Board of Education to a teacher for the purpose of conducting research, acquiring information through visiting other school divisions, attending educational conferences contributing to the professional growth of the teacher, or other purposes related to the welfare of the school division, the teacher shall suffer no loss of pay during the period of absence. The teacher may, at the discretion of the Board of Education, be reimbursed for the actual expense in carrying out the intent of the leave. Return service will not be required.
- 3.3 When a leave is granted by the Board of Education to a teacher for the purpose of engaging in further studies at a recognized college or university and if this has been at the request of the Board of Education to meet a particular need of the division, the teacher shall be paid regular annual salary and an expense allowance.
- 3.4 If a leave is granted under the condition in 3.3 above, the teacher shall give return service according to this formula:

$$\frac{\% \text{ of Salary}}{\text{service 10}} \times \frac{\text{mos. of leave}}{5} = \text{months of return}$$

- 3.5** Should the teacher fail to successfully complete the program approved as a condition of the leave, the teacher shall undertake to refund the full amount of payment made to the teacher under this section together with interest at the prime bank lending rate prevailing at the time the leave was granted. The refunding shall commence no more than one (1) year following the date of the teacher's return to the employ of the Board of Education. Should the teacher successfully complete the educational requirements of the approved program during the first year of return service, such action will be deemed to have satisfied the conditions of the leave, and no repayment of funds will be required. Notwithstanding the foregoing, in the event of partial completion of the approved program, the Board of Education may, in its discretion, waive in full or in part the repayment of funds under this section.
- 3.6** Should the teacher fail to comply with this undertaking regarding return service, the teacher shall refund the full amount of the payment made under this article together with interest at the prime bank lending rate prevailing at the time the teacher returns to work. In the event there is partial compliance regarding return service, the amount of the refund shall be determined on a pro rata basis. Notwithstanding the foregoing, the Board of Education may, in its discretion, waive compliance by the teacher in whole or in part.
- 3.7** Notwithstanding anything contained herein, no legal liability will be attached to a teacher or the teacher's estate if, due to illness, permanent disability or death, the teacher is unable to fulfill his/her commitment.
- 3.8** Upon return to teaching following a leave of absence under this article, the teacher shall be placed in a position where, in the opinion of the Board of Education, the improved qualifications can best be utilized.
- 3.9** Where a leave of absence is granted under this Article, the teacher and the Board of Education shall execute a written agreement incorporating the appropriate terms and conditions stated herein.
- 3.10** If a teacher requests a leave for the purpose of engaging in further studies at a recognized college or university and if this leave is granted, the teacher may be granted a sum of money that is mutually agreed upon between the Board of Education and the teacher. The teacher shall make this request prior to January 30 of the year in which the teacher wishes this leave. The Board of Education shall notify the teacher of leave and sum of money, if any, within eight (8) weeks of the final date of application, and the teacher shall confirm this acceptance or rejection of the leave within two (2) weeks of being notified of it.
- 3.11** If a leave is granted under section 10 above, the conditions of 4, 5, 6, 7, 8, and 9 shall apply.
- 3.12** A teacher, upon request to the Director of Education or designate, may be granted leave of absence with or without pay at the discretion of the Board.

ARTICLE IV – BURSARIES

A bursary is defined as:

- 4.1 An amount of money that may be granted to a teacher for taking a university class or other course approved by the Professional Development Committee at summer school or during the school year, providing it does not involve a leave from teaching duties.
- 4.2 A teacher may receive bursary assistance upon application to, and approval by, the Professional Development Committee. Applications for bursary assistance will be invited in the fall of each year.

ARTICLE V – PROFESSIONAL DEVELOPMENT COMMITTEE

- 5.1 A committee will be formed at the beginning of each school year that includes a professional representative from each school and Catholic Education Centre representation. Support staff representation is also invited. The mandate of this committee is:
 - a. to develop and organize mandatory and voluntary in-service programs for professional and support staff
 - b. to survey staffs as required and recommend priority areas for professional development
 - c. to select recipients of bursaries as per Article IV of the Local Agreement.

ARTICLE VI – SUBSTITUTE TEACHERS

- 6.1 Substitute teachers shall be paid 1/200 of the minimum of their classification on the Provincial Salary Grid.

ARTICLE VII – PAY PERIODS

- 7.1 At the time of hiring, teachers shall have the option of selecting salary to be paid in ten (10) or twelve (12) monthly payments.
- 7.2 Teachers opting for a twelve (12) month pay period will inform the Board of their option by June 30. The pay option selected by the teacher will be effective the following fall term.
- 7.3 For teachers opting for either 10 or 12 monthly payments, payroll deductions will be made according to the current requirements of Revenue Canada, Teachers' Superannuation Commission (or Saskatchewan Teachers' Retirement Plan) and Saskatchewan Teachers' Federation.

7.4 Teachers will be paid on the 20th of the month, and if the 20th falls on a Saturday, Sunday, or other holiday, the teachers will be paid on the last teaching day prior to the 20th of the month. In June, teachers will be paid on the 20th of the month, except for teachers who are terminating their employment with the Board. Teachers on twelve (12) monthly payments terminating their employment effective June 30 of any year may be paid their retained earnings on the last day of June, if so requested in writing.

ARTICLE VIII – SPECIAL ALLOWANCES

8.1 Itinerant teachers, those who are required to travel during the regular school day (noon-hour, or during the morning or afternoon session) as a regular part of their teaching assignment, shall be paid a monthly travel allowance. The travel allowance is paid on a 10-month basis and calculated as follows:

$$\text{Basic Allowance} \times \frac{\text{of Schools Assigned}}{\text{Total \# of Schools}} \times \frac{\text{Frequency}}{\text{Week}}$$

Basic allowance is \$175.00 per month. Minimum monthly travel allowance paid under this clause is \$40.00 per month.

8.2 A teacher who is assigned to work in more than one school, but is not required to travel on a regular basis during the school day (if he/she is required to travel occasionally for staff meetings), will be paid a travel allowance equal to two minimum travel allowances, the first payable in October and the second in February.

8.3 A Consultant is a teacher who has been assigned school division responsibility for the co-ordination of work in a particular area. The Consultant functions in the schools in an advisory capacity to assist teachers and other staff members by demonstrating techniques and offering advice in the specific area.

A Consultant shall be paid an allowance of 5% of the minimum of his/her salary classification according to the Provincial Collective Bargaining Agreement for teachers. This allowance shall be pro-rated for teachers assuming part-time Consultant positions. The allowance is paid only during the time in which the teacher is filling the position of Consultant.

8.4 A Coordinator is a person whose role in the school division is to plan, develop, implement, and evaluate system initiatives.

A Coordinator shall receive an annual allowance of 18% of maximum Class VI according to the Provincial Collective Bargaining Agreement for teachers. This allowance shall be pro-rated for teachers assuming part-time positions. The allowance is paid only during the time in which the teacher is filling the position of Coordinator.

No teacher employed within the division shall suffer a reduction in salary (including allowances) when moving to the position of Coordinator. He/she shall receive the higher of the allowance as shown in the Collective Bargaining Agreement or salary (plus allowance) that he/she received immediately prior to being appointed Coordinator.

- 8.5 An Educational Psychologist is a person who is responsible for the psychological assessments of students and the subsequent follow-up.

An Educational Psychologist shall receive an annual allowance of 15% of his/her salary classification according to the Provincial Collective Bargaining Agreements for teachers. This allowance shall be pro-rated for teachers assuming part-time positions. The allowance is paid only during the time in which the teacher is filling the position of Educational Psychologist.

No teacher employed within the division shall suffer a reduction in salary (including allowances) when moving to the position of Educational Psychologist. He/she shall receive the higher of the allowance as shown in the Collective Bargaining Agreement or salary (plus allowance) that he/she received immediately prior to being appointed Educational Psychologist.

ARTICLE IX – GRIEVANCE PROCEDURE

- 9.1 When a teacher has a grievance pertaining to this Agreement, the teacher shall bring the matter to the attention of his/her immediate supervisor within five (5) work days of the infraction for discussion and resolution. Such resolution, if not rendered at the time of discussion, shall be rendered within five work days of it having been brought up.
- 9.2 If the resolution by the immediate supervisor is not satisfactory to the teacher, the teacher may, within five (5) work days of the resolution being given by his immediate supervisor, present the grievance in writing to the Director of Education or designate, who will, within ten (10) work days, give a solution in writing to the teacher.
- 9.3 If the matter is not resolved satisfactorily, the teacher may, within ten (10) work days of resolution being rendered by the Director of Education or designate, refer it in writing to the Chairperson of the Teachers' Local Bargaining Committee and arrange to resolve the grievance.
- 9.4 When the School Board has a grievance it may contact the Chairperson of the Teachers' Local Bargaining Committee in writing, within thirty (30) work days of the alleged infraction and arrange to resolve the grievance.

- 9.5 If, within twenty (20) work days of the filing of the grievance by the Chairperson of the Committee involved, the respective committees have not resolved the grievance, it may be referred to arbitration by either party, as provided in section 261 of *The Education Act, 1995*.
- 9.6 In the event that the initiator of the grievance fails to follow the procedure within the time limits established in this article, the grievance shall be deemed to be abandoned, unless the parties mutually agree to an extension of time stipulated herein.
- 9.7 Where the recipient of the grievance fails to respond within the time limits prescribed herein, the grievor may advance the grievance to the next step. The Board of Arbitration shall not be vested with the power to change, add to, delete, or amend the terms of the Agreement. However, the parties to the grievance shall be bound by the decision of the Board of Arbitration.

ARTICLE X – PERSONAL DAY

- 10.1 In recognition of leadership at the school, parish and community level, each full-time teacher shall be granted one (1) day personal leave with pay per school year. However, if a teacher has been on leave, the personal day shall be pro-rated.
- 10.2 Teachers shall be able to carry forward a maximum of two (2) personal days into the next school year; total accumulation not to exceed three (3) days. There is no pay-out of days not used.
- 10.3 Personal leave under this article cannot be used on a designated Professional Development Day.
- 10.4 Part-time teachers and those on temporary contracts shall be entitled to personal leave according to this article; however, the entitlement shall be pro-rated in accordance with the time employed.

ARTICLE XI – EMERGENCY DAY

- 11.1 Teachers shall be entitled to one day of emergency leave with pay per school year for emergencies beyond the control of the teacher. Notification shall be made to the Director of Education through the in-school administrator.
- 11.2 The Director of Education may request a written explanation from the teacher for the request for emergency leave.
- 11.3 Part-time teachers and teachers on temporary contracts shall be entitled to emergency leave in accordance with their regularly scheduled teaching time on the day on which the emergency beyond their control occurs.

ARTICLE XII – EARNED DAY OFF

- 12.1 In light of the fact that extra-curricular activities fall outside of the role of the teacher as defined in The Education Act, 1995, a teacher who provides forty (40) hours or more of Board-approved extra-curricular service may earn time off only once hours have been accumulated and approved.
- 12.2 Clauses 12. 2 to 12.17 will be in effect July 1, 2019.
- 12.3 Extra-curricular activities are defined as activities that are occurring outside instructional hours (determined by the beginning and ending bell times of the school day) that directly involve the participation of students and may involve the participation of parents with teacher supervision.
- 12.4 Extra-curricular activities do not include activities related to the preparations or duties that fall in the realm of assigned teacher time duties as defined in the Provincial Collective Agreement Article 17 and/or the Education Act Section 231. (For example, a teacher may not accrue extra-curricular service hours for services such as and not limited to: preparation of teaching duties such as marking, unit planning, parent/teacher/student conferences, participation in professional committees, etc.)
- 12.5 Extra-Curricular activities can be submitted for lunch activities as per the approved list below. The time is limited to time determined by the beginning and end bell times of the lunch bells of the school day.
- 12.6 Extra-curricular service hours can only be submitted if no other compensation is being provided for the service rendered. (For example – Service hours cannot be submitted for financially compensated time such as being a paid referee).
- 12.7 Extra-curricular service hours can only include time associated with extra-curricular activities and it is understood that any time submitted for preparations are directly associated to the extra-curricular approved activity only. (For example, some preparation time is required to do the extra-curricular activity with students/parents).
- 12.8 The extra-curricular activities can fall under 6 categories as listed below. All activities must be aligned with the Catholic School Board of Education’s aims and goals and preapproved by the Principal. The 6 categories are as follows with corresponding parameters:
- 12.8.1. **Category 1- High-School Athletics-** All SHSAA athletics sports activities governed by the SHSAA and approved by the Board of Education.
 - 12.8.2. **Category 2- Elementary School Athletics/PAC-** All sports activities deemed appropriate by the Principal and are approved by the Board of Education.
 - 12.8.3. **Category 3- Student Clubs-** All school-based student clubs deemed appropriate by the Principal and are approved by the Board of Education. Examples may include but is not limited to Rosary Club, Mock Trial Club, Chess Club.
 - 12.8.4. **Category 4- Arts and Music-** All activities with students engaged in choirs, musicals, band and other arts and music activities deemed appropriate by the Principal and are approved by the Board of Education.
 - 12.8.5. **Category 5- School Community Building Events-** All school community building events deemed appropriate by the Principal and are approved by the Board of Education. This category includes activities where students

attend and parents may be invited to attend (examples include but not limited to Christmas concert, Pancake Breakfast for Shrove Tuesday, Masses and Celebrations, etc.).

12.8.6. Category 6- School Program Support Activities- All school program support activities must be deemed appropriate by the Principal and are approved by the Board of Education. These activities involve and support the student programs of the school (examples include but not limited to cross walk/safety patrol, weight room supervision, year book, play day/track and field set up, library helpers, referee, awards, school community council teacher representative and other activities).

- 12.9** A teacher may redeem forty (40) accumulated approved extra-curricular service hours for an earned ½ day off. A teacher may take a maximum of 3 earned days off per year.
- 12.10** In the event that the approved extra-curricular service hours are not redeemed during the school year in which they are accumulated, the hours will be carried forward. This clause will come into effect for approved hours accumulated after August 24, 2012.
- 12.11** Earned extra-curricular days off may be combined with personal leave days to a maximum of five (5) days per school year.
- 12.12** A teacher may redeem 120 hours of approved extra-curricular service for a \$250.00 lump sum payout. A teacher may receive a maximum of \$500.00 in payout per school year. All requests to redeem the approved accumulated extra-curricular service hours must be presented to the director in writing no later than June 30th of each year.
- 12.13** A teacher who commences an approved leave and who has accumulated approved extra-curricular service hours prior to the leave, shall bank those hours and resume accumulating service hours upon returning from leave.
- 12.14** Overnight trips will be credited as six (6) hours of extra-curricular time on school days and twelve (12) hours on non-school days.
- 12.15** The earned days off under this Article cannot be used on a designated Professional Development day.
- 12.16** Article 12 shall apply equally to part-time teachers and those on temporary contracts.
- 12.17** All extra-curricular service hours that are accumulated must be submitted for approval no later than the following time frame:
- 12.17.1.** Extra-curricular service hours accumulated during August, September and October must be submitted by November 7th of that school year.
 - 12.17.2.** Extra-curricular service hours accumulated during November and December must be submitted by January 7th of that school year.
 - 12.17.3.** Extra-curricular service hours accumulated during January and February must be submitted by March 7th of that school year.

