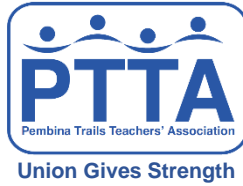




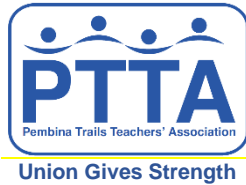
Union Gives Strength

**New Teacher
Booklet
2019-2020**



New Teacher Booklet Index

	<u>Page</u>
1. PTTA President's Message	3
2. Code of Professional Practice	5
3. Important Forms and Deadlines	9
4. Quick Reference Contacts	11
5. About PTTA	13
6. About MTS	15
7. Union Dues	17
8. Professional Development	19
9. Staff Development Centre	22
10. Collective Agreement Highlights	25
11. Uninterrupted Lunch Hour	33
12. Pembina Trails School Division	
Policy Highlights	36
13. Teacher Coverage	41
14. Creating an Absence in SmartFind	42
15. 12 Tips to Keep Your Online Life	
Trouble Free	44
16. Acronyms	46



Welcome to PTTA!

On behalf the **Pembina Trails Teachers' Association**, I would like to welcome you to the 2019 - 2020 school year. Your Association provides many supports and services for its members and I am always interested in hearing from our newest members to help meet your needs. I encourage you to contact me for any new supports that would benefit you as a member of the Association.

Each year the Association compiles a New Teacher Booklet. It is a good idea to keep it on hand as a quick reference guide. Please visit our website regularly at www.ptta.ca as the site is updated frequently and special events or services are always posted. As well, you will find our current PTTA Collective Agreement, professional development information, benefit packages, executive contact information and our PTTA Constitution, Bylaws and Policies.

Each year, schools are asked to appoint PTTA Council representatives. These individuals can help answer your questions or direct you to someone who can. They also provide a valuable link between the Association and the PTTA members at your workplace. I recommend you connect with the PTTA Council representative in your school and consider accompanying them to a council meeting so that you can find out a little bit more about how your Association works for you.

PTTA's success is dependent on the participation of its members. I encourage you to think about becoming an active Association and Society member. If you are interested in becoming involved, a good place to start is committee work; there are many PTTA

committees that would welcome your participation. Contact myself for more information. I am always available to answer your questions, listen to your concerns and provide assistance.

The PTTA office is located in Westdale School (Room 105). Please feel free to drop by, call me at 204-896-4857, on my cell at 204-793-7659 or email me at pttapresident@mymts.net.

Debra Morrissey serves as your Vice President for Professional Development for PTTA. Her role is to encourage and assist you in developing and realizing your professional development and educational goals based on your individual needs as a professional. Debra can be contacted at the office at 204-896-4857, on her cell at 204-294-6030, or by email at pttavp@mymts.net.

Lise Legal serves as your Vice President for Collective Bargaining for PTTA as well as chairing the Workplace Safety & Health and Education Finance committees. Lise is responsible for developing our bargaining package, as well as helping to police the current collective agreement. She is available to answer questions about any of her portfolios. Lise can be reached at the office at 204-896-4857, on her cell at 204-887-4847 or by email at pttacb@mymts.net.

Our administrative assistant, Michelle Watson, can also be reached at this office. Her email address is ptta@mymts.net.

Please remember, you are now a member of the **Pembina Trails Teachers' Association**, and we are here to assist you. I look forward to talking with you over the coming school year. If contacting me on a confidential matter please do so on a personal email account and not your Pembina Trails email account. Sincerely,

Bob Mauthe
Pembina Trails Teachers' Association
President

Code of Professional Practice

Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:

1. A Member's first professional responsibility is to the Member's students;
2. A Member acts with integrity and diligence in carrying out professional responsibilities;
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
4. A Member's conduct is characterized by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A Member shall not be considered in contravention of this Article in the following circumstances:
 - a) Consulting with the Society or the Member's Local president;
 - b) Taking any action that is allowed or mandated by legislation;
 - c) Where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;

7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
8. A Member makes an ongoing effort to improve professionally;
9. A Member adheres to collective agreements negotiated by the Society and its Local; and

A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals. (The Society approved new Bylaws at its 2014 AGM. Bylaw IV includes the Code of Professional Practice that applies to all teachers who are members of the Society. Bylaw IV also outlines what constitutes *professional misconduct* and how the Code is enforced. The Society's Constitution and By-laws outline the remedies or sanctions that can be imposed against any teacher who violates the Code of Professional Practice.)

Code de déontologie

Les Membres sont tenus de respecter les principes suivants et le comportement professionnel de chaque Membre doit refléter tant l'esprit que la lettre de ces principes :

1. La première responsabilité professionnelle d'un Membre se porte sur ses élèves.
2. Le Membre s'acquitte de ses responsabilités professionnelles avec diligence et intégrité.
3. Le Membre évite de se retrouver en situation de conflit d'intérêts, reconnaît l'existence de rapports privilégiés avec les élèves et s'abstient d'exploiter ces rapports en vue d'obtenir des avantages matériels, idéologiques ou autres.
4. La conduite d'un Membre est caractérisée par la contrepartie et la bonne foi. Le Membre parle et agit avec respect et dignité et se conduit judicieusement avec les autres, toujours consciencieux de leurs droits.
5. Le Membre respecte le caractère confidentiel des renseignements recueillis au sujet des élèves et ne divulgue ces renseignements qu'aux personnes autorisées ou aux organismes chargés de veiller directement au bien-être de l'élève en question.
6. Le Membre dirige d'abord toute critique de l'activité professionnelle et des travaux connexes d'un collègue à ce collègue en privé. Seulement après avoir informé le collègue de l'intention de le faire, le plaignant peut acheminer la critique, à titre confidentiel, aux autorités compétentes par l'entremise des voies appropriées de communication. Le Membre n'est pas considéré en violation du présent Article selon les cas suivants :
 - a) Suite à une consultation avec la MTS ou le président de l'Association locale du Membre;
 - b) La possibilité de prendre toute action autorisée ou prescrite en vertu de la Loi;

c) Là où le Membre agit de bonne foi et sans malice dans l'accomplissement des tâches légitimes de son poste imposé ou élu.

