



Prince Albert & Area Teachers' Association

POLICIES

(June 2019)

The Prince Albert & Area Teachers' Association (PAATA) Policies are for the Prince Albert and Area Teachers' Association of the Saskatchewan Teachers' Federation. They are in addition to the bylaws and policies of the Saskatchewan Teachers' Federation.

This policy document has a two-fold purpose. First, it is intended to complement both the PAATA Constitution and the PAATA Handbook as a guide for the Executive, the Representative Assembly and the Committees of the PAATA. Second, it provides the members of the PAATA with the information necessary to study and change the Association.

| CONTENTS | PAGE |
|--|-------------|
| 1. Handbook..... | 3 |
| 2. Statement Revision | 3 |
| 3. Inservice Education | 3 |
| 4. Donations to Charitable Organizations | 3 |
| 5. Communication with the School Boards | 3 |
| 6. The Prince Albert and Area Teachers' Association Sunshine Policy..... | 3 |
| 7. Convention Attendance | 3 |
| 8. Scholarships | 4 |
| 9. Interns | 4 |
| 10. Resolutions | 4 |
| 11. Extra-Curricular Activities | 4 |
| 12. PAATA Funded Leave for Association Members | 5 |
| 13. Instructional Assistants..... | 5 |
| 14. Hospitality | 5 |
| 15. Program Development Funding to Individuals | 5 |
| 16. Evaluation | 5 |
| 17. Complimentary Tickets..... | 5 |
| 18. Ticket Refunds..... | 6 |
| 19. Travel Allowance | 6 |
| 20. Superannuates on the Income Continuance Plan (ICP)..... | 6 |
| 21. Reserve fund..... | 6 |
| 22. Technology Renewal..... | 6 |
| 23. Member Recognition | 7 |

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