- 12.17.4. Extra-curricular service hours accumulated during March and April must be submitted by May 7th of that school year.
 - 12.17.5. Extra-curricular service hours accumulated during May and June must be submitted by the last day of that school year.
 - 12.17.6. If an extra-curricular activity occurs on or after the last working day of the school year then the entry must be submitted no later than June 30th of that school year school.
 - 12.17.7. It is understood that if the entry was not made prior to the deadlines as stated above, then the entry will not be approved.
- 12.18 Accumulated approved extra-curricular service hours may only be redeemed during the teacher's term of employment.

ARTICLE XIII – COMPASSIONATE LEAVE

- 13.1** A teacher shall be granted leave with pay as per the following schedule in the event of death in the immediate family (as defined below) of the teacher/teacher's spouse. The actual number of days granted shall be at the discretion of the Director of Education and based on the following:
- parent, spouse or child – up to five (5) days, if required
 - brother, sister - three (3) to five (5) days, if required
 - grandchild - one (1) to three (3) days, if required
 - grandparent - one (1) day, plus travel time, if required
 - aunt, uncle, niece, nephew - one (1) day
- 13.2** For the purpose of this article, immediate family is defined as: spouse, parent, brother, sister, child, grandparent, grandchild, or a person with whom the teacher had an especially close relationship in the family.
- 13.3** Upon extenuating circumstances, teachers may apply to the Board for extended bereavement leave.
- 13.4** Any leave granted under this article must be taken within the period commencing one week before and ending one week after the funeral relating to the death in respect of which the leave is granted.
- 13.5** In the event that a teacher is required to assist with, or officiate at, a funeral outside that covered in section 13.1, bereavement leave to a maximum of one (1) day per occasion will be available. Should additional time be required, the employee may apply for personal leave without pay.
- 13.6** A close friend's funeral may be attended, provided that the time required is one half day or less, and that internal arrangements for coverage of the teacher's duties can be made. If the funeral is outside the Prince Albert area, the teacher may apply for additional leave.

ARTICLE XIV – PREPARATION TIME

The school board supports the principle and value of preparation time for each teacher for the purpose of classroom and instructional improvement.

Preparation time is time within the school day, as defined by *The Education Act, 1995*, when the teacher is not performing instructional and/or supervisory tasks involving direct interaction with the students. The school board recognizes that a teacher's job goes beyond the classroom, and as such, provides for the dimensions of teaching that are not with students.

Preparation time is teachers' time to collaborate and consult, plan and prepare, research, evaluate, and reflect.

Teachers will exercise professional responsibility regarding their choices for the use of this time in a manner that is consistent with the duties of teachers as described in *The Education Act, 1995*. Teachers shall be accountable to the principal for the appropriate use of preparation time in accordance with current school division policy.

14.1 In order for teachers to meet the needs of the students, the system and the community better, the Board of Education will include in its annual planning requirements, an allotment of preparation time for all teaching staff.

14.2 Full-time teachers at École St. Mary High School shall receive a minimum of 15% preparation time, within the school timetable (instructional day of the students that is determined by the beginning and ending bell times of the school). The preparation time will be provided over a 4-semester time period.

It is understood that a teacher may experience two consecutive semesters without preparation time as the teacher completes one four-semester cycle and begins their next cycle.

14.3 Elementary and middle years teachers shall receive a minimum of 12.5% preparation time, within the school timetable (instructional day of the students that is determined by the beginning and ending bell times of the school). In addition, elementary and middle years teachers shall receive an equivalent of 4 non-instructional school days for the purpose of preparation time.

It is understood that the four non-instructional days for preparation time may be provided in a combination of full or half days scheduled on the school division calendar. An attempt to balance the distribution of these days throughout the year will occur with some consideration given to times in the year of student assessment and evaluation. The school division calendar is subject to the Board of Education's final approval.

Article 14.3 as revised is effective for the 2019-2020 school year.

- 14.4 Preparation time shall be pro-rated to the percent of teaching time assigned for teachers who teach less than the full instructional day.
- 14.5 When a teacher is requested by the in-school administrator and agrees to give up the teacher's scheduled preparation time to provide necessary coverage within the school, the preparation time that the teacher has given up shall be rescheduled at a time mutually agreed upon by the teacher and the in-school administrator.
- 14.6 No claim shall be made for the provision of preparation time that has been superseded by a school-approved event.

Signed on behalf of the Board of Education
of the Prince Albert Roman Catholic Separate
School Division No. 6.




Board Chair



Trustee



Trustee



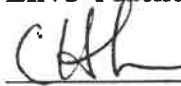
Director of Education



Signed on behalf of the Teachers
of the Prince Albert Roman Catholic
Separate School Division No. 6



LINC Teacher Negotiating Chair



LINC Teacher Negotiating Member



LINC Teacher Negotiating Member



LINC Teacher Negotiating Member

Original Signed

APPENDIX "A"

DEFERRED SALARY PLAN

BACKGROUND

The reason for tax sheltered deferred salary plans initially was to finance an unpaid leave of absence and to defer income tax.

Teachers who have accessed deferred salary plans speak more to such benefits as: rejuvenation, providing young teachers opportunity to teach, opportunity to try something different, whether it be further schooling or other work and so on.

1. The purpose of the Deferred Salary Leave Plan is to provide a teacher with one-year leave of absence in conjunction with a period of continuous employment by the school division.
 - a. the terms of the Deferred Salary Plan, inclusive of service and leave are three (3), four (4) or five (5) years.

ELIGIBILITY

2. To qualify for a Deferred Salary Leave Plan, the teacher must have been in the employ of the school division for a period of at least two (2) years prior to entering the Plan. The teacher would become eligible to apply during their third (3rd) year of teaching.

APPLICATION

3. To enter the Plan in the fall of any given year, the teacher shall make application to the Board of Education not later than May 30 of that year.

CRITERIA

4. Upon the acceptance to the Plan by the Board of Education, the teacher shall arrange to have the deferred salary held in trust, a savings account, or invested in an account specified to the school division Chief Financial Officer and deposited in the designated account. The interest gained shall be dependent upon the terms of the account the teacher arranges.
 - a. Upon entering the Plan, the teacher shall defer the respective percentage of net annual professional salary to the Deferred Salary Leave Plan for each of the years that the salary is deferrable. These percentages are thirty-three point three (33.3), twenty-five (25) or twenty (20) for three-(3), four-(4) or five-(5) year terms respectively.

- b. The teacher shall notify the school division Director of Education of the intention to take Deferred Salary Leave Plan leave of absence by March 31 of the year in which the said leave is to begin.
 - c. Deferred Salary Leave Plan leave of absence shall be granted for the last school year of the respective term of the Plan.
 - d. In the event of unforeseen circumstances which would prevent the teacher from taking the Deferred Salary Leave Plan leave of absence during the term of the Plan, the said leave may be postponed to a later year by mutual written agreement between the teacher and the said Board.
 - e. The teacher entering the Plan shall be free to pursue any activity desired during the Deferred Salary Leave Plan.
 - f. Upon returning to the school division, the teacher shall be reinstated to a position held prior to the Deferred Salary Leave Plan leave of absence, or such other position as was mutually agreed to in writing prior to the commencement of the said leave, or a position as similar as possible to the position held prior to the commencement of the Deferred Salary Leave Plan upon discussion with the Board of Education and the teacher.
 - g. The pay periods shall be arranged with the Chief Financial Officer before the leave takes place.
 - h. In any given school year, no more than five (5) teachers shall be absent due to Deferred Salary Leave Plan.
5. The Board of Education shall supply to the applicants by April 15 the up-to-date version of the booklet of the Deferred Salary Leaves by the STF.
 6. Changes to the Deferred Salary Leave Plan may be made effective on any annual anniversary date of entrance into the Plan.
 - a. If a teacher is required to temporarily discontinue teaching but remains in the employ of the school division, the teacher may request in writing that the Deferred Salary Leave Plan be suspended for the period of absence and the Board shall grant such an extension.
 - b. The teacher may, due to unforeseen circumstances, find it necessary to opt out of the Plan prior to completion. Such an arrangement shall transpire on the subsequent anniversary date.
 - c. In the event that employment of the teacher in the school division is terminated while the teacher is in the Deferred Salary Leave Plan, the statutory requirements will prevail, and any deferred fund will be paid out along with the final pay period.

Letter of Understanding No. 1
Preparation Time Model for Pre-Kindergarten and Kindergarten Teachers

The Board of Education and the Teachers of the Prince Albert Roman Catholic Separate School Division No. 6 agree: The school board supports the principle and value of preparation time for each teacher for the purpose of classroom and instructional improvement.

Preparation time is time within the school day, as defined by *The Education Act, 1995*, when the teacher is not performing instructional and/or supervisory tasks involving direct interaction with the students. The school board recognizes that a teacher's job goes beyond the classroom, and as such, provides for the dimensions of teaching that are not with students.

Preparation time is teacher time to collaborate and consult, plan and prepare, research, evaluate, and reflect.

Teachers will exercise professional responsibility regarding their choices for the use of this time in a manner that is consistent with the duties of teachers as described in *The Education Act, 1995*.

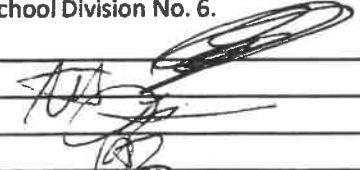
Teachers shall be accountable to the principal for the appropriate use of preparation time in accordance with current school division policy.

In recognition that the program hours delivery model is different for Pre-Kindergarten and Kindergarten Students, the teachers of these programs agree to have a preparation time model reflective of the following and agree:

1. Preparation time for Pre-Kindergarten teachers and Kindergarten teachers may be any combination of preparation time during instructional day or non-instructional days of the students that is determined by the beginning and ending bell times of the school.
2. The preparation time will equate to 12.5% and 4 days of any combination of instructional day and/or non-instructional days for students.
3. Every attempt to balance the time over the school weeks and year will be considered.
4. It is understood that preparation time may be provided in longer blocks of time such as half days scheduled by the school division.
5. This will be effective August 31, 2019.

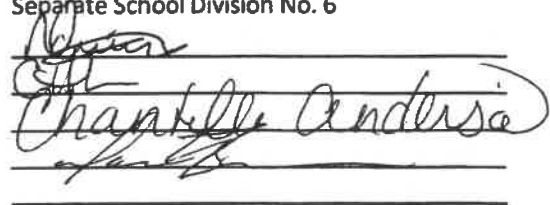
Signed at Prince Albert, Saskatchewan this 15 day of April, 2019

Signed on behalf of the Board of Education
of the Prince Albert Roman Catholic Separate
School Division No. 6.



Original Signed

Signed on behalf of the Teachers
of the Prince Albert Roman Catholic
Separate School Division No. 6



Letter of Understanding No. 2

Recognition of Voluntary Lunch Period Supervision

The Board of Education and the Teachers of the Prince Albert Roman Catholic Separate School Division No. 6 agree:

that the spirit of this letter of understanding is guided by the Education Act, 1995 Section 231 (2) (d) "A teacher shall maintain, in cooperation with colleagues and with the principal, good order and general discipline in the classroom and on the school premises." The School Board supports the principle and value of teachers voluntarily assisting in lunch period supervision and services will be recognized under the following conditions.

A lunch period is defined as the time that students eat lunch and have a break period for the remainder of the lunch period as set by the Board of Education as required by the *Education Act, 1995*. Teachers who volunteer to do lunch supervision shall be accountable to the principal for the lunch period supervision.

A teacher who volunteers to do lunch period supervision agrees to the recognition of service model agreed upon in this letter of understanding:

1. A teacher who agrees to do lunch period supervision for the school division is eligible to earn pay for each lunch period at the Board rate and/or time in lieu as described below.
2. A teacher must indicate in writing at the beginning of the school year if they wish to volunteer to do lunch period supervision and must indicate how they will be reimbursed for services from the two options listed below:

Recognition of Service Option 1- Pay for each lunch period supervision

- Pay for each lunch period worked at the rate of the Board (\$15 per lunch period).

Recognition of Service Option 2- Combination of time in lieu and pay for lunch period supervision

- Time in lieu will be awarded at the rate of 1/2 day for 10 lunch periods worked to a maximum of earning up to 2 days in lieu in a school year.
- When a teacher exceeds the increment agreed upon (10 lunch periods for ½ day in lieu, 20 lunch periods for 1 day in lieu, 30 lunch periods for 1.5 days in lieu or 40 lunch periods for 2 days in lieu), the remainder of the lunch periods worked in a school year will be on a pay per lunch period basis at the Board rate.
- This option for time in lieu shall be awarded upon completion of each 10 lunch period increments to a maximum of 40 lunch period increments. If an accruable increment is less than 10 lunch periods, it is understood the remainder of the lunch periods will be paid.

Understandings for Both Recognition Options

- a) A commitment of a teacher for voluntarily providing supervision services will be requested at the beginning of the school year or upon start of employment (if at another time of year).
- b) Each lunch period worked must be entered in the employee self service module no later than the last working day of each week. No entries in the school division reporting system, after the last working day of each week, will be approved. If corrections to the entry are required, a delay in pay (to the next pay period) may occur.
- c) Any payment for lunch period supervision will be reflected in the next pay period with the appropriate deductions.
- d) A teacher who agreed to do supervision must provide 5 months' notice in writing if they are going to cease voluntarily agreeing to do lunch period supervision. However, if a teacher ceases volunteering

to supervise, the first right of refusal would be given to the teachers who maintained supervision in the previous year.