7. Le Membre ne contourne pas l'autorité immédiate pour passer à une autorité supérieure sans avoir épuisé les voies appropriées de communication.

8. Le Membre cherche constamment à se perfectionner au plan professionnel.

9. Le Membre se conforme aux conventions collectives négociées par la MTS.

Seul le Membre ou un groupe de Membres autorisé peut représenter la MTS ou ses Associations locales auprès d'Organismes extérieurs. Sans la permission expresse de la MTS, aucun Membre discutant avec des Organismes extérieurs ne pourra prétendre implicitement ou explicitement représenter la MTS ou ses Associations locales.

(La MTS a approuvé de nouveaux règlements à son AGA en 2014. Le Règlement IV comprend le Code de déontologie qui s'applique à toutes les enseignantes et à tous les enseignants membres de la MTS. Ce Règlement précise ce qu'est *l'inconduite professionnelle* et la façon dont le code est appliqué. Les Statuts et les Règlements de la MTS précisent les redressements ou sanctions qui peuvent être imposés à une enseignante ou à un enseignant qui enfreint le Code de déontologie.)

Important Forms and Deadlines

Parking Forms are handed out at the start of the school year by the school secretary. Check with your secretary for the date that they must be returned to the Division. (CA Article 3.12 a) b))

You should have received a package from the Division with **Life Insurance Forms, Blue Cross Extended Health and Dental Forms** that need to be completed prior to the beginning of the school year and sent to Sara Roorpa, Pembina Trails Benefits Officer. If you have not received this package, call or email Sara at 204-488-1767 extension 1278 or sroopra@pembinatrails.ca.

If you are intending to apply for a **Religious Holy Leave:** Teachers on staff requiring religious holy days during the school year shall provide notice in writing on the prescribed form as soon as possible after the start of the school year, however, not later than September 30th. In instances where religious holy leave days are required prior to September 30th in the school year, notice shall be given within ten (10) working days after the start of the school year, unless the holy day falls within the first ten (10) working days of the school year where the notice shall not be less than five (5) working days.

Pembina Trails School Division Extra-Curricular Intent Forms must be completed and given to your principal before September 30th. This form includes an estimate of the hours you expect to spend on extra-curricular student activities that occur at noon, before school or after school throughout the year. Notice of recognition days to be claimed must be made to both the school principal and the divisional substitute clerk, 5 days prior to taking the time. Please note that all extra-curricular activities are voluntary and you should not feel obligated to supervise, especially over the lunch hour. (CA Article 5.2)

Joint Professional Development (PD) Fund Deadlines for the PD fund are as listed below. These dates are also published in the Joint PD Guidelines Brochure. This brochure is posted on the Divisional website under the Staff tab and on the PTTA website under the Professional Development tab. (CA Article 7.5).

- Monday, September 23, 2019
- Tuesday, November 12, 2019
- Monday, January 13, 2020
- Tuesday, February 18, 2020
- Monday, April 13, 2020
- Monday, June 1, 2020

City of Winnipeg Active Living Fitness Pass registrations need to be submitted by September 16, 2019 to the PTTA office. You will be sent this information via email at the beginning of September by PTTA. Information is also available on the PTTA website at: www.ptta.ca.

University of Manitoba Active Living Centre

The Pembina Trails Teachers' Association is now a corporate partner with the University of Manitoba Active Living Centre. As a PTTA member you can join the Active Living Centre at a discounted rate of 25% from their regular rates. If you are a U of M alumni, there is a slightly better rate available to you. Memberships include access to the Active Living Centre, Frank Kennedy Centre, and Max Bell Centre on Fort Garry Campus and the Joe Doupe Recreation Centre at the Bannatyne Campus. Upon registration you will need to supply either a paystub or a Pembina Trails School Division ID. If you have any questions about memberships or to inquire about a tour of the facilities, please contact U of M Active Living Centre customer service at 204-474-7864.

You may apply at any time during the year.

Quick Reference Contacts

1. Pembina Trails Teachers' Association

Room 105 Westdale School 6720 Betsworth Ave.