- e) When the teacher agrees to volunteer to do lunch period supervision by choosing Option 2, the time in lieu (up to 2 days) will be awarded in a time in lieu bank at the beginning of school year.
- f) Requests for leaves using the time in lieu will be approved if operationally feasible (example and not limited to subs must be available). For instance, if a sub is not available, the leave will not be approved.
- g) No requests for leave will be considered before the first working day of school for that school year.
- h) The time in lieu must be used in the same school year as accrued and can be used with other days as per policies and agreements up to a maximum of 5 days away at any given time.
- i) Teachers are required to attend Student-Parent-Teacher Conferences. Therefore, if time in lieu is requested on the day of the Student-Parent-Teacher Conferences, the teacher must understand that they are responsible to be present at the Student-Parent-Teacher Conferences.
- j) No portions of less than 10 lunch periods of supervision will be considered for time in lieu.
- k) If a change in teacher's status occurs and the time in lieu was taken before the supervision occurred, the teacher agrees that pro-rated salary will be deducted at the rate of a substitute teacher.
- l) If a staff member has not been able to use the time in lieu before the end of the school year for any reason then the school division will pay the staff member, at Board rate (\$15 per lunch period), for lunch periods that were worked.

Timelines

- **January 1, 2020 to June 30, 2020 - Propose to start after Christmas, when operationally feasible, to offer both Recognition of Service Options with the following modifications:**
 - Recognition of Service Option 2- Combination of time in lieu and pay for lunch period supervision will have time in lieu awarded to a maximum of 1 day in lieu only for the remainder of the school year **January 1, 2020 to June 30, 2020**. All other conditions and understandings apply. The teachers who are currently providing lunch period supervision will be given first right of refusal to continue supervising and will choose the preferred recognition of service option.

Letter of understanding time period start of August 25th, 2020 to June 30, 2024.

Signed at Prince Albert, Saskatchewan this 5th day of December, 2019

Signed on behalf of the Board of Education
of the Prince Albert Roman Catholic Separate
School Division No. 6.

Signed on behalf of the Teachers
of the Prince Albert Roman Catholic
Separate School Division No. 6

Original signed

[Signature]
[Signature]

[Signature]
Chantelle Anderson
[Signature]



*Saskatchewan Rivers
School Division No.119*

Excellence for Every Learner

**TEACHER
LOCAL
BARGAINING
AGREEMENT**

EFFECTIVE

July 1, 2019 to June 30, 2024

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ARTICLE 1. Terms of Agreement and Definitions

1.1 Term of Agreement

This Agreement between the Board and the Teachers shall come into effect **July 1, 2019** and remain in effect until **June 30, 2024** or until revised in accordance with *The Education Act, 1995*.

1.2 Definitions

- a) Unless the context otherwise requires, all terms and expressions used in this Agreement shall have the same meanings as are given to them in *The Education Act, 1995*.
- b) The terms and conditions herein represent the whole Agreement negotiated by the parties, and are not subject to any terms and conditions other than those, if any, prescribed by law.

1.3 Revision of the Agreement

- a) The parties to this Agreement may, by written mutual consent, revise any provision of the Agreement during the term of the Agreement.
- b) Should any provision of this Agreement be found to be contrary to the provisions of any law, now or hereafter enacted, this Agreement shall not be abrogated, but shall be subject to such amendments as may be necessary to bring it into conformity with the law.
- c) Any teacher whose contract is terminated by the Board, and who at the point of termination has accrued benefits pursuant to this Agreement, shall have such benefits paid to him/her.

ARTICLE 2. Pay Periods

- 2.1 The Board shall pay the basic salary or wage using a systemized method of payment. Teachers on continuing contracts shall be paid twenty-four (24) allotments dispensed twice monthly.
- 2.2 Teachers on replacement and temporary contracts shall be paid twenty (20) allotments dispensed twice monthly from September through June.

ARTICLE 3. Prince Albert and Area Teachers' Association (PAATA) Fees

- 3.1 The PAATA treasurer shall advise the Director of Education, or designate, of the annual Association fee by June 30th for the following academic year.
- 3.2 PAATA fees shall be deducted from teacher pay in the manner agreed to by the Director of Education, or designate, and the PAATA treasurer.
- 3.3 Teachers not wishing to have fees deducted shall submit their desire, in writing, to the Director of Education, or designate (copy to the PAATA treasurer), by the first day of the academic year for teachers on continuing or replacement contracts and by the start date of their contract of employment for teachers on temporary contracts.

ARTICLE 4. Professional Development

- 4.1 The Professional Development Fund for each academic year shall be established in the amount of 1.05% of professional in-scope salaries for the previous T-4 reporting year.
- 4.2 The Professional Development Fund shall be administered in the following manner:
 - a) 100% shall be allotted on a full-time equivalent teacher basis;
 - b) School/Education Centre-based Professional Development Committees shall administer its disbursement;
 - c) Each school-based Professional Development Committee shall include **one** representative from the school-based administrative team and a minimum of **two (2)** teacher representative chosen by the school staff. **The committee will develop, approve and adhere to Terms of Reference and**
 - d) The Education Centre-based Professional Development Committee shall include **two (2)** representatives from the Superintendents of Schools and a minimum of **two (2)** representatives from the Consultants/Coaches.
- 4.3 Surplus Professional Development funds shall be carried forward to be used for teacher/staff-initiated professional development. The surplus carry over amount shall never be greater than 10%.
- 4.4 Consultants and Instructional Coaches with Division-wide responsibilities shall have access to additional funds for approved professional development activities. The Professional Development Fund, as established in Article 4.1, shall not be accessed for these additional funds.

- 4.5 Professional Development Funds are intended to improve student learning through teacher growth. Professional development activities will align with Division, school, and Personal Professional Growth Plan goals. Teachers may receive funds from the Professional Development Fund for the purposes of conducting research, acquiring information, attending conferences, visiting other school systems, and other related purposes as determined by the Professional Development Committee.
- 4.6 Each school year an additional 10% of the PD allocation will be held in a division account. Teachers from schools that have a zero balance in the PD fund prior to the end of each school year will be eligible to apply for a maximum of \$1000 per teacher for reimbursement from this account. The school PD committee chair and principal will sign off on the request for funds.

ARTICLE 5. Educational Leave

- 5.1 Educational leave shall be considered to be a paid leave of absence for the purpose of advancing educational qualifications.
- 5.2 Educational leaves are intended to improve student learning through teacher growth. Educational leaves will align with Division, school, and Personal Professional Growth Plan goals and initiatives. Educational leaves may include:
- a) Study and research of a system, school, process, or initiative;
 - b) Study and research at an accredited post-secondary institution;
 - c) Development of professional interests or skills;
 - d) Pursuit of general educational goals; or
 - e) A combination of the above.
- 5.3 The Division Committee shall be four (4) members: two (2) SRSD representatives named by the PAATA and two (2) representatives named by the Director of Education or designate. This Division committee will annually review criteria and make awards for Education Leaves and Bursaries.
- 5.4
- a) The Division committee shall approve the equivalent of two (2) teacher full-time equivalents for educational leave per academic year.
 - b) The salary paid to a teacher while on educational leave shall be as per the teacher's placement on the salary grid including, if applicable, salary for an allowance.

- 5.5 Should a teacher die, become ill or disabled while on educational leave or during the period of commitment, there shall be no liability to the teacher, the teacher's family, the teacher's estate, or any other person for repayment of the award.

ARTICLE 6. Sabbatical Leave

- 6.1 Sabbatical leaves may be granted at the discretion of the Director or **designate**.

ARTICLE 7. Bursaries

- 7.1 The Division shall establish a Bursary Fund of **eighty-five (85,000)** thousand dollars at the beginning of each academic year.

- 7.2 **The Appropriate HR personnel shall:**
a) **Receive and review all applications and tuition payments for bursaries**
b) **Approve a list of candidates who will receive bursaries.**

- 7.3 The Division Committee as constituted in Article 5.3 shall:
a) Annually review criteria for approval;
b) **Approve or deny bursary application requests that don't clearly fit the criteria;**
c) **Receive a list of candidates who are approved for bursaries each school year by May 31st. The list will include courses taken and the amount received.**

- 7.4 The surplus carry over amount shall never be greater than 10%.

ARTICLE 8. Leaves

All leaves shall be considered and provided in accordance with the *Saskatchewan Employment Act, other applicable legislation, STF provincial agreement, SRPSD Leave Guidelines, or other applicable administrative procedures.*

8.1 Compassionate Leave

- a) Definition
For the purpose of this section, immediate family is defined to include spouse, father, mother, brother, sister, child, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and parent surrogate.

- b) Leave
In the event of **critical illness** in the immediate family leave with pay shall be granted to all employees with the Board up to a maximum of five (5) working days per School Year. The Board may request proof of relationship.
- c) Additional Leave
The Director may, upon written request, grant additional compassionate leave with or without pay.

8.2 Bereavement Leave

- a) Definition
For the purpose of this section, immediate family shall include spouse, father, mother, brother, sister, child, grandchild, grandparent, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent-in-law, niece, nephew, first cousin, aunt, uncle and parent surrogate.
- b) Leave
In the event of death in the immediate family, leave with pay shall be granted to all employees up to a maximum of five (5) working days per incident. The Board may request proof of relationship and date of death. Such leave to be taken within the period of fourteen (14) calendar days of notification of the death. Should the initial prayer service, wake, funeral, or interment for an immediate family member occur outside of the fourteen (14) calendar day window, pre-approval is required.
- c) Additional Leave
The Director may, upon written request, grant additional bereavement leave with or without pay.
- d) Pallbearer's/Eulogist Leave
The Director shall grant upon written request up to one (1) day without loss of salary or wages to attend a funeral as a pallbearer or eulogist.

8.3 Negotiation Leave

- a) Up to five (5) teachers on the Teacher Local Bargaining Committee shall be granted leave with pay to participate in face-to-face negotiations with the Board when bargaining occurs during the instructional day.
- b) Up to five (5) teachers on the Teacher Local Bargaining Committee shall be granted leave with pay for the purpose of participating in mediation, conciliation, or arbitration proceedings with the Board. Teachers shall be responsible for any substitute costs incurred for mediation, conciliation, or arbitration proceedings.

8.4 Personal Leave

- a) Each full-time teacher shall be entitled to one (1) day personal leave with pay per academic year. A teacher employed part-time shall be entitled to personal leave on a pro-rated basis.

- b) Personal leave days and all other earned days may be carried forward to a maximum of five (5) days, and may be used in a block.

8.5 Pressing Necessity Leave

- a) Pressing Necessity is intended for emergency situations and is defined as a sudden, urgent, unforeseen circumstance requiring immediate action and for illness or medical appointments for the employee's spouse, dependent child, or dependent parent. Pressing necessity does not apply to discretionary personal or family matters. Examples of a pressing necessity include, but are not limited to, road closure, situations where travel is not recommended, natural disaster, accident, home emergency and medical appointments of an employee's spouse, dependent child, or dependent parent that cannot be scheduled outside the employee's work schedule.

- b) Each full-time teacher shall be entitled to two (2) days of pressing necessity leave with pay per academic year. A teacher employed part-time shall be entitled to pressing necessity leave on a pro-rated basis.

8.6 Teacher Association Service Leave

The President of the PAATA, when an employee of the Saskatchewan Rivers School Division, shall be provided with secondment time as agreed to by the Director and the PAATA.

ARTICLE 9. Travel and Allowances

9.1 Travel

When a teacher is required by the Board to travel in the performance of duties, the teacher shall be reimbursed at the greater of five dollars (\$5.00) per trip or the per kilometre Board rate. Teachers shall claim for reimbursement in December and June or at the end of any month in which the amount exceeds one hundred dollars (\$100.00).

9.2 Consultants

- a) Consultants shall receive an allowance equal to 12.5% of their basic salary, as per the Provincial Collective Bargaining Agreement.

- c) Teachers assigned part-time to a position as consultant shall receive a pro-rated allowance.
- d) Consultants shall be paid a vehicle allowance of one hundred seventy-five dollars (\$175.00) per month for travel within the City of Prince Albert, and the per kilometre Board rate for travel outside the City of Prince Albert.
- e) When professional license and/or membership in a professional organization must be maintained as a condition of employment, with the exception of Saskatchewan Teachers' Federation (STF) and PAATA fees, the Board shall pay 100% of the license and/or membership fee to a maximum of one thousand (\$1000)

9.3 Instructional Coaches

Instructional Coaches shall be paid a vehicle allowance of one hundred seventy-five dollars (\$175.00) per month for travel within the City of Prince Albert and the per kilometre Board rate for travel outside the City of Prince Albert.

9.4 Community Mobilization Educational Representative

A teacher who is in receipt of an allowance negotiated at the provincial or local level, and who is assigned to the Community Mobilization's Centre of Responsibility as division's Educational Representative, shall receive an allowance equal to that which he/she received prior to the assignment as Community Mobilization Educational Representative.

ARTICLE 10. Substitute Teachers

- 10.1 Substitute teachers shall be paid one number of days in the academic year X 96% of the minimum of Class IV as per the Provincial Collective Bargaining Agreement. Under no circumstances shall substitute teachers have access to retroactive pay. With each new Provincial Agreement, substitute salaries will be re-calculated effective the date of signing of the new Agreement.
- 10.2 In the event that a substitute teacher's services are contracted and, upon arrival at the school, the substitute teacher is informed that substitute services are no longer required; the substitute teacher shall be paid one-half the daily rate for substitute teachers.
- 10.3 If a substitute teacher volunteers to provide meal break supervision, compensation will be provided as per leave guidelines.

ARTICLE 11. Preparation Time

- 11.1 Preparation time is time within the school day when the teacher is not assigned instructional or supervisory duties involving direct interaction with students.
- 11.2 Preparation time is allocated to provide teachers time for various planning and preparatory activities as they continue to enhance the quality of education for all students.
- 11.3 Teachers will exercise professional responsibility to use preparation time in a manner consistent with the duties of teachers described in Section 231 of The Education Act, 1995.
- 11.4 Each school shall generate no less preparation time for teachers within the school than was in place in June, 2001.
- 11.5 Each school shall be allocated sufficient staff and non-instructional time to provide each teacher with a minimum of 10% of his/her instructional time as preparation time.

ARTICLE 12. Duty Free Lunch

- 12.1 Teachers shall be entitled to a duty free lunch.
- 12.2 Teachers who volunteer to provide lunch supervision shall be compensated as per leave guidelines.

ARTICLE 13. Extra-Curricular Activities

- 13.1 A teacher wishing to receive paid leave or funds in recognition of extracurricular involvement shall use the division form and process to document her or his extracurricular involvement.
- 13.2 Upon completion of documented extra-curricular involvement, a teacher shall be entitled to leave with pay based on the total accumulated hours.

Total Accumulated Hours	Total Paid Leave Entitlement
50	0.5
100	1.0
150	1.5
200	2.0
250	2.5
300	3.0

- 13.3 A teacher may take two (2) years to accumulate extracurricular hours, but at no time shall a teacher's documented time be older than two (2) years.
- 13.4 As an alternative to leave with pay, a teacher may choose to receive funds equal to his/her daily rate of pay in effect the date the funds are dispensed to the teacher.
- 13.5 A committee made up of two (2) SRSD representatives named by the PAATA and two (2) representatives named by the Director of Education shall continue to review the guidelines for extra-curricular activities. Either party may request meetings of the committee to review guidelines.

ARTICLE 14. Communications

- 14.1 The current Teacher Local Bargaining Agreement shall be made available on the Saskatchewan Rivers School Division website and a copy of it shall be provided to any teacher upon written request to the Director of Education or designate.

ARTICLE 15. Grievance Procedure

- 15.1 For the purpose of this Article, a grievance shall be defined as in Section 2 of *The Education Act, 1995*.
- 15.2 Teachers shall take every opportunity to resolve a grievance with the person(s) involved prior to engaging in a formal grievance procedure.
- 15.3 All unresolved grievances may be dealt with in accordance with *The Education Act, 1995*.

Signed on behalf of the Teachers employed by Saskatchewan Rivers School Division


Troy Parenteau, Chairperson


Heather Straf


Diane Dieno


Darcy Arpin

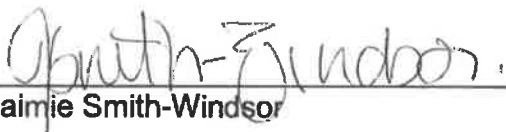
Date: October 1, 2019

Signed on behalf of the Board of Education of Saskatchewan Rivers School Division


Neil Finch, Chairperson


Robert Bratvold


Jerrold Pidborochynski


Jaimie Smith-Windsor

Date: Oct 1, 2019

**MEMORANDUM OF AGREEMENT
RE: Effective Dates**

It is mutually agreed that:

All articles, including new, revised and unchanged articles, in the Saskatchewan Rivers School Division Teacher Local Bargaining Agreement, dated July 1, 2019 to June 30, 2024, shall come into effect July 1, 2019 or as of the first of the month following signing of the Teacher Local Bargaining Agreement whichever is later, unless otherwise stated.

At no time will retro pay for any of the articles come into effect. All articles are on a move forward basis after the Teacher Local Bargaining Agreement takes effect as stated above.

Signed on behalf of the Teachers employed by Saskatchewan Rivers School Division


Troy Parenteau, Chairperson


Heather Stral


Diane Dieno

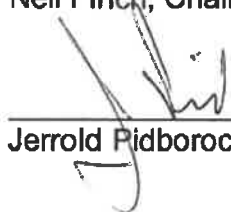

Darcy Arpin


Date: October 1, 2019

Signed on behalf of the Board of Education of Saskatchewan Rivers School Division


Neil Finch, Chairperson


Robert Bratvold


Jerrold Pidborochynski


Jaimie Smith-Windsor

Date: Oct 1, 2019

Provincial Collective Bargaining Agreement

EFFECTIVE SEPTEMBER 1, 2019 TO AUGUST 31, 2023

Between the
Boards of Education and the
Government of Saskatchewan
and the
Teachers of Saskatchewan



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Preamble

The Saskatchewan Teachers' Federation, the Saskatchewan School Boards Association and the Government of Saskatchewan affirm their commitments to a culture that holds the greater good of publicly funded education at the forefront of their behaviours.

The relationships in this culture are characterized by cooperation, trust, mutual respect and transparency while seeking common understandings.

The parties to this Agreement recognize the value of collaborative processes in support of negotiations in matters that are outlined in legislation and any other matters that we jointly agree to bargain.

Article One

Application of Agreement

- 1.1** This Provincial Collective Bargaining Agreement, hereafter referred to as “this Agreement,” negotiated in accordance with *The Education Act, 1995*, shall be binding upon all teachers and boards of education in the Province of Saskatchewan and upon the Government of Saskatchewan.
- 1.2 Effective Date**
- 1.2.1** Subject to 1.2.2 this Agreement shall be effective from September 1, 2019 to August 31, 2023 and thereafter until revised in accordance with *The Education Act, 1995*.
- 1.2.2** Where the first school day of the school year in any school or school division falls prior to September 1, this Agreement is in effect in that school or school division until the day immediately prior to the first school day of the school year.
- Provided that the parties to this Agreement may, by mutual consent, revise any provision of this Agreement during the term of this Agreement.
- 1.3** Unless the context otherwise requires, all words, names and expressions used in this Agreement shall have the same meaning attached to them as are expressed or implied in *The Education Act, 1995* and the Regulations thereunder.
- 1.4** Any reference in this Agreement to a board of education or board is deemed to include the Conseil scolaire francophone.
- 1.5** *The Interpretation Act, 1995* shall apply.
- 1.6** The exclusive representatives of the parties to this Agreement are the two bargaining committees appointed from time to time pursuant to Section 234 of *The Education Act, 1995*, and these representatives shall have the sole authority for negotiating from time to time for the settlement of grievances covered by this Agreement and for the appointment of members of an arbitration board pursuant to Section 261 of *The Education Act, 1995*.
- 1.7** Bargaining committees as described in Section 234 of *The Education Act, 1995* shall be appointed and in place at all times.

Article Two

Salaries of Teachers

2.1 The annual rate of salary of all full-time teachers for the period September 1, 2019 to August 31, 2023 shall be determined by the application of the following schedules according to the regulations governing the classification of teachers and the provisions of Article 3 hereof. For the purposes of this Agreement, salary shall include the annual rate of basic salary specified in Clauses 2.1.1, 2.1.2, 2.1.3 and 2.14.

2.1.1 For purposes of the schedules set out below:

- (a) Any teacher who was assigned to a class and step on the salary grid in effect on August 31, 2019 will be assigned to the same class and step in the salary grid in effect September 1, 2019 unless the teacher qualifies for an increment.
- (b) Any teacher who has no teaching experience and who begins teaching in Saskatchewan on or after September 1, 2019 will be assigned to Step 1.
- (c) Any teacher who has previous teaching experience:
 - i) outside the province; or
 - ii) in Saskatchewan prior to September 1, 2019; the first time the teacher begins teaching after September 1, 2019, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (d) Any teacher who has teaching experience in Saskatchewan at any time after September 1, 2002 and then has a break in service, when the teacher returns to teaching, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (e) Any teacher who has teaching experience before September 1, 2002 will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.

The annual rate of basic salary of all full-time teachers for the period September 1, 2019 to August 31, 2020 shall be determined by the application of the following schedule according to the regulations governing the classification of teachers and the provisions of Article 3.

Step	Class C	Class I	Class II	Class III	Class IV	Class V	Class VI
1	46726	46726	46726	46726	56029	59203	63078
2		48385	48385	48385	58532	61803	65795
3		50103	50103	50103	61149	64515	68628
4		51880	51880	51880	63881	67347	71583
5		53721	53721	53721	66736	70306	74667
6		55628	55628	55628	69720	73391	77882
7		57603	57603	57603	72835	76613	81236
8		59647	59647	59647	76090	79974	84734
9		61764	61764	61764	79491	83486	88385
10		63958	63958	63958	83043	87151	92160
11		66226	66226	66226	86755	90977	96161

2.1.2 For purposes of the schedules set out below:

- (a) Any teacher who was assigned to a class and step on the salary grid in effect on August 31, 2020 will be assigned to the same class and step in the salary grid in effect September 1, 2020 unless the teacher qualifies for an increment.
- (b) Any teacher who has no teaching experience and who begins teaching in Saskatchewan on or after September 1, 2020 will be assigned to Step 1.
- (c) Any teacher who has previous teaching experience:
 - i) outside the province; or
 - ii) in Saskatchewan prior to September 1, 2020; the first time the teacher begins teaching after September 1, 2020, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (d) Any teacher who has teaching experience in Saskatchewan at any time after September 1, 2002 and then has a break in service, when the teacher returns to teaching, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (e) Any teacher who has teaching experience before September 1, 2002 will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.

The annual rate of basic salary of all full-time teachers for the period effective September 1, 2020 to August 31, 2021 shall be determined by the application of the following schedule according to the regulations governing the classification of teachers and the provisions of Article 3.

Step	Class C	Class I	Class II	Class III	Class IV	Class V	Class VI
1	47661	47661	47661	47661	57150	60388	64340
2		49353	49353	49353	59703	63040	67111
3		51106	51106	51106	62372	65806	70001
4		52918	52918	52918	65159	68694	73015
5		54796	54796	54796	68071	71713	76161
6		56741	56741	56741	71115	74859	79440
7		58756	58756	58756	74292	78146	82861
8		60840	60840	60840	77612	81574	86429
9		63000	63000	63000	81081	85156	90153
10		65238	65238	65238	84704	88895	94004
11		67551	67551	67551	88491	92797	98085

2.1.3 For purposes of the schedules set out below:

- (a) Any teacher who was assigned to a class and step on the salary grid in effect on August 31, 2021 will be assigned to the same class and step in the salary grid in effect September 1, 2021 unless the teacher qualifies for an increment.
- (b) Any teacher who has no teaching experience and who begins teaching in Saskatchewan on or after September 1, 2021 will be assigned to Step 1.
- (c) Any teacher who has previous teaching experience:
 - i) outside the province; or
 - ii) in Saskatchewan prior to September 1, 2021; the first time the teacher begins teaching after September 1, 2021, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (d) Any teacher who has teaching experience in Saskatchewan at any time after September 1, 2002 and then has a break in service, when the teacher returns to teaching, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.

- (e) Any teacher who has teaching experience before September 1, 2002 will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.

The annual rate of basic salary of all full-time teachers effective September 1, 2021 to August 31, 2022 shall be determined by the application of the following schedule according to the regulations governing the classification of teachers and the provisions of Article 3.

Step	Class C	Class I	Class II	Class III	Class IV	Class V	Class VI
1	48615	48615	48615	48615	58293	61596	65627
2		50341	50341	50341	60898	64301	68454
3		52129	52129	52129	63620	67123	71402
4		53977	53977	53977	66463	70068	74476
5		55892	55892	55892	69433	73148	77685
6		57876	57876	57876	72538	76357	81029
7		59932	59932	59932	75778	79709	84519
8		62057	62057	62057	79165	83206	88158
9		64260	64260	64260	82703	86860	91957
10		66543	66543	66543	86399	90673	95885
11		68903	68903	68903	90261	94653	100047

2.1.4 For purposes of the schedules set out below:

- (a) Any teacher who was assigned to a class and step on the salary grid in effect on August 31, 2022 will be assigned to the same class and step in the salary grid in effect September 1, 2022 unless the teacher qualifies for an increment.
- (b) Any teacher who has no teaching experience and who begins teaching in Saskatchewan on or after September 1, 2022 will be assigned to Step 1.
- (c) Any teacher who has previous teaching experience:
- i) outside the province; or
 - ii) in Saskatchewan prior to September 1, 2022; the first time the teacher begins teaching after September 1, 2022, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (d) Any teacher who has teaching experience in Saskatchewan at any time after September 1, 2002 and then has a break in service, when the teacher returns to teaching, the teacher will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.
- (e) Any teacher who has teaching experience before September 1, 2002 will be assigned to the same step as other teachers in Saskatchewan who have the same number of completed years of experience at that date.

The annual rate of basic salary of all full-time teachers effective September 1, 2022 to August 31, 2023 shall be determined by the application of the following schedule according to the regulations governing the classification of teachers and the provisions of Article 3.

Step	Class C	Class I	Class II	Class III	Class IV	Class V	Class VI
1	49588	49588	49588	49588	59459	62828	66940
2		51348	51348	51348	62116	65588	69824
3		53172	53172	53172	64893	68466	72831
4		55057	55057	55057	67793	71470	75966
5		57010	57010	57010	70822	74611	79239
6		59034	59034	59034	73989	77885	82650
7		61131	61131	61131	77294	81304	86210
8		63299	63299	63299	80749	84871	89922
9		65546	65546	65546	84358	88598	93797
10		67874	67874	67874	88127	92487	97803
11		70282	70282	70282	92067	96547	102048

2.2 The rate of salary of a part-time teacher shall be in proportion to the percentage of time assigned to the teacher by the board of education.

2.3 Notwithstanding Clause 2.6 of this Agreement, a teacher engaged to teach a summer-school or night-school class shall be paid at a rate equivalent to the teacher's annual rate of salary according to this Article for each hour of time assigned by the employing board of education based on the following:

$$\frac{1}{(\text{Number of school days in the school year})} \times 5$$

2.4 The board of education shall pay to every teacher who teaches on all the school days of a school year the teacher's full annual salary.

Provided that the term "annual salary" shall mean 40% of the annual rate of salary provided for the teacher by this Agreement in effect for the fall term of the school year plus 60% of the annual rate of salary provided for the teacher by this Agreement in effect for the spring term of the school year.

2.5 In determining the "annual salary" as defined in Clause 2.4, where a teacher is eligible for an increment on a date other than September 1 (or school-opening date if prior to September 1) or January 1, each month except July and August shall be deemed to have 20 teaching days.

2.6 If a teacher is requested by the board of education and agrees to render service on more than the number of school days in a school year, the teacher shall be paid for each additional day an additional sum computed on the basis of:

$$\frac{1}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

2.7 The board of education shall pay to every teacher under a contract of employment in accordance with Section 200 of *The Education Act, 1995* salary based on the following for each teaching day:

$$\frac{1}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

2.7.1 The board of education shall pay to every teacher under a contract of employment in accordance with Section 200 of *The Education Act, 1995*, for fewer than all the school days of the school year, salary based on the following for each teaching day:

$$\frac{1}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

2.7.2 Notwithstanding Clause 2.7.1, where a teacher under a contract of employment in accordance with Section 200 of *The Education Act, 1995* for all the school days of the school year misses one or more days, the annual salary calculated in accordance with Clause 2.4 shall be reduced based on the following:

$$\frac{\text{Number of school days missed}}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

The reduction shall occur no later than the end of the month following the month in which the absence occurred.

2.8 Redundancy Pay

2.8.1 In the event that the contract of a teacher is terminated by a board of education pursuant to Subsection 210(1)(b) of *The Education Act, 1995*, the teacher shall be entitled to receive a lump-sum payment of an amount determined:

(a) regarding the first five years by multiplying

$$\frac{10}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

PLUS

(b) regarding years beyond the fifth year by multiplying

$$\frac{5}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

for each consecutive year, or portion thereof, of the teacher's most recent actual uninterrupted service with that board. For the purposes of this Clause, "uninterrupted service" shall mean continuity of the contract of employment, or uninterrupted service in terms of consecutive school days, or both.

2.8.2 With respect to Clause 2.8.1(a), the Government of Saskatchewan shall reimburse the board of education its redundancy costs which exceed five days' pay for each of the first five years of service.