Winnipeg, MB. R3R 1W3

Ph.204-896-4857

Email: Office - ptta@mymts.net

Website: www.ptta.ca

- Bob Mauthe (President)
pttapresident@mymts.net
204- 793-7659
- Lise Legal (Vice President/Collective Bargaining)
pttacb@mymts.net
204-204-887-4847
- Debra Morrissey (Vice President/Professional Development)
pttavp@mymts.net
204-294-6030

2. Manitoba Teachers' Society

191 Harcourt Street

Winnipeg., MB. R3J 3H2

Ph.204- 888-7961 Toll Free: 1-800-262-8803

Fax: 204-831- 0877

After hours Ph.: 204-946-2725

Website: www.mbteach.org

3. MTS Disability Benefits Plan

101 - 2639 Portage Avenue

Winnipeg, Manitoba

Ph. 204-957-5330 or 1-866-504-9373

Fax 204-957-5347 or 1-866-216-9014

Email: info@mtsdbp.ca

- 4. MTS TRAF Pension Plan**
330-25 Forks Market Road
Winnipeg, MB. R3C 4S8
Ph. 204-949-0048 Toll Free: 1-800-782-0714
Fax: 204-944-0361
Website: www.traf.mb.ca
Email: info@traf.mb.ca

- 5. Manitoba Education, Citizenship & Youth**
Ph. 204-945-7912
Website: <http://www.edu.gov.mb.ca/k12/>

- 6. Manitoba Blue Cross, Website:**
<http://www.mb.bluecross.ca>
Ph. 204-775-0151
Toll Free 1-800-873-2583 (in Manitoba)
Toll Free 1-800-596-1032 (Elsewhere in Canada)

- 7. Educator Assistance Program (Manitoba Teachers Society)**
Ph. 204-837-5801

About PTTA

The Pembina Trails Teachers' Association represents all teachers, consultants, clinicians and administrators. The Executive members of PTTA is structured as follows:

President: Bob Mauthe pttapresident@mymts.net

Responsible for the day-to-day management of PTTA including the expenditures, budget, policing the Collective Agreement and all personnel issues.

Vice President for Collective Bargaining: Lise Legal

pttacb@mymts.net

Negotiates and monitors the Collective Agreement and chairs the Workplace Health and Safety and Education Finance Committees.

Vice President for Professional Development:

Debra Morrissey pttavp@mymts.net

Chairs the Staff Development Centre (SDC) and Association Council on Education (ACE) and Co-chairs the Board Association Council on Education (BACE), Coordinates Spotlight on PD presentations at Council meetings and is the contact for professional development concerns/inquires.

Secretary: Susan Prescott pttasecretary@mymts.net

Takes minutes at all Executive and Council meetings.

Treasurer: Carla Bouchard pttatreasurer@mymts.net

Oversees the financial operations of PTTA.

Employee Benefits: Dan Mitchell pttaeb@mymts.net

Oversees the dental and extended health benefit plans for the Association and explores additional benefit plans for members.

Wellness/Social: Sandy Welbergen pttaws@mymts.net

Plans all Association social functions including the Retirement Celebration, Fall Social and other events and promotes the group fitness plan through the City of Winnipeg.

Public Relations: Sean Giesbrecht pttapr@mymts.net

Promotes the Association and the teaching profession, facilitates scholarships/ awards and organizes political action/support.

Equity and Social Justice: Chrislyn Fontaine

pttaesj@mymts.net

Examines and shares issues on Equality and Social Justice (ESJ) issues as they pertain to teaching and learning.

Past President: Kathy Slovinsky pttapastp@mymts.net

Chairs the Nominations and Resolution Committees and acts as the Chief Ratification Officer.

Members-at-Large: Mishelle Russo pttamal1@mymts.net

Kelly Chin pttamal2@mymts.net

Provide input at both Executive and Council meetings as necessary and provide assistance as required by Executive.

PTCEL Liaison: TBA pttaptcel@mymts.net

Is appointed by the Pembina Trails Council of Education Leaders to bring information to and from the Association for the School Leaders.

About MTS

Since its formation in 1919, the Manitoba Teachers' Society has worked tirelessly to improve the welfare and professional development of teachers, and the quality of education in Manitoba public schools. MTS represents approximately 15,000 public school teachers in Manitoba. The Pembina Trails Teachers' Association, of which you are also a member, is one of the 38 local Associations that make up the Society. The Manitoba Teachers' Society defends your rights and working conditions and provides you with opportunities for timely professional development.

Belonging to MTS is Your Right

Teachers, as well as doctors, nurses and other professionals have organized themselves to act collectively. Freedom of association is protected by Subsection 2 of the Canadian Charter of Rights and Freedoms. This fundamental freedom protects the right of teachers to form and belong to a union. The right to organize and participate in collective bargaining is a fundamental public policy concept in the Canadian Labour Relations System in each jurisdiction.

What is My Responsibility to My Collective Agreement?

Your Collective Agreement outlines not only your current salary and benefits but also your rights and working conditions. As a member of the Society and your local Association, you are bound under #9 of the Code of Professional Conduct to follow the terms of the agreement. See page 26 of this document to read about some of the highlights of our current Collective Agreement which covers the period from July 1, 2014 to June 30, 2018. As well, please read the information on page 34 which discusses the uninterrupted lunch time clause.

Five Good Reasons to Get Active in MTS

There are many good reasons why you, as a new teacher should get involved in your local Association and The Manitoba Teachers' Society. In his 2003 article, "*Visible unions depend on you,*" Max Fischer summed up five good reasons you should get active in your union. They include:

- MTS membership gives you the right to become involved.
- The gains unions make benefit everyone in your Association.
- It can help with your professional growth.
- You are part of a political process.
- It challenges injustices to individuals and groups.

The current climate facing teachers in Manitoba is unlike any other in our history. We stand in the face of what could be unprecedented change to how public education is organized and delivered to Manitoba students. MTS and PTTA will be integral in ensuring that your rights and economic stability are protected as much as possible.

Quotes From Colleagues

"I never thought I'd have to use the Society. Then we had this problem at school and their legal team really helped me out."

"MTS is always there. It's like insurance, you don't think about it until you need it."