2.9 A teacher shall be entitled to receive full salary while absent for selection to and/or service on a jury or as a result of being subpoenaed to be a witness in court. Any remuneration provided by the court, other than expenses, shall be reimbursed to the employing board of education.

2.10 When a part-time teacher, with the approval of the board, attends an institute, convention, workshop or other in-service program on a time not regularly included in the part-time contract of employment, the teacher shall be paid for such attendance in accordance with the teacher's salary rate.

2.11 Upon submission of a written request to the Chief Financial Officer of a school division, a teacher shall be entitled to have deducted, from the teacher's salary payments, voluntary contributions to the Saskatchewan Teachers' Superannuation Plan or the Saskatchewan Teachers' Retirement Plan and/or to the Dr. Stirling McDowell Foundation for Research Into Teaching and Learning.

2.12 Professional Teachers Registration Fees

2.12.1 Any and all fees required as a condition of employment for the annual registration of all certificated teachers with the Saskatchewan Professional Teachers Regulatory Board shall be paid in full on behalf of the teacher by the employer.

Article Three

Recognition of Experience

- 3.1** Except as provided elsewhere in this Article, each year of teaching service shall be given full recognition for increment purposes, the onus being on the teacher to provide evidence of such service.
- 3.2** For the purpose of this Article and subject to the provisions of Clauses 3.8 and 3.9, all teaching service shall be combined and given full recognition for increment purposes on the basis of 190 teaching days equalling one year of teaching service, the onus being on the teacher to provide evidence of such service. The board shall provide written confirmation of the teacher's recognition of experience and classification on the teacher's monthly statement of salary.
- 3.3** Following the granting of the first increment, the accumulation of days for subsequent increments shall begin at zero from the date on which the previous increment was granted.
- 3.4 Definition of Teaching Service**
- 3.4.1** For the purpose of this Article, teaching service shall be defined as service rendered as a teacher in a position requiring a valid teacher's certificate issued by the Ministry of Education or a certificate recognized by the Ministry of Education as being equivalent to a Saskatchewan certificate. Teaching service shall include service rendered in Saskatchewan government-funded prekindergarten programs, as well as kindergarten to Grade 12 programs or in programs which are recognized by the Ministry of Education as being equivalent thereto.
- 3.4.2** For the purpose of this Article, teaching service shall be further defined to include periods of time when a teacher holding a position as described in Clause 3.4.1 is in receipt of salary, partial salary or Supplemental Employment Benefits Plan (SEB Plan) benefits in accordance with Article 8 of this Agreement or in accordance with leave provisions of a local collective bargaining agreement.
- 3.5** Upon confirmation of employment with a board of education, or within such subsequent period of time as may be agreed by the teacher and the board of education, the teacher shall submit evidence of the teacher's previous teaching service to the office of the board. Except as provided elsewhere in this Article, previous teaching service shall be recognized by the crediting of one increment for each year of service up to the maximum of the teacher's class.
- 3.5.1** Teachers who request recognition of and provide evidence of previous service within 90 days of commencing employment shall receive all outstanding salary to which they are entitled retroactively to the commencement of their employment.
- 3.5.2** Teachers who request recognition of and provide evidence of previous service more than 90 days following the commencement of their employment shall receive all salary to which they are entitled effective the date upon which evidence of the additional experience is provided to the employer.
- 3.5.3** The provisions of 3.5.1 shall be waived or extended should the teacher provide evidence to the new employer of a formal request to past employers for documentation that recognizes past teaching experience which was subsequently not received within the timeframe specified in Clause 3.5.1.

- 3.5.4 If a previous employer will not or is unable to provide evidence of past teaching experience, the new employer shall consider other forms of documentation to support the claim of past experience. Other forms of documentation include: pay remittance statements, an employment insurance record of employment, a pension statement of remittances or an affidavit of employment from the past school administrator.

3.6 Related Experience

- 3.6.1 A committee shall be established consisting of an equal number of representatives of the board of education and of the teachers employed by that board. The committee shall consider any application for recognition of related experience of a teaching nature other than that recognized in Clause 3.4, or related experience of a non-teaching nature in the field in which the teacher will teach, as either wholly or partially equivalent to teaching service for incremental credit. The decision of the committee shall serve as a recommendation to the board of education.

Provided that experience credited for teacher certification shall not be recognized for incremental purposes.

- 3.6.2 A teacher who had incremental credit for related experience on August 31, 2013 shall retain such incremental credit as long as the teacher remains in the employ of the same board of education. Similarly, a teacher who commences employment with the board of education on or after September 1, 2013 and is granted credit for related experience under the previous provisions of this Clause shall retain such incremental credit in subsequent boards of education provided there is written evidence of the initial board to grant related experience.

- 3.7 An additional increment shall be credited on September 1, or school-opening date if prior to September 1, and on the first day of each month October through June inclusive that next follows the date on which the teacher has completed an additional year of teaching service in accordance with Clause 3.2.
- 3.8 A teacher shall not be credited with more than one increment during any 12 consecutive months unless the increment credit results from related experience credit.
- 3.9 A teacher who teaches part time on a regular, replacement or temporary contract shall have such time pro-rated and recognized for increment credit.

Article Four

Allowances for Principals, Vice-Principals and Assistant Principals

- 4.1** Each Principal, Vice-Principal and Assistant Principal shall be paid an allowance in addition to basic salary which shall be calculated according to the provisions of the following clauses.

For the purpose of the following clauses, a teacher in a one-room school shall be deemed to be a Principal.

4.2 Principals

4.2.1 Basic Allowance

Each Principal shall receive a basic allowance of \$7,798 for the period September 1, 2019 to August 31, 2020, a basic allowance of \$7,954 for the period September 1, 2020 to August 31, 2021, a basic allowance of \$8,114 for the period September 1, 2021 to August 31, 2022 and a basic allowance of \$8,277 for the period September 1, 2022 to August 31, 2023.

4.2.2 Allowance for Personnel Equivalents

Each Principal shall receive an allowance per personnel equivalent or fraction thereof based on the number of personnel equivalents as of September 30 of the applicable school year. This allowance is further based on the following:

Number of Personnel Equivalents	Allowance per Personnel Equivalent Sep 1/19 - Aug 31/20	Allowance per Personnel Equivalent Sep 1/20 - Aug 31/21	Allowance per Personnel Equivalent Sep 1/21 - Aug 31/22	Allowance per Personnel Equivalent Sep 1/22 - Aug 31/23
The first 10	\$937	\$956	\$976	\$996
The next 10	\$655	\$669	\$683	\$697
Over 20	\$318	\$325	\$332	\$339

- 4.2.2.1** The Principal shall be excluded in the calculation of personnel equivalents.
- 4.2.2.2** Each teacher employed on a regular part-time basis, or on a replacement or temporary contract shall be counted in the calculation of personnel equivalents according to his or her contract time.
- 4.2.2.3** Itinerant teachers employed in more than one school shall be included in the computation of personnel equivalents with their contract time apportioned to the respective schools.
- 4.2.2.4** Each full-time or part-time non-teaching personnel (exclusive of custodial or maintenance staff), who is employed by the board of education in the school and who is under the direction and supervision of the Principal, shall be counted as 0.25 of a personnel equivalent.
- 4.2.2.5** Itinerant non-teaching personnel employed in more than one school shall be included in the computation of personnel equivalents with their contract time apportioned to the respective schools.
- 4.2.2.6** Provided that if, on any date during the academic year, the number of personnel equivalents varies by one or more or by an amount sufficient to alter the allowance by more than 5%, the total allowance payable on and after that date shall be recalculated.

4.3 Vice-Principals

- 4.3.1 When a teacher is appointed to be a Vice-Principal, the teacher shall receive an allowance equal to 50% of the allowance that the Principal of that school receives.
- 4.3.2 Effective September 1, 2011, when a teacher is appointed to be a Vice-Principal, the teacher shall receive an allowance equal to 50% of the allowance that the teacher would receive if the teacher were Principal of the school.

4.4 Assistant Principals

- 4.4.1 When a teacher is appointed to be an Assistant Principal, the teacher shall receive an allowance equal to 60% of the allowance that the Principal of that school receives.
- 4.4.2 Effective September 1, 2011, any reference in this Agreement to a Vice-Principal is deemed to include Assistant Principal.
- 4.4.3 Notwithstanding Clause 4.4.2, every teacher who holds the position of Assistant Principal on or before September 1, 2011 shall receive an allowance equal to 60% of the allowance that the teacher would receive if the teacher were Principal of the school.

4.5 Acting Principals and Acting Vice-Principals

- 4.5.1 If neither a Principal nor Vice-Principal is present in a school for a period of one-half day or more on a day when students are required to attend, a teacher shall be appointed to an acting position for the duration of the absence. For the purposes of this Clause, a half day shall be defined as either school opening in the morning to noon lunch break or school resumption in the afternoon to school closing.
- 4.5.2 If no Vice-Principal has been appointed to a school, the teacher appointed in Clause 4.5.1 shall be appointed as Acting Principal.
- 4.5.3 When a teacher is appointed to an acting position, the teacher shall be paid the allowance that would normally be payable under Clauses 4.2, 4.3 or 4.4 for the entire period during which the teacher is serving in the acting position.
- 4.5.4 When a Principal is absent from the school for a period of five successive school days when students are required to attend school, a Vice-Principal shall be appointed Acting Principal.

4.6 Protective Provisions

- 4.6.1 Where a Principal is transferred by the employing board of education to another principalship in a school having the same or a greater number of personnel equivalents than the school from which the Principal was transferred, the annual allowance shall be not less than the annual allowance for which the Principal was eligible prior to the transfer.
- 4.6.2 Where a Principal is transferred by the employing board of education to another principalship in a school having fewer personnel equivalents than the school from which the Principal is transferred, the annual allowance shall be not less than the annual allowance for which the Principal was eligible prior to the transfer.

This provision shall not apply if:

- (a) the Principal formally requested the transfer in writing; or
- (b) the employing board confirms in writing that the transfer is a demotion.

- 4.6.2.1 Where a Principal is transferred by the employing board of education to another principalship in a school having fewer personnel equivalents than the school from which the Principal is transferred, the annual allowance shall be not less than the annual allowance for which the Principal was eligible prior to the transfer for a maximum of three years. This Clause is effective August 31, 2019 and replaces Clause 4.6.2 on the effective date.

4.6.3 The provisions of Clauses 4.6.1 and 4.6.2 shall apply to Vice-Principals in the same way as they apply to Principals.

4.6.4 Where a Vice-Principal is transferred to the principalship of a school having fewer personnel equivalents than the school from which the Vice-Principal was transferred, the annual allowance shall be not less than the rate of annual allowance the Vice-Principal was receiving prior to the transfer.

This provision shall not apply if:

- (a) the Vice-Principal formally requested the transfer in writing; or
- (b) the employing board confirms in writing that the transfer is a demotion.

4.6.5 When a Principal is transferred to the vice-principalship of another school, the annual allowance shall be not less than the annual allowance that would have been received prior to the transfer provided that such allowance shall not exceed 90% of the allowance that the teacher would receive if the teacher were Principal of the school.

This provision shall not apply if:

- (a) the Principal formally requested the transfer in writing; or
- (b) the employing board confirms in writing that the transfer is a demotion.

Article Five

The Superannuation of Teachers

5.1 It is agreed:

- 5.1.1 That the provisions of *The Teachers Superannuation and Disability Benefits Act* and the Regulations thereunder in effect at the date of this Agreement shall continue in effect for the life of this Agreement, subject to the revisions included in this Agreement.
- 5.1.2 That the Government of Saskatchewan will proceed expeditiously:
 - (a) to place before the Legislative Assembly of Saskatchewan such amendments to *The Teachers Superannuation and Disability Benefits Act*; and
 - (b) to make such amendments to the Regulations under the said Act; as are necessary to implement the provisions of this Article.
- 5.1.3 That, except as otherwise provided in this Article, the provisions of this Article shall become effective:
 - (a) in the case of amendments to the Act, the date on which the amendments receive assent; and
 - (b) in the case of amendments to the Regulations, the date on which the amendments are filed with the Registrar of Regulations.

5.2 It is agreed:

- 5.2.1 Teachers currently enrolled in the Saskatchewan Teachers' Superannuation Plan with less than 20 days of contributory service be eligible to access or withdraw their funds.
- 5.2.2 Where a refund of contributions is made pursuant to Clause 5.2.1, the refund shall include credited interest.

5.3 It is agreed that the government contributions to the Saskatchewan Teachers' Retirement Plan shall be 7.25% of teacher salaries up to the Year's Maximum Pensionable Earnings and 9.25% of teacher salaries over the Year's Maximum Pensionable Earnings.

Article Six

Group Insurance

- 6.1** The Government of Saskatchewan agrees to proceed expeditiously:
- (a) to place before the Legislative Assembly of Saskatchewan such amendments to *The Teachers' Life Insurance (Government Contributory) Act*; and
 - (b) to make such amendments to the Regulations under the said Act;
- as are necessary to implement the provisions of this Article.
- 6.2** The amount of insurance provided by the Agreement that is made pursuant to Section 4 of *The Teachers' Life Insurance (Government Contributory) Act* shall be a dollar amount equal to twice the value of the maximum of Class VI as set out in Article 2 of this Agreement rounded up to the next one thousand.
- 6.3** The amount of Accidental Death and Dismemberment Benefit provided by this Agreement that is made pursuant to Section 4 of *The Teachers' Life Insurance (Government Contributory) Act* shall be equal to and in addition to the "Amount of Insurance" as set out in Clause 6.2 and such coverage shall be extended to those positions referred to in Subsection 5(1) of the Act.
- 6.4** The premiums to be paid pursuant to Section 6 of *The Teachers' Life Insurance (Government Contributory) Act* shall be as follows:
- 6.4.1 The Minister of Finance shall pay one-half of the premiums required to provide each teacher the coverage as set out in Clauses 6.2 and 6.3.
 - 6.4.2 Each teacher shall pay one-half of the premiums required to provide him or her with the coverage as set out in Clauses 6.2 and 6.3 with one-tenth of the premium payable by the teacher being deducted each month from September through June.
- 6.5** Any agreement which the Government of Saskatchewan enters into pursuant to Section 4 of *The Teachers' Life Insurance (Government Contributory) Act* shall be subject to the concurrence of the Saskatchewan Teachers' Federation.
- 6.6 Superannuated Teachers**
- 6.6.1 A teacher who commences receiving an allowance under *The Teachers Superannuation and Disability Benefits Act* or Saskatchewan Teachers' Retirement Plan on the grounds of age and service shall continue to be covered until the teacher reaches the teacher's 65th birthday by the provisions of *The Teachers' Life Insurance (Government Contributory) Act*. Teachers wishing to discontinue such coverage shall notify the Saskatchewan Teachers' Superannuation Commission in writing to inform them of their decision.

Provided that all of the premiums for such continued coverage shall be payable by the teacher.
 - 6.6.2 A teacher receiving an allowance under *The Teachers Superannuation and Disability Benefits Act* or the Saskatchewan Teachers' Retirement Plan on the grounds of age and service, and who has continued coverage under the provisions of Clause 6.6.1, shall continue to be covered for decreased amounts of insurance as set out in the provisions of *The Teachers' Life Insurance (Government Contributory) Act* until the age of 75. Teachers wishing to discontinue such coverage shall notify the Saskatchewan Teachers' Superannuation Commission in writing to inform them of their decision.

Provided that all of the premiums for such continued coverage shall be payable by the teacher.

6.6.3 A teacher between the ages of 65 and 75 who commences receiving an allowance under *The Teachers Superannuation and Disability Benefits Act* or the Saskatchewan Teachers' Retirement Plan on the grounds of age and service shall continue to be covered for decreased amounts of insurance as set out in the provisions of *The Teachers' Life Insurance (Government Contributory) Act*. Teachers wishing to discontinue such coverage shall notify the Saskatchewan Teachers' Superannuation Commission in writing to inform them of their decision.

Provided that all of the premiums for such coverage shall be payable by the teacher.

6.6.4 A teacher between the ages of 75 and 85 who is in receipt of an allowance under *The Teachers Superannuation and Disability Benefits Act* or the Saskatchewan Teachers' Retirement Plan shall continue to be covered for decreased amounts of insurance as set out in the provisions of *The Teachers' Life Insurance (Government Contributory) Act*. Teachers wishing to discontinue such coverage shall notify the Saskatchewan Teachers' Superannuation Commission in writing to inform them of their decision.

Provided that all of the premiums for such coverage shall be payable by the teacher.

6.6.5 The amount of term life insurance and Accidental Death and Dismemberment insurance coverage provided to superannuated teachers over the age of 65 shall be in a dollar amount equal to 10% of the amount of insurance coverage provided pursuant to Clauses 6.2 and 6.3.

6.7 Temporary Teachers

Section 2 (Application of Act) of *The Teachers' Life Insurance (Government Contributory) Act* shall include teachers employed as a "temporary teacher" under Clause 2 of *The Education Act, 1995* provided the term specified for the temporary contract is for a period of at least 20 teaching days (full or partial).

The insurance coverage provided pursuant to this Clause will be effective from the first day of the contract to the end of the insurance year.

Article Seven

Duty to Accommodate for Disability and Sick Leave

7.1 Duty to Accommodate for Disability

The parties to this Agreement acknowledge and commit to the duty to accommodate for disability as required by applicable human rights law. The provisions of this Article shall be administered in accordance with such law.

7.1.1 Medical Information for Accommodation

- 7.1.1.1 The accommodation process shall be supported by relevant medical information supplied by a duly qualified medical practitioner that includes the restrictions for which accommodation is required. For the purpose of this Article, duly qualified medical practitioners include medical doctors and nurse practitioners.
- 7.1.1.2 Upon receipt of such information, the board of education may require a second opinion by a duly qualified medical practitioner. Such a request must be made within 14 days of receipt of the initial information. The board shall bear the cost of a second opinion.
- 7.1.1.3 If the board of education requests a second medical opinion, that opinion shall be obtained as a result of a personal attendance with a duly qualified medical practitioner mutually agreed upon by the board and teacher.
- 7.1.1.4 At reasonable periodic intervals, the board of education or teacher may request relevant medical information for the purpose of accommodation. Upon receipt of such information, the board of education may require a second opinion by a duly qualified medical practitioner. Such a request must be made within 14 days of receipt of the initial information. The board shall bear the cost of a second opinion.

7.2 Sick Leave

7.2.1 Benefit

Every teacher shall be paid according to the teacher's salary and allowances as specified in this Agreement and local collective bargaining agreements during periods of absence due to sickness in accordance with this Article.

7.2.2 Employment

For the purposes of this Article, a teacher is deemed to be employed during any period of time in which a teacher is under a contract of employment in accordance with *The Education Act, 1995* and is covered by any one or more of the following:

- (a) in receipt of full salary to which the teacher is entitled;
- (b) in receipt of sick leave benefits in accordance with this Article;
- (c) in receipt of Supplemental Employment Benefits Plan (SEB Plan) benefits in accordance with Article 8 of this Agreement;
- (d) in receipt of a disability allowance in accordance with *The Teachers Superannuation and Disability Benefits Act* and/or the Saskatchewan Teachers' Federation Teachers' Long-Term Disability Plan; or
- (e) not covered by any of Clauses (a) to (d) but continues to be absent during the academic year on account of sickness as certified by a duly qualified medical practitioner.

7.3 Entitlement

7.3.1 Determination of Entitlement

7.3.1.1 The entitlement of a teacher who is, within the meaning of Clause 7.2.2, employed:

- (a) full time for a complete academic year is 20 days;
- (b) part time for a complete academic year shall be the same percentage of 20 as the percentage of time set out in the teacher's contract of employment;
- (c) for a shorter period than a complete academic year shall bear the same proportion to 20 as the number of school days included in the teacher's contract of employment bears to the number of school days in the school year.

7.3.1.2 A teacher to whom only Clauses 7.2.2(d) or (e) applies on the final school day of an academic year and who does not return to teach on the first day of the next academic year, shall be credited with a further entitlement only on the first day of returning to teach. Such entitlement shall bear the same proportion to 20 as the number of school days remaining in the academic year bears to the number of school days in the school year.

7.3.2 Availability of the Entitlement

7.3.2.1 The teacher's sick leave entitlement shall be credited and available to the teacher:

- (a) on the first school day of each academic year;
- (b) if employed for less than a full academic year, on the first school day of employment; or
- (c) in the event Clause 7.3.1.2 applies, on the first school day of return to teaching.

7.3.2.2 A teacher may use the teacher's entitlement at any time during the academic year.

7.4 Deductions from Sick Leave

7.4.1 Sickness

A teacher's absence due to sickness on a full-time or partial basis shall be deducted from the teacher's sick leave entitlement in accordance with Clause 7.5.2.1.

7.4.2 Appointments

7.4.2.1 It is expected that teachers will schedule medical, dental and optical appointments in such a way as to minimize the period of absence. A teacher who is unable to schedule an appointment in such a way as to minimize the period of absence shall be granted leave with pay to attend the appointment and such leave shall be deducted from the teacher's sick leave entitlement.

7.4.2.2 Periods of absence include the time required by the teacher to travel to and from the location:

- (a) where the teacher obtains the necessary services; or
- (b) has reasonable grounds for wishing to obtain the necessary services.

7.4.3 Health of Foetus

A teacher who is expecting a child is eligible for benefits in accordance with this Article when:

- (a) the teacher is assigned to a location where, in the opinion of her physician, the teacher is at risk of damage to her foetus as a result of environmental or health conditions; and
- (b) there is no mutually agreed-upon re-assignment.

7.5 Administration of Sick Leave

7.5.1 Accumulative Sick Leave Record

- 7.5.1.1 Every board of education shall establish an accumulative sick leave (ASL) record for each teacher in its employ.
- 7.5.1.2 Every board of education shall provide each teacher in its employ with a copy of the teacher's ASL record on each of the following occasions:
- (a) at the end of each school year;
 - (b) upon termination of employment with that board;
 - (c) upon the request of the teacher.

7.5.2 ASL Credits and Debits

- 7.5.2.1 A teacher's absence due to sickness shall be deducted from:
- (a) the teacher's sick leave entitlement; or
 - (b) where the teacher's sick leave entitlement has been exhausted, the teacher's ASL credits.
- 7.5.2.2 On June 30 of each year and upon termination of employment, every board of education shall credit the ASL record of each teacher in its employ with the unused portion of the teacher's entitlement to a maximum of 180 days.
- 7.5.2.3 Accumulated credits in a teacher's ASL record are not forfeited during:
- (a) periods of board-approved leave;
 - (b) a period of up to three months (not including July and August) following the termination of a teacher's employment with a board of education;
 - (c) a period of up to 26 months following the termination of a teacher's employment with a board of education:
 - i) during which time the teacher is improving the teacher's teaching qualifications;
 - ii) during which time the teacher is employed by the Ministry of Education; or
 - iii) where the teacher's contract was terminated in accordance with Subsection 210(1)(b) of *The Education Act, 1995*;
 - (d) a period during which the teacher is employed by a Saskatchewan board of education in an out-of-scope position;
 - (e) a period during which the teacher is employed in a Band school in Saskatchewan; or
 - (f) a period during which the teacher is employed in an alternative independent school or a historical high school in Saskatchewan.
- 7.5.2.4 When a teacher who is absent on account of sickness is requested and agrees to provide services or offers and is approved to provide those services, then salary shall be paid in relation to the service provided.

7.5.3 Portability

The total credits in a teacher's ASL record (as determined in accordance with Clause 7.5.2) are portable from one board of education in Saskatchewan to another.

7.5.4 Privacy of Personal Information

- 7.5.4.1 The collection, use, disclosure, storage and retention of personal information for purposes of this Article must comply with the principles of privacy and the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 7.5.4.2 Personal medical information collected for the purposes of Article 7 should not be retained in the personnel file. Only the designated official shall maintain the separate teacher-specific medical file. Only the teacher and the designated official shall access this medical file.
- 7.5.4.3 Such information should be retained and destroyed in accordance with the principle that personal information is destroyed when it is no longer required for the purposes for which it was collected.

7.5.5 Evidence of Eligibility

- 7.5.5.1 When a teacher gives notice of absence under this Article, a board of education may require that payment of benefits be supported by Form 7-I Verification of Sickness – Qualified Medical Practitioner’s Report (attached to this Agreement in Appendix D) signed by a qualified medical, dental or optical practitioner to the board of education certifying that the teacher is medically unfit for duty as a teacher.
- 7.5.5.2 Requests for evidence of eligibility in accordance with Clause 7.5.5.1 must be made within 30 calendar days of the first day of absence on account of such sickness. Days outside of the academic year shall not be counted in calculating the 30 days.
- 7.5.5.3 Upon receipt of Form 7-I, the board of education may require a second opinion and the completion of Form 7-II Second Opinion of Sickness – Qualified Medical Practitioner’s Report (attached to this Agreement in Appendix E) by a qualified medical, dental or optical practitioner. Such a request must be made within 14 days of receipt of Form 7-I. The board shall bear the cost of a second opinion.
- 7.5.5.4 If the board of education requests a second medical opinion, that opinion shall be obtained as a result of a personal attendance with a qualified medical, dental or optical practitioner mutually agreed upon by the board and teacher.
- 7.5.5.5 At reasonable periodic intervals, the board of education may seek certification of continued sickness by requesting Form 7-I to again be completed. Upon receipt of such information, the board of education may require a second opinion by a duly qualified medical practitioner. Such a request must be made within 14 days of receipt of the initial information. The board shall bear the cost of a second opinion.

7.5.6 Payment of Benefits

- 7.5.6.1 A teacher absent from duty under this Article shall be paid the salary to which the teacher would have been entitled had the teacher continued regular teaching duties.
- 7.5.6.2 Teacher salary shall be paid during a reasonable period awaiting the requested second medical opinion.
- 7.5.6.3 In the event of a termination of contract on account of sickness following commencement of sick leave, a teacher is entitled to the payment of sick leave benefits until the earliest of:
 - (a) the end of the sickness;
 - (b) the expiration of benefits to which the teacher was entitled at the date the sick leave commenced; or
 - (c) the teacher enters into contract with another board of education.

Article Eight

Supplemental Employment Benefits Plan

8.1 Preamble

In recognition that there will be a health-related portion of every maternity leave during which a woman will be medically unfit for duty as a teacher for health-related reasons due to pregnancy, delivery or post-delivery, benefits for this period will be paid under the provisions of a Supplemental Employment Benefits Plan (SEB Plan) designed by boards of education in accordance with the registration requirements of the Benefits Program, Canada Employment and Immigration.

8.2 Entitlement

For the purposes of this Article, a woman is deemed to be medically unfit for duty as a teacher for health-related reasons due to pregnancy, delivery or post-delivery, for a period commencing on the estimated date of birth or the date of delivery, whichever is earlier, as certified by a qualified medical practitioner. A qualified medical practitioner includes a nurse practitioner or registered midwife.

8.2.1 A teacher is eligible for SEB Plan benefits if she is:

- (a) medically unfit for duty as a teacher for health-related reasons due to pregnancy, delivery or post-delivery;
- (b) in receipt of employment insurance benefits, when serving the one-week waiting period or in the period between the estimated date of birth or date of delivery, whichever is earlier, and the conclusion of the one-week waiting period; and
- (c) on maternity leave.

8.2.2 Every teacher who is eligible for SEB Plan benefits in accordance with Clause 8.2.1 is entitled to such benefits for a period commencing the estimated date of birth or the date of delivery, whichever is earlier, without being required to provide medical evidence.

8.2.2.1 The Government of Saskatchewan shall reimburse a board of education its SEB Plan costs in excess of six weeks.

8.2.3 Maximum Eligible Period

The maximum time to be used in determination of the benefit period is 17 weeks.

8.3 Privacy of Personal Information

8.3.1 The collection, use, disclosure, storage and retention of personal information for purposes of this Article must comply with the principles of privacy and with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

8.3.2 Personal medical information collected for the purposes of Article 8 should not be retained in the personnel file. The separate teacher-specific medical file should be maintained by, and accessible to, the teacher and the designated official only.

8.3.3 Such information should be retained and destroyed in accordance with the principle that personal information is destroyed when it is no longer required for the purposes for which it was collected.

8.4 Administration of SEB Plan

8.4.1 Forms

- 8.4.1.1 A teacher shall apply to the board of education for SEB Plan benefits using Form 8-I Application – Supplemental Employment Benefits (attached to this Agreement in Appendix A).
- 8.4.1.2 On delivery of the child, a teacher shall submit to the board of education Form 8-II Qualified Medical Practitioner's Report – Confirmation of Date of Delivery (attached to this Agreement in Appendix B).
- 8.4.1.3 The forms referred to in this Article are the only forms used in the administration of the SEB Plan and shall only be modified by mutual agreement of the parties to this Agreement.

8.4.2 Application Procedures for SEB Plan Benefits

- 8.4.2.1 The teacher shall submit Form 8-I and Form 8-II no later than 120 days following the birth of her child. It is preferred that Form 8-I accompany the notice of intention to take a maternity leave.
- 8.4.2.2 The board of education shall administer the application in a timely fashion.