SOURCE: Talking Cards, www.mbteach.org



Union Dues

From time to time, PTTA is asked what benefit members get when they pay their union dues. The automatic response is that MTS and PTTA bargain your Collective Agreement and is there for you should you find yourself in trouble. Certainly, that is part of it...but just that...a part. The role of your local Association and MTS is much broader.

Locally, the scope of the **Association** includes:

- Liaising with Senior Administration and the Board around issues, questions and concerns raised by teachers.
- Offering access to workshops and seminars dealing with topics such as maternity benefits and retirement planning.
- Providing representation on external and divisional committees such as Workplace Health and Safety.
- Promoting teacher autonomy in professional development through such avenues as the Joint PD Fund.
- Monitoring all school board meetings and protecting the rights of teachers.
- Offering communication in the form of the newsletter “Trail Talk” and website www.ptta.ca.
- Overseeing the administration of various group plans such as Blue Cross Extended Health and Dental Benefits.
- Communicating professional development issues and information to Association members.
- Providing an avenue for members to have their voice heard at the provincial level through resolutions.
- Organizing social events, such as fall and spring social events and a retirement reception.
- A voice at the end of the phone providing advice, direction, interpretation, information or simply a friendly ear.

Provincially, MTS works in harmony with the Association to provide:

- Lobbying government for improvements to our schools, teachers' working conditions and our pensions.
- Assistance with negotiating teachers' collective agreements and enforcement of agreements through grievances and other legal action.
- Professional development support at every stage of a teacher's career.
- Individual help from staff officers on personnel problems with your employer related to health, sick leave, certification, evaluation, salary, maternity leave, etc.
- Legal advice and representation on employer-related matters.
- Liability insurance for incidents within the scope of a teacher's duties.
- Confidential bilingual professional counseling services for problems of a personal nature such as marriage, divorce, substance abuse, and stress issues.
- Advice and assistance to local teachers' associations on organization, programs and communications.
- Services in the French language to teachers and Associations.
- Support and assistance to the Council of School Leaders and Special Area Groups of Educators.
- Communications to members through *The Manitoba Teacher*, a website www.mbteach.org, brochures and newsletters.
- An MTS membership card which gives you discounts on a variety of products and services.

Remember, the Association and Society's reasons for being is the protection and welfare of its members. Its strength lies in you – its members.

These dues are deducted from each cheque and can be seen on your monthly pay stub. Dues can be used as a deduction on your income tax return.

Professional Development

Did You Know?

Part V (39) of the Public School Act states: A teacher is responsible for ongoing professional development. This can be seen as a teacher's professional obligation and privilege.

Identify Your Personal PD Needs

Consider your....

- Personal short term and long-term goals and ambitions
- Teaching assignment
- Student needs and class composition
- Relevant Departmental and Divisional initiatives and priorities
- Role as a member in achieving each piece of a school plan

Set Personal and Professional Goals taking in consideration your Pembina Trails Professional Growth Model

- Identify the skills and knowledge that will be required in one year, five years, ten years

Create a Plan

- Research various types of PD activities that will help you reach your goals. For a list of PD opportunities, visit: <http://www.ptta.ca/professional-development.html> and <https://www.pembinatrails.ca/stafflinks/Pages/default.aspx>
- Consider the following different types of Professional Development:
 - Leadership opportunities: PTTA Council, Executive and committee work
 - University courses, school visits, workshops and clinics
 - School PD events: regularly scheduled days planned by your school
 - Professional Learning Teams: with colleagues in the same or different schools

- E-learning: online courses, Webinars
 - Action Research Projects: within the school or as part of other course work
 - Conferences: local, national or international.
 - Professional reading: as part of a study group or independently
 - Peer Coaching: with school colleagues or selected individuals
 - SAGEs (Special Area Groups of Educators): join one or more subject area groups when registering to attend the MTS Professional Development Day on October 25th
 - Staff Development Centre sessions
 - Cognitive Coaching program
 - Leadership Development program
 - MTS courses and seminars including the Fab 5 Conference: www.mbteach.org.
 - Department of Education courses
 - Social Networking Platforms such as Twitter: follow us @ pteachersassoc
- Investigate financial and other resources that will help you meet your goals

Increased Qualifications

Increased Qualifications as stipulated in Article 2.5 of our Collective Agreement states that you must give written notice to the Division prior to commencing a program leading to increased qualification. A letter sent to the Superintendent of Human Resources, Elaine Egan, outlining your goal. It is suggested that you include a timeline and expected finish date.

Professional Development Funding

1. Pembina Trails Teachers' Association/Pembina Trails School Division Joint PD Fund

This fund is administered by the PD Fund Management Committee with equal representation from Pembina Trails Teachers' Association and Pembina Trails School Division. This Committee considers applications for financial support to members wishing to attend workshops, school visits and conferences, both local (75 km from Winnipeg) and non-local (national and international). As well, this fund supports university coursework and proposals for teacher-initiated professional learning teams. The annual fund was established in the interest of enhancing professional growth and is available to all Pembina Trails Teachers' Association members. Teachers who are on a term contract are eligible to apply to this fund and attend PD activities while they are on contract. The PD opportunity needs to occur during the contract term. To access this fund, please see the Joint PD brochure and forms on the Pembina Trails Teachers' Association website at www.ptta.ca or the Pembina Trails School Division website at www.pembinatrails.ca. Be sure to access the Professional Development Fund Frequently Asksed Questions section designed to assist applicants and if further assistance is required contact Debra Morrissey - PTTA's Vice President for professional development at: pttavp@mymts.net. Be sure to check the Application Due Dates when applying as these dates are firm. All PD applications must be received prior to the PD opportunity you are applying for. All bills for reimbursement must be received by August 30, 2020.