8.4.3 Calculation and Payment of Benefits

- 8.4.3.1 Form 8-III Calculation – SEB Plan Payment (attached to this Agreement as Appendix C) is the form used to calculate the payment.
- 8.4.3.2 Effective August 31, 2019 for the period of eligibility as determined in Clause 8.2, the board of education shall pay to the teacher the following amounts:
 - (a) 95% of the teacher's weekly salary entitlement for the one-week waiting period; and
 - (b) the amount required on a weekly basis to supplement the teacher's employment insurance benefit to 95% of her salary for the remaining period of eligibility.
- 8.4.3.3 The teacher's weekly salary entitlement shall be calculated as follows:

$$\frac{5}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

Where "rate of salary in effect" includes the salary and allowances normally paid to the teacher in accordance with provincial and local collective bargaining agreements.

- 8.4.3.4 Benefits under the provisions of this Article are payable in respect of the number of school days prescribed by the Minister of Education in accordance with the provisions of *The Education Act, 1995*.
 - 8.4.3.5 The board of education shall commence payment of benefits in accordance with this Agreement and local collective bargaining agreements.
 - 8.4.3.6 Benefit payments under the provisions of this Article are subject to the usual deductions as if the teacher were actively teaching and as required by the respective benefit plan sponsors.
- ### 8.4.4 Related Benefits
- 8.4.4.1 A teacher in receipt of SEB Plan benefits is entitled to increment credit in accordance with Article 3 of this Agreement and annual sick leave entitlement in accordance with Article 7 of this Agreement for the period the teacher is in receipt of SEB Plan benefits.
 - 8.4.4.2 A teacher in receipt of SEB Plan benefits shall make prescribed contributions in accordance with *The Plan Text of the Saskatchewan Teachers' Retirement Plan* and *The Teachers Superannuation and Disability Benefits Act*.

Article Nine

Criteria for the Designation of Out-of-Scope Personnel

- 9.1** The Educational Relations Board shall designate a person as not being a teacher within the meaning of Sections 234 to 265 of *The Education Act, 1995* provided that:
- 9.1.1 The principal duties of the person are administrative and the person teaches or works directly with pupils less than 30% of that person's assigned time.
- 9.1.2 The total number of employees, excluding the Director of Education, which may be designated by the Educational Relations Board as not being a teacher, shall not exceed three persons for the first 50 teachers employed by the board of education and one person for each additional 100 teachers or fraction thereof so employed and above the 50.
- Provided that where a board of education employs more than 900 teachers, two additional persons may be so designated.
- 9.1.3 The person or persons so designated shall not be one whose duties are that of a Principal as set out in *The Education Act, 1995*.
- Provided that, upon receipt by the Educational Relations Board of a joint submission from the parties to this Agreement with respect to a given principalship, the criterion specified in this Clause shall be waived in that instance.
- 9.1.4 Subject to Clauses 9.1.1 and 9.1.2, the person or persons so designated shall not be employed to provide professional educational support or consultative services to students or teachers in educational psychology, speech and language, curriculum and instruction, resource-based learning or special education in positions requiring a valid Saskatchewan teacher's certificate.

Article Ten

Teacher Personnel and Medical Files

10.1 Statement of Access

A teacher's personnel file maintained by the Ministry of Education or a teacher's personnel and medical files maintained by a board of education shall be available for examination by the teacher in accordance with the procedures set out herein.

10.2 Conditions of Access

- 10.2.1 A teacher shall submit a written request to a designated official of the Ministry of Education or board of education for an opportunity to examine the contents of the teacher's personnel and medical files.
- 10.2.2 The designated official shall arrange with the teacher for an appointment to examine the information in the presence of said official or alternate at the office of the Ministry of Education or school board office during regular business hours.
- 10.2.3 The file contents examined may not be removed by the teacher from the location of the examination, but the designated official shall, at the request of the teacher, provide a copy of any or all records to which the teacher has been granted access.
- 10.2.4 Materials examined by the teacher may not be amended or deleted without the approval of the Ministry of Education or board of education.
- 10.2.5 The Ministry of Education or any board of education shall not charge a fee for access to a teacher's file by the teacher. A board may, at its discretion, charge copying fees in accordance with Regulations under *The Local Authority Freedom of Information and Protection of Privacy Act*.

10.3 Confidentiality

- 10.3.1 The presence of any documents submitted in confidence shall be identified to the teacher.
- 10.3.2 Subject to Clause 10.3.3, no written materials regarding the teacher which were submitted in confidence may be examined unless written permission is secured from the originator of such confidential material.
- 10.3.3 The views or opinions of another person about a teacher, other than views or opinions given pursuant to Subsection 31(2) of *The Freedom of Information and Protection of Privacy Act* or Subsection 30(2) of *The Local Authority Freedom of Information and Protection of Privacy Act*, are the personal information of the teacher.
- 10.3.4 Only the designated official shall maintain the separate teacher-specific medical file. Only the teacher and the designated official shall have access to the contents of the medical file (see Clauses 7.5.4.2 and 8.3.2).

10.4 Teacher Acknowledgment of Examination

- 10.4.1 The teacher shall acknowledge the examination of information by signing a dated statement to that effect. Such a statement shall be retained in the teacher's personnel or medical file as the case may be.
- 10.4.2 A teacher may submit a written comment with respect to any entry in the personnel or medical files and such comment shall be attached to the relevant document and included in the relevant file.

10.5 Removal of Documents of a Disciplinary Nature

- 10.5.1 Any document of a disciplinary nature shall be removed from the teacher's personnel file after a period of three (3) years from the point of the alleged infraction, provided there have been no reoccurrences of a similar nature during the three-year period.

Article Eleven

Dental Plan

- 11.1** It is agreed that the Government of Saskatchewan will place before the Legislative Assembly of Saskatchewan such legislation as is necessary to implement the provisions of this Article.
- 11.2** The Government of Saskatchewan and the Saskatchewan Teachers' Federation shall mutually agree upon a carrier to provide administrative services for such a plan.
- 11.3** The Dental Plan shall be administered by the Saskatchewan Teachers' Superannuation Commission.
- 11.4** The Minister of Finance shall pay the full premium required.
- 11.5** The coverage under the Plan shall include the following features:
- 11.5.1** Reimbursement to participants shall be equivalent to the current Saskatchewan College of Dental Surgeons fee schedule or the current Saskatchewan Denturist's fee guide if applicable.
- 11.5.2** No deductible for any benefits payable under the Plan.
- 11.6** Teachers receiving disability benefits under the Saskatchewan Teachers' Federation Teachers' Long-Term Disability Plan and/or the Saskatchewan Teachers' Superannuation Plan shall be eligible for benefits under the Dental Plan.
- 11.7** Teachers employed on a full- or part-time contract of employment in accordance with Section 200 of *The Education Act, 1995* shall become eligible for full benefits following 20 school days with such benefits to be retroactive to the first day of teaching service.
- 11.8** Teachers employed on a full- or part-time replacement or temporary contract of employment in accordance with Section 200 of *The Education Act, 1995* for a period which includes at least 20 school days shall be eligible for full benefits following 20 school days with such benefits to be retroactive to the first day of teaching service.
- 11.9 Coordination of Benefits**
- 11.9.1** The coordination of benefits provisions shall allow teachers to be reimbursed by the plan for up to 100% of total dental expenses.
- 11.9.2** The Plan shall allow for transfer of claims from one spouse to another when both are members of the Teachers' Dental Plan.

Article Twelve

Other Leaves

12.1 Negotiation Leave

A teacher acting as a representative of the Teachers' Bargaining Committee in accordance with Subsection 234(1) of *The Education Act, 1995* shall be granted leave and shall suffer no loss in salary or other benefits for time necessarily absent from the teacher's teaching duties for purposes of participating in negotiations, mediation, conciliation or arbitration proceedings with government-trustee representatives, or for attendance required by a mediator, a conciliation board or an arbitration board without government-trustee representatives also in attendance.

Provided that the Saskatchewan Teachers' Federation shall, upon request, reimburse the employing board of education for the salary of such teacher.

12.2 Quarantine

12.2.1 Entitlement

Every teacher in case of quarantine by order of a medical health officer or the Ministry of Health is, upon furnishing the board of education with the order or a copy thereof certified by the medical health officer or an officer of the said department to be a true copy, entitled to the teacher's salary during the quarantine for a period not to exceed 20 days during a complete academic year.

If the teacher has been employed with a board of education for less than a complete academic year, the board of education shall make such allowance in lieu of salary during the period of quarantine as it deems advisable, such allowance not to exceed the salary for a period bearing the same proportion to 20 as the number of school days during which the teacher has been employed by the division bears to the number of school days in the academic year.

12.2.2 Payment

A teacher absent on account of quarantine shall be paid the salary to which the teacher would have been entitled had the teacher continued regular teaching duties.

12.3 Leave for Officials

12.3.1 This Clause shall be administered in accordance with the following:

- (a) the Federation recognizes legitimate needs of boards of education to maintain the operation of schools; and
- (b) boards of education recognize the need for teachers to participate in the governance of the Federation.

12.3.2 A teacher acting as a member of the Executive of the Saskatchewan Teachers' Federation in accordance with Section 10 of *The Teachers' Federation Act, 2006*, or as an elected or appointed member of a committee of the Federation or who, by virtue of holding an elected office in a local association, attends a meeting called by the Federation, shall be granted leave and shall suffer no loss of salary and benefits during the course of an academic year for any days required to fulfil the duties of that office.

Provided that the Saskatchewan Teachers' Federation shall, upon request, reimburse the employing board of education for the cost of a substitute teacher, including allowances for acting Principals, Vice-Principals and Assistant Principals.

- 12.3.3 The Federation and its members undertake to provide adequate notice of such leave and this leave will not be used for meetings related to collective bargaining with the exception of leave for negotiation.
- 12.3.4 In the term of this Agreement, as is meant by Clause 1.2.1 of this Agreement, the use of this Article for the Annual Meeting of the Council of the Saskatchewan Teachers' Federation will be limited for up to four school days in an academic year.

Article Thirteen

Teacher Classification

13.1 Protection of Classification

The Government of Saskatchewan agrees that the effective date of any amendments to Saskatchewan Regulation Chapter E-0.2 Reg. 25 effective October 19, 2015 under *The Education Act, 1995* respecting the classification of teachers shall not fall within the term of this Agreement.

Article Fourteen

Comprehensive Health Care Plan

- 14.1** There shall be a comprehensive health care plan for Saskatchewan teachers, hereinafter referred to as "the Plan."
- 14.2** The Plan shall be designed and administered by the Saskatchewan Teachers' Federation.
- 14.3** The Plan shall include optical, prescription drug and other medical benefits as determined from time to time by the Saskatchewan Teachers' Federation.
- 14.4** The Government of Saskatchewan shall provide funding for the Plan as follows:
- 14.4.1** The Government of Saskatchewan shall make an annual payment to the Saskatchewan Teachers' Federation in each year an amount equal to 2.1% of the total cost of teacher salaries and allowances as provided by this Agreement as determined at January 1 of the current year and as reported on the School Finance Report.
 - 14.4.2** The above payments shall be made in monthly instalments on or before the first day of each month. Any adjustment due to the finalized calculation shall be made on or before April 1.
- 14.5** The Government of Saskatchewan shall have no additional liability for funding of the Plan other than as contained in this Article.

Article Fifteen

Grievance Procedure

- 15.1** A grievance may be filed alleging:
- 15.1.1 Violation of the terms and conditions of employment set out in *The Education Act, 1995* or the Regulations thereunder, as may be amended from time to time, or in other employment-related legislation applicable to teachers, or
 - 15.1.2 That a discretionary decision made with respect to a teacher's employment was made arbitrarily or in bad faith.
- 15.2** Except as provided for in this Article of this Agreement, Sections 261, 262 and 263 of *The Education Act, 1995* shall apply in the resolution of grievances with respect to this Agreement and the representatives of the parties named pursuant to Section 234 of *The Education Act, 1995* shall have the sole authority for negotiating from time to time for the settlement of grievances covered by the Agreement and for the appointment of members of an arbitration board pursuant to Section 261 of *The Education Act, 1995*.
- 15.3** Where either party initiates a grievance under Section 261 of *The Education Act, 1995*, the written notice shall include the particulars of the grievance, the relevant clauses of the Agreement and the remedy requested.
- 15.4** If an alleged violation of a provision in the Provincial Collective Bargaining Agreement which is grievable is not referred to the parties to this Agreement within six months of the time of the occurrence, or when the grievor reasonably ought to have known of the grievable matter, it shall be deemed to have been dropped.
- 15.5** The time for negotiating a settlement of a grievance pursuant to Section 263 of *The Education Act, 1995* may be extended to such longer period of time as is agreed upon by the parties to this Agreement.
- 15.6** An arbitration board appointed pursuant to Section 261 of *The Education Act, 1995* shall make its award within 45 days of the appointment of its chairperson.
- Provided that, by mutual consent of the parties to this Agreement or with the concurrence of the Educational Relations Board, the arbitration board may extend the time limit specified in this Clause.
- 15.7** If a grievance is not referred to arbitration within 90 days beyond the date on which the parties conclude that a settlement of said grievance cannot be negotiated pursuant to Clause 15.2, the grievance shall be deemed to have been settled.
- 15.8** The arbitration board shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement; nor to add to, detract from or modify the language herein in arriving at a determination of any issue presented that is properly within the limitations expressed herein.
- 15.9** A teacher who is requested to attend a meeting which is disciplinary in nature or which may lead to discipline may choose to be accompanied by another teacher or representative of the Saskatchewan Teachers' Federation. Every effort will be made to provide sufficient notice of the meeting, including the purpose of the meeting. If the teacher chooses to be accompanied, the unavailability of the accompanying teacher or representative of the Saskatchewan Teachers' Federation will not result in postponement of the meeting unless otherwise agreed to by both parties.

15.10 Notwithstanding just cause for termination of employment as provided for in Section 210 of *The Education Act, 1995*, a decision to demote a Principal or Vice-Principal or other in-scope personnel shall require reasonable notice of a demotion. Reasonable notice shall be one month per year of service in the role with that school division, or pay in lieu thereof. In no case shall the notice or pay be less than two months. The amount of payment shall reflect only the monthly allowances for the position in question. The calculation of notice shall not include the months of July or August.

Article Sixteen

Teacher Assigned Time

The parties to this Agreement agree that effective with the commencement of the 2019-20 school year, the following definitions shall further define the terms and conditions of employment for teachers with respect to the issue of teacher time.

16.1 A teacher's time falls within one of the following three categories:

- (a) Assigned teacher time.
- (b) Time spent carrying on the teacher's professional responsibilities as a teacher beyond their assigned teacher time.
- (c) Voluntary time spent on extracurricular activities and similar matters of benefit to the educational system and students, but extending beyond what the teacher's professional activities require them to do.

16.2 Assigned teacher time consists of the total of assigned teacher time for direct student instruction and assigned teacher time not involving direct student instruction.

16.3 Assigned teacher time for direct student instruction will customarily take place during the school day as defined in *The Education Regulations, 2015*, but need not encompass the entire school day thus defined, and may extend beyond the school day.

16.4 Assigned Teacher Time

- (a) In order to provide for the instruction of students and to administer schools and the programs they offer, the school or the employing school board or conseil scolaire will assign teachers to attend to teaching duties at designated times and places subject to any negotiated or contractual limits.
- (b) Assigned time occurs within a school year as defined by Section 163 of *The Education Act, 1995*, RSS c. E-0.2 and the Regulations thereunder, which includes periods that are considered either instructional time and non-instructional time as defined in Sections 25 and 26 of *The Education Regulations, 2015*.
- (c) Assigned teacher time means the sum of assigned teacher time for direct student instruction and assigned teacher time not involving direct student instruction, each as defined below. Assigned time includes duties assigned by the school board or school as well as duties assigned as a result of collectively bargained provisions.

16.5 Assigned Teacher Time for Direct Student Instruction

Assigned teacher time for direct student instruction is any time in which pupils of a school are in attendance and under the teacher's supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations and other learning activities provided by the board of education or conseil scolaire.

16.6 Assigned Teacher Time Not Involving Direct Student Instruction

- (a) Assigned teacher time not involving direct student instruction are those times when a teacher is assigned duties to be undertaken at designated times or places that do not involve direct student instruction and may not involve the presence of students. Such assigned duties include, but are not limited to, system-scheduled staff meetings and professional development or in-service training that are directed and required by the school division, in such a way they are or could reasonably be scheduled as part of the school division calendar, and therefore would be consistent for all teachers in the division.
- (b) Assigned teacher time not involving direct student instruction does not include:
 - (i) Time spent on school-related activities collectively agreed to by staff but not mandated by the school board or conseil scolaire.
 - (ii) Time spent beyond the normal assigned time to attend to unforeseen or emergent circumstances.
 - (iii) Voluntary time as referred to in Clause 16.1(c) above.
 - (iv) Staff meetings to address non-system-directed issues except when release time is given for the purpose of that meeting.

16.7 Professional Responsibilities of Teachers

- (a) Professional teachers are responsible for meeting those general functions and duties set out in Section 231 of *The Education Act, 1995*, RSS c. E-0.2.
- (b) Nothing in the definition of assigned teacher time limits a teacher's obligation to discharge their professional responsibilities through a combination of assigned and non-assigned time.
- (c) Teachers have discretion, to be exercised reasonably, as to when they carry out their professional responsibilities that extend beyond assigned teacher time. This includes duties where the outcome required of the teacher is mandatory, but the manner in which the teacher devotes their unassigned time to achieve that outcome is subject to the teacher's discretion.

16.8 Nothing in these provisions affect the duties and responsibilities of teachers who are:

- (a) Principals, Vice-Principals and Assistant Principals with duties assigned in accordance with Section 175 of *The Education Act, 1995*.
- (b) Coordinators, consultants and other employees who are in receipt of a special allowance.

16.9 The parties to this Agreement agree that for the purpose of clarifying the relationship between teacher salaries and teacher time, the following conditions shall serve to further define the conditions of employment for teachers.

- (a) The school year for teachers shall not exceed the number of school days specified in *The Education Act, 1995* and *The Education Regulations, 2015*.
- (b) A teacher's assigned time shall not exceed 1,044 hours within the school year.
- (c) Annual school calendars shall be designed, and Ministry of Education review shall ensure, that calendars can operate within the assigned teacher time limits referred to in (b).
- (d) Any remedy for exceeding the maximum teacher time shall be through the granting of compensatory hours at a future date and not by way of additional wages or overtime, except where Clauses 2.3 and 2.6 of the Provincial Collective Bargaining Agreement apply.

***Note: Appendix F contains explanatory notes that should be considered in conjunction with Article 16.**

***Note: For further information, please refer to the *Task Force on Teacher Time Final Report*.**

Appendix A

Form 8-I Application – Supplemental Employment Benefits

Provincial Collective Bargaining Agreement – Supplemental Employment Benefits (8.4.4.1)

Last Name **First Name** **Initial**

I hereby apply to the Board of Education of the School Division for Supplemental Employment Benefits in accordance with Article 8 of the Provincial Collective Bargaining Agreement, SEB Plan.

Estimated date of birth of child:
(Day/Month/Year, e.g., 31 JAN 2000)

- I understand that it is my responsibility to provide the board of education with information as it becomes available with respect to my claim using the following form as required: **Form 8-II Qualified Medical Practitioner's Report – Confirmation of Date of Delivery**
- I understand that it is my responsibility to provide the board of education with a copy of the letter confirming the commencement and level of my EI benefits.

Teacher's Signature Date
(Day/Month/Year, e.g., 31 JAN 2000)

Approved maternity leave dates: from to
(Day/Month/Year, e.g., 31 JAN 2000) (Day/Month/Year, e.g., 31 JAN 2000)

Date SEB application received:
(Day/Month/Year, e.g., 31 JAN 2000)

Date of written confirmation of receipt of application:
(Day/Month/Year, e.g., 31 JAN 2000)

Commencement of period as per 8.2.1(b):
(Day/Month/Year, e.g., 31 JAN 2000)

Commencement of EI benefit period:
(Day/Month/Year, e.g., 31 JAN 2000)

Appendix B

Form 8-II

Qualified Medical Practitioner's Report – Confirmation of Date of Delivery

Provincial Collective Bargaining Agreement – Supplemental Employment Benefits (8.4.1.2)

The information provided will be used solely to verify the date of delivery to support my claim for Supplemental Employment Benefits.

Last Name First Name Initial

I hereby authorize the release of the information requested in Part 2 below to the relevant administrative personnel of the board of education of the School Division to verify this claim for SEB Plan benefits in accordance with the Provincial Collective Bargaining Agreement.

Teacher's Signature Date Signed
(Day/Month/Year, e.g., 31 JAN 2000)

Actual date of delivery:
(Day/Month/Year, e.g., 31 JAN 2000)

Name of Qualified Medical Practitioner Phone

Address of Qualified Medical Practitioner

City/Town Province Postal Code

Signature of Qualified Medical Practitioner
(Day/Month/Year, e.g., 31 JAN 2000)

Appendix D

Form 7-I

Verification of Sickness – Qualified Medical Practitioner’s Report

Provincial Collective Bargaining Agreement – Sick Leave (7.5.5.1)

The information provided will be used solely to verify the teacher’s claim for sick leave.



Last Name First Name Initial

I hereby authorize the release of the information requested in Part 2 below to the relevant administrative personnel of the board of education of the School Division to verify this claim for sick leave in accordance with the Provincial Collective Bargaining Agreement.

Teacher’s Signature Date of Birth Date Signed
(Day/Month/Year, e.g., 31 JAN 2000) (Day/Month/Year, e.g., 31 JAN 2000)



1. Date of consultation:
(Day/Month/Year, e.g., 31 JAN 2000)

2. The above-named teacher has been incapable of fulfilling teaching duties due to sickness:

a) from to , OR
(Day/Month/Year, e.g., 31 JAN 2000) (Day/Month/Year, e.g., 31 JAN 2000)

b) since AND will be incapable of fulfilling teaching duties:

(i) for less than 4 weeks until , OR
(Day/Month/Year, e.g., 31 JAN 2000)

(ii) until expected date of return , OR
(Day/Month/Year, e.g., 31 JAN 2000)

(iii) for at least: 4 weeks 6 weeks 3 months 6 months 12 months

3. Date of next medical review:
(Day/Month/Year, e.g., 31 JAN 2000)

4. Has treatment been prescribed? Yes No

Name of Qualified Medical Practitioner Phone

Address of Qualified Medical Practitioner

City/Town Province Postal Code

Signature of Qualified Medical Practitioner
(Day/Month/Year, e.g., 31 JAN 2000)

Costs associated with the completion of this form to be borne by the teacher.

Appendix E

Form 7-II

Second Opinion of Sickness – Qualified Medical Practitioner’s Report

Provincial Collective Bargaining Agreement – Sick Leave (7.5.5.3)

The information provided will be used solely to verify the teacher’s claim for sick leave.

Last Name First Name Initial

I hereby authorize the release of the information requested in Part 2 below to the relevant administrative personnel of the board of education of the _____ School Division to verify this claim for sick leave in accordance with the Provincial Collective Bargaining Agreement.

Teacher’s Signature Date of Birth Date Signed
(Day/Month/Year, e.g., 31 JAN 2000) (Day/Month/Year, e.g., 31 JAN 2000)

1. Date of consultation:
(Day/Month/Year, e.g., 31 JAN 2000)

2. The above-named teacher has been incapable of fulfilling teaching duties due to sickness:

(a) from to , OR
(Day/Month/Year, e.g., 31 JAN 2000) (Day/Month/Year, e.g., 31 JAN 2000)

(b) since AND will be incapable of fulfilling teaching duties:

(i) for less than 4 weeks until , OR
(Day/Month/Year, e.g., 31 JAN 2000)

(ii) until expected date of return , OR
(Day/Month/Year, e.g., 31 JAN 2000)

(iii) for at least: 4 weeks 6 weeks 3 months 6 months 12 months

3. Date of next medical review:
(Day/Month/Year, e.g., 31 JAN 2000)

4. Has treatment been prescribed? Yes No

Name of Qualified Medical Practitioner Phone

Address of Qualified Medical Practitioner

City/Town Province Postal Code

Signature of Qualified Medical Practitioner:
(Day/Month/Year, e.g., 31 JAN 2000)

Costs associated with the completion of this form to be borne by the board.

2017-2019 Provincial Collective Bargaining Agreement – Form 7-II updated September 2018

Appendix F

Teacher Assigned Time

Teacher assigned time deals with the maximum amount of time assigned to teachers as directed and scheduled by boards of education. This maximum applies to all teachers.

The inclusion of the explanatory notes is to provide understanding and clarification regarding the rationale for and implementation of Article 16. This appendix is in effect for the term of this Agreement.

Clause 16.3

Explanatory Note:

Article 16 and the provisions that follow draw a distinction between teacher time, a matter over which teachers and the STF have a particular interest, and the parallel concept of student time, a matter the province regulates in the interests of ensuring appropriate educational standards. While teacher time and student time often span the same time on the clock, they are not the same concepts and need to be defined in a way that provides a clear understanding of the differences between the two.

Clause 16.4

Explanatory Note:

The concept of assigned time is not intended to adopt a time-clock approach for the teaching profession. It is tied into the concept of the annual school calendar. Teachers, as a matter of professional responsibility, are expected to arrive at school sufficiently in advance of their assigned-time duties so as to be ready to perform their assigned duties. The same is true at the end of those duties, recognizing that some time is usually needed for conversations with peers, discussion of current events in the school and so on. Fifteen minutes before and after the assigned duties might be needed for such activities, but this is conceived of as simply an aspect of a teacher's professional responsibility and not as assigned time for the purpose of the limits on assigned time.

Clause 16.5

Explanatory Note:

Practically, in the large majority of cases, the teacher's day will be linked to the school day, and assigned time for direct student instruction time will closely parallel the times students will attend which currently range between 5.0 and 5.3 hours per day,* varying with the number of school days and related factors.

*This is with respect to a regular five-day school week.

Clause 16.6

Explanatory Note:

This definition includes expectations that are common for all teachers, though these may vary from teacher to teacher. Assigned time includes non-instructional days. For example, when teachers are expected or required to attend professional development sessions, participate in professional learning communities, school-wide planning days or administrative days (i.e., the turnaround days, and those days that usually occur at the beginning or end of the school year). The hours of those days would typically be the number of hours equivalent to an instructional day, but need not be, and could be defined in the school-division calendar.

System-scheduled staff meetings are those times and tasks where staff is expected to participate, regardless of whether a particular day has been specified. For example, staff collectively expected to create a school plan that aligns with the Education Sector Strategic Plan, to be done outside the school day, but at a time or on a date left to their staff's discretion, would be included.

If a division provides early release time for staff meetings, that time would be included. If there is an expectation that a set amount of time outside the normal instructional day be devoted to the continuation of the staff meeting, that too would be included. If a division directs teachers to participate, for example, in 10 hours of required online professional development over the course of the year, this would be included. Participation in committees as a school representative or participation in optional professional development would not be included.

Clauses 16.6(b)(i) and 16.6(b)(ii) recognize that circumstances arise in the life of every school that require attention. Clause 16.6(b)(i) addresses staff-identified needs of the school. Clause 16.6(b)(ii) is more directed at unexpected needs that arise due to unforeseen circumstances. Examples might include major weather disturbances, busing disruptions, the need to attend to or plan for unanticipated disruptions in the school's regular activities, fire, flood or similar unanticipated events. Clause 16.6(b)(iii) simply makes it clear that voluntary time for things like extracurricular activities does not count towards the assigned-time calculations.

Clause 16.7

Explanatory Note:

Supervision of students during recess or break periods is considered to be a part of the teachers' professional responsibilities and, therefore, is not considered to be assigned time.


Clause 16.9

Explanatory Note:

Teachers who voluntarily accept additional responsibilities beyond those described in Section 231 of *The Education Act, 1995* do so outside of their regular assigned time. Examples of this include field trips and student experiences beyond the classroom.

In witness whereof the duly authorized representatives of the parties hereto have set their hands
at Saskatoon, Saskatchewan this 17th day of
June, 2020.

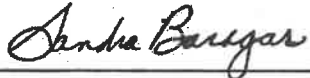
Signed on behalf of the Boards of Education
and the Government of Saskatchewan



Don Hoium



Gerry Craswell



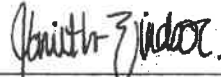
Sandra Baragar



Rick McKillop



Dave Spencer



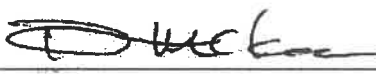
Jaimie Smith-Windsor



Tim Jelinski



Lori Kidney



Darren McKee

Signed on behalf of the Teachers of
Saskatchewan



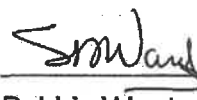
Randy Schmaltz



Patrick Maze



Samantha Becotte



Debbie Ward