***Please note: Utilizing this fund should be an autonomous and self-directed decision.**

- 2. School-Based PD Funds** - Professional staff members also have access to school PD Funds. Each school is allocated a budget based on the number of professional staff members at that school. The amount is approximately \$95 plus the cost of one substitute day for each professional member. How these funds are spent is up to each school site. Your school administrator can provide you with information on how these funds are used within your school and whether you can access them in any given year.

- 3. Other Divisional Funds** - Ask your administrator about additional funds available through the Division. Grants are often provided to the Division from the province for special program initiatives. An example of this is Math Numeracy.

- 4. MTS Grants** - There are two grants that MTS supports annually: Reflective Professional Practice and ESJ Initiative and Aboriginal Issues Grants. Both are due May 31st every year. See the MTS website at www.mbteach.org tab, Professional Development- MTS Grants for more information on how to apply.

About the Staff Development Centre **(SDC)**

The Staff Development Centre supports autonomous professional development and personal wellness activities for all employees of the Pembina Trails School Division. Its goal is to enhance and support the professional and personal development of all Pembina Trails School Division employees. It believes that professional practice and learning is strengthened through collaboration with colleagues.

Financial support for the SDC comes from the PTTA, Pembina Trails School Division, PTANTE, CUPE and EAPT. It operates in collaboration with the Pembina Trails Program Department.

The SDC offers a variety of workshops throughout the year in a number of areas, including:

- Learning Environment
- Working Environment
- Curriculum
- Instruction
- Assessment
- Technology
- Arts
- Wellness
- Lifestyle
- Fitness
- Equity and Social Justice Event
- Learn to Meditate and Mindfulness
- Mosaic Glass Tile Making
- Gluten Free Eating
- Investment Counseling
- Yoga, Zumba, Fitness Boot Camps, Kick Boxing
- First Contact Video Study
- Book Studies

- First Steps in Math
- CPR Heart Saver
- Golf Lessons
- Understanding Exceptional Children
- Painting and Cooking
- Designing Planters

The Staff Development Centre Calendar and Registration information are online at <http://www.pembinatrails.ca/sdc/>.

Note: You must be on a Divisional computer to register for all courses.

Staff Development Centre Secretary:

Mary Presley-Wood **Email:** mpresleywood@pembinatrails.ca.

Staff Development Centre Chair:

Debra Morrissey **Email:** pttavp@mymts.net

Collective Agreement Highlights

The present Collective Agreement (CA) between the Pembina Trails School Division and the Pembina Trails Teachers' Association covers the period of July 1st, 2014 to June 30th, 2018.

Every new member of the PTTA should receive a copy of this Agreement when they become an employee of the School Division. A new member should become familiar with all of the terms of the Collective Agreement. However, given the fact that new teachers are often overwhelmed with the information that they receive from the Division, the following points of interest are listed in order to inform you of some of the articles that may directly affect you. Knowing the rights and responsibilities and benefits awarded to members in the Collective Agreement is of the utmost importance.

The CA is divided into seven larger sections and the following points have been listed as they are found in this document.

Please review the following articles:

ARTICLE 2: QUALIFICATIONS/EXPERIENCE AND PLACEMENT ON SALARY SCHEDULE

2.5 Increased Qualifications

A teacher should be aware of the following if s/he decides to improve on his/her academic qualifications: "...prior to commencing a program leading to increased qualifications the teacher gives written notice to the Division of intention to do so..." A letter to the Assistant-Superintendent in charge of personnel would suffice.

2.6 Increments

It is best to read through this article to be aware of your initial salary scale placement and how you will move up in steps until you reach the maximum on the Salary Schedule.

ARTICLE 3: SALARY, ALLOWANCES AND DEDUCTIONS

3.2 Method of Payment

Members of PTTA shall be paid in 24 equal semi-monthly payments effective September 1st, 2015. Members shall be paid on the 15th and the last business day of the month.

3.9 Substitute Teachers

Substitutes are part of our Collective Agreement, and as such, have a section in the CA outlining their rights and working conditions. Most notably, substitute teachers should follow the timetable of the teacher they are replacing.

3.10 Deduction of Professional Fees

Pembina Trails Teachers' Association fees as well as those for the Manitoba Teachers' Society will be deducted from every member on the basis of 20 equal semi-monthly installments from September to June.

3.13 Mileage Allowance

All teachers who are required to use their private vehicles for work-related travel shall receive an allowance of the lesser of 56¢ or the rate per kilometer as set by the Canada Revenue Agency (CRA rate) per kilometer for 2019-2020.

3.14 Parking

The Board shall provide teachers parking at a cost (as of September, 2019) as follows:

- Fulltime: With electrical service - \$208.83
- Without electrical service - \$104.42
- Below half-time: Half of the full-time rates

ARTICLE 4: RIGHTS

4.1 Harassment

Simply stated, this clause states that all members have a right to work in an environment free from any type of harassment. Members also have the right to be treated fairly. If problems occur, there will be an attempt to deal with the problem in confidence.

4.2 Freedom from Violence

This clause states that all members have a right to work in an environment free from physical violence, verbal abuse or the threat of physical assault. It should be noted that individual teachers shall not have the right to grieve individual student disciplinary decisions made by the School Administration.

***If you are hurt on the job you need to report it!**

4.3 Discipline

The Division does not have the right to impose any form of discipline on a member without just cause. If this occurs, the individual has those rights as prescribed by this Collective Agreement under the Settlement of Differences Article. It must be noted, however, that this Article does not apply to teacher assessment and evaluation processes done pursuant to Divisional policy and practices.

4.5 Complaints

This clause explains the rights that members have if ever an individual received a complaint from an outside body, e.g. a parent. If the complaint cannot be resolved informally, then the rights that a member has in the process are explained in this clause.

ARTICLE 5: WORKING CONDITIONS

5.1 Contact Time

This clause attempts to protect the level of contact time assigned to any member in each school year. If a member becomes aware that an inequity exists in this area, s/he should contact the Association. It also ensures that part-time teachers shall receive preparation time on a pro rata basis.

5.2 Extra-Curricular Activities

This clause states: “Participation in extracurricular activities by teachers is voluntary.” This is an extremely important statement of principle. If a member does volunteer to work in any extra-curricular activity,

however, s/he should discuss this with his/her administrator and should also get information on the system that rewards this involvement, i.e. Recognition Days. (Divisional Policy on page 23).

Note: The recognition/reward is not part of the Collective Agreement.

5.3 Lunch Period

“An uninterrupted lunch period of sixty (60) consecutive minutes shall be provided to each teacher in the Division between the hours of 11:00 a.m., and 2:00 p.m.” It is very important that all members of the Association respect this clause. No administrative type of meeting should be scheduled by administrators or members during the noon hour. Members, however, can meet with colleagues and can also be involved in activities with students as long as these are on a voluntary basis, and one does not feel pressured or obligated to do so. (See letter on Page 19)

ARTICLE 6: LEAVES OF ABSENCE

6.5 Sick Leave

A member, after the second day of work in September, gains entitlement to twenty (20) sick days. These sick days can be prorated under certain circumstances as described in this Article. Unused sick leave can be accumulated up to a total of 130 days. A pregnant teacher has a right to use sick leave if her doctor feels she cannot perform her regular duties. This Article also provides protection to a member injured on the job.

6.6 Family Leave

Teachers shall be entitled to use up to an overall maximum of five (5) days of accumulated sick leave per school year to attend to the illness or injury of that teacher's spouse, common-law partner, children, parents, brother, sister, grandchildren or grandparents whether the family member is natural, in-law, step or foster.

6.7 Bereavement Leave

A member shall be granted from one (1) to five (5) days of leave without loss of pay depending on the relation of the member to the deceased person.

6.8 Maternity/Adoptive Leave

Every member shall be entitled to maternity and/or parental/adoptive leave. However, only a teacher, who has satisfied the seven (7) consecutive months of employment as a teacher with Pembina Trails School Division qualifying requirement, shall be entitled to the Supplementary Employment Benefits payment (top-up to 90% of one's salary) as outlined in the CA.

6.11 Personal Leave

“Leave of up to two (2) days without loss of salary to attend to personal business may be granted at the discretion of the Superintendent.” No reason need be given for this leave.

Effective the 2015/2016 school year, if a member takes fewer than 2 personal leave days, one personal leave day shall be carried over into the next school year. This would allow a member to have three personal leave days.

6.12 Religious Holy Leave

A teacher under contract shall be given leave of absence up to a maximum of three (3) days per school year without loss of pay for major religious holy days observed by the employee and designated as a day of obligation by the teacher's religion.

Teachers shall not absent themselves from duty for reasons of religious holy days without first notifying the Superintendent or designate. The timelines for this notification are given in the Article.

6.15 Educational Leaves

A teacher can access a ½ day paid leave for the purpose of writing a university exam, defending a thesis or dissertation or for attending their own convocation. (up to a maximum of two per year)

ARTICLE 7: BENEFITS

7.1 Group Life Insurance

All teachers employed by the Division are required to participate in the Group Life Insurance Plan. The premiums for the basic insurance of 200% of salary are shared equally between the employee and the Board. Where teachers opt for additional levels of insurance coverage, the premiums associated with such additional coverage shall be borne exclusively by the teacher.

7.2 Disability Benefits Plan

All teachers shall be enrolled in the MTS Disability Plan. They shall participate in the Plan in accordance with the terms and conditions of the Plan.

7.3 Short Term Disability Plan

All teachers shall be enrolled in the MTS Short Term Disability Plan. They shall participate in the Plan in accordance with the terms and conditions of the Plan.

7.4 Extended Health Benefit Plan and Dental Insurance Plan

As a member of PTTA, your participation in the Extended Health Benefits Plan and Dental Insurance Plan is mandatory. Where a teacher provides evidence of coverage for Extended Health Benefits or Dental Insurance through a spousal plan, such member can opt out of this Plan.

7.5 Professional Development Fund

The Board will make an annual allocation per fiscal year (\$495,927.00 in 2019-2020) to this Professional Development Fund. Every member has a right to receive funds under the guidelines established for the administration of this Fund.

A joint Management Committee manages this Fund. A brochure explaining the details of the Fund should be made available to every new member. The link is http://www.pembinatrails.ca/staff/joint_pd_fund.html.

If you have any questions regarding the Collective Agreement, please contact Bob Mauthe PTTA President (204) 896-4857 or pttapresident@mymts.net or Lise Legal, PTTA Vice President Collective Bargaining. (204) 896-4857 or pttacb@mymts.net

Important: Please Read **Uninterrupted Lunch Hour Clause**

The following letter was sent out to all PTTA members by Gerry Sanker, President at that time. It refers to a teacher's right to an uninterrupted lunch hour and teacher's obligation to uphold and protect the Collective Agreement.

March 8, 2006

Dear Colleague:

During the last several weeks, I have had many enquiries from teachers about their obligation to attend meetings during the lunch hour. I would like to address this very important issue. The short answer to these teachers is that you are absolutely under no obligation to attend any meetings or events during your lunch hour. In fact, you have an obligation not to do so.

Section 5.3 of our collective agreement states that, “An uninterrupted lunch period of sixty (60) minutes shall be provided to each teacher in the Division between the hours of 11:00 a.m. and 2:00 p.m.” To state the obvious, this is an absolute right, not one that can be negotiated.

We are aware that in some cases, staff meetings, team meetings, department meetings, and other administrative type meetings are being held during the lunch period. This meeting time is called by some administrators and/or requested by some teachers. There is much to lose if this practice continues. Simply put, use it or lose it. By attending these meetings, you are creating an estoppel, a past practice, which demonstrates that teachers do not wish to have an uninterrupted lunch period. This seriously compromises our ability to maintain this right in an arbitration setting.

Think of the recent past when teachers were assigned lunch duties and were required to attend meetings during the lunch period. On the request of teachers, negotiators fought very hard for many years to achieve the right to an uninterrupted lunch period, and it was finally awarded in arbitration. Attending lunch meetings is seriously undermining the efforts of these individuals, your colleagues.

Number 11 of the Code of Professional Practice states that “A teacher adheres to collective agreements negotiated by the professional organization.” Every teacher has the professional responsibility to adhere to the entire collective agreement. Failure to do so is acting unprofessionally.

Some teachers say that they prefer to meet during the lunch period because before or after school is not convenient for them. While I do understand that, one cannot pick and choose the clauses in the collective agreement one wishes to accept. One must accept and abide by all the terms of the agreement. The collective agreement is for the collective good of all members. Today it may be more convenient to attend meetings during the lunch period, but in the long run, there is much to lose. We need to make these personal sacrifices to protect the integrity of the collective agreement.

The mere act of calling a meeting during the lunch hour, although it may be voluntary, is a contravention to the collective agreement. The official position of PTTA is that any administrative meeting called during the lunch period contravenes the collective agreement and is, therefore, subject to a legal grievance.

It must be pointed out that we are not referring to the times when teachers meet informally over lunch to do some planning for the variety of extra-curricular activities that we do. Given the nature of our work, that is just the way things are.

For the reasons expressed in this letter, we are asking that administrators do not call meetings during the lunch period and that teachers do not attend these meetings. It may be inconvenient, but what is good in the short run is not necessarily good in the long run. There is too much to lose. I encouraged you to be creative in finding other times to meet.

It is our legal and moral responsibility to protect your rights, and we intend to do just that. Failure to do so would be negligent on our part.

If you have any questions or wish to discuss this further, please do not hesitate to contact me at 204-896-4857 or at pttاپresident@mymts.net.

Yours truly,
Gerry Sankar
President [Past]

Pembina Trails School Division

Policy Highlights

All policies of the Pembina Trails School Division can be found online at:

<http://www.pembinatrails.ca/community/divisionalpolicies.html>

Note: Policies are not part of the Collective Agreement and cannot override provisions of the Collective Agreement.

We would like to draw your attention to five policies, in particular, that you should be aware of:

- 1) Employee Violent Incident, Prevention and Reporting: GBGBA
- 2) Pupil File: JRA
- 3) Records Management: EHB
- 4) Extra-Curricular Recognition: GBLA
- 5) Field Trip and Off-site Educational Programs: Transporting of Students: IJOA-R

1) EMPLOYEE VIOLENT INCIDENT, PREVENTION AND REPORTING: Policy GBGBA

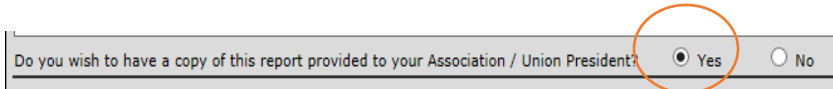
Pembina Trails School Division is committed to providing a safe work environment. The Division's Standard of Behaviour, will serve as a framework to guide our school communities as they strive for this ideal.

It is important that all incidents of violence involving staff be reported so that appropriate action and follow-up may be taken. Violent incidents include, but are not limited to, physical violence, verbal abuse, threats and/or harassment. The incidents may involve personal contact, oral or written statements, including electronically transmitted material, harassing telephone calls, gestures, expressions, and behaviours such as stalking.

All employees are expected to report any incidents of violent, threatening, harassing or intimidating behaviour experienced or witnessed in the workplace, whether or not those involved are students, staff, or visitors to the school/worksite. An on-line violent reporting system is to be used by all staff.

Students, employees or visitors who engage in violent behaviour may be removed from the school/worksite and may be subject to disciplinary action up to and including the possibility of dismissal, arrest, and/or criminal prosecution.

PTTA Note: When filling out the online form, please check off the box that allows the PTTA President to be informed of the incident. This allows incidents to be tracked and followed up by the PTTA President, if necessary.



Do you wish to have a copy of this report provided to your Association / Union President? Yes No

2) PUPIL FILES: Policy JRA

The Pembina Trails School Division recognizes the importance of the compilation and management of accurate and detailed pupil files. Information in the pupil file shall be current and relevant to the educational program of each student.

The Pembina Trails School Division takes responsibility for the management and protection of the pupil file, access to information and protection of personal information. This responsibility is carried out in accordance with the requirement for managing and protecting information as outlined in *The Education Administration Act (EAA)*, *The Public Schools Act (PSA)*, *the Freedom of Information and Protection of Privacy Act (FIPPA)*, *The Personal Health Information Act (PHIA)* and *the Youth Criminal Justice Act (YCJA)* and Pembina Trails School Division Policy and Regulation EHB and EHB-R.

3) RECORDS MANAGEMENT: Policy EHB

The Pembina Trails School Division (the Division) must collect, use and disclose, retain, and dispose of a wide variety of information in order to carry out its ongoing activities. The information includes, but is not limited to, student records (which include Pupil Files), school board, administrative, fiscal, and personnel records. All such information is the property of the Division. The Division will not collect information beyond that required to carry out its activities.

The Division will conduct its records management operation in accordance with the provisions of *The Public Schools Act (PSA)*, *The Education Administration Act (EAA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)*, *The Personal Health Information Act (PHIA)*, *The Young Offenders Act (YOA)*, and related Division policies.

The Division recognizes the rights of staff, individual parents/guardians, students 18 years of age and older, and the public to have access to information and to have their personal privacy protected in accordance with the policies of the Division and the provisions of *FIPPA*, *PHIA*, the *PSA*, and *EAA*.

4) EXTRA CURRICULAR RECOGNITION: GBLA

The Pembina Trails School Division believes in the value of extra-curricular activities for students. The Division also appreciates and values the time commitment, energy and dedication of Divisional staff who sponsor extra-curricular activities. To that end, the Board will provide recognition in one or a combination of the following ways:

1. Accumulation of time in lieu, i.e. release days equivalent calculated as 55 hours = 1 day to a maximum of 5 days

as approved by the School Principal and the Assistant Superintendent, Human Resources.

2. Opportunity to attend Professional Development Conferences to a maximum of the cost of five (5) sub days as per the current Collective Agreement.
3. Mileage compensation for kilometers driven as per the Collective Agreement and Policy EEBB.
4. Letters of commendation for portfolios and personnel files.
5. General recognition receptions may also be sponsored by the Division.

5) FIELD TRIP AND OFF-SITE EDUCATIONAL PROGRAMS: TRANSPORTING OF STUDENTS: Policy IJOA-R

Note: This is a summary of Policy IJOA-R regarding the transportation of students. Please refer to Pembina Trails Regulation IJOA-R for more specific information.

You are not covered by the Division's insurance if you transport students without meeting the policy requirements.

If you are required to transport students on a school sponsored activity in your private vehicle, you must do the following on a trip by trip basis:

- Obtain signed parental/guardian permission. The permission form must clearly indicate that the student will be transported in a private vehicle. If circumstance dictates, permission may be obtained by fax or through a telephone conversation with the school administration.
- Inform parents if the driver is less than 25 years of age.
- Leave the following in your school's office:
 - a photocopy of your valid driver's license,

- a photocopy of your vehicle insurance, with all-purpose coverage,
- a list of students being transported in your vehicle,
- the details and itinerary of the trip.

Notes:

- Do not transport students who are not on your list.
- If you file a copy of you drivers’ license and insurance coverage for each car that you drive with the office, be aware of expiry dates.
- Once the list of students and itinerary are filed, no changes are to be made without authorization from the school administrator.
- The Division’s insurance will cover amounts over and above your auto insurance, to \$30 million if a claim were instigated.

The Division has designed a form which will outline the requirements, and copies are in schools.

Please be aware that at the 2010 AGM of MTS Resolution B74 (shown below) was passed regarding the transportation of students:

IX. WORKPLACE ISSUES

P. Transportation of Students

Society members should not use either their own vehicles or divisionally owned or leased vehicles to transport student for school-related activities.

MTS cautions members about driving students: After legal advice related to liability issues, the Society urges its members to refrain from transporting students for school-related activities.

Teacher Coverage

Question: What coverage do teachers have if they incur a loss to personal property (examples: broken eye glasses, ruined clothing, vandalism) during the carrying out of their duties?

Answer (provided by the Senior Admin Team):

- Personal effects are generally not covered by the Division.
- If the Division is proven negligent, costs related to damage would be covered.
- If the damage to personal effects in line with work directly related to your job, damage would be covered.
- Teachers have the right to refuse unsafe working conditions.
- Teachers should not be putting themselves at risk.

Creating an Absence in SmartFind

If you are going to be away from your job, you will need to create an absence utilizing SmartFind. This can be done online or by telephone. When doing so, provide as much information as possible such as: grade/subjects, scheduled duty, parking stall number, room number, special event/fieldtrip, location of day plan. This is necessary even if you have pre-booked a substitute and discussed/ communicated the details of the upcoming absent. Why you may ask? If that substitute for any reason has to cancel, then the job goes out and there would be no pertinent information provided for the new substitute who picks up the assignment.

You are advised to not include personal telephone numbers or any personal or identifiable information about students or colleagues in any instructions.

The following is a list of important information for teachers to include when creating an absence in SmartFind:

1. Provide your parking stall number so the substitute coming in for you knows where to park their car. It must be very frustrating to arrive at a school and have to walk in, ask the secretary the parking stall number, then walk back out to move your car. Not a great way to start the day! If you do not have a parking stall, then state that information to save an unnecessary walk in to the office, only to be told there isn't one.
2. If you teach specialty subjects for all or part of the day, share that information and the expectations.
3. Teachers are expected and required to leave a day plan when absent - this is not an option. Provide information in SmartFind as to where the day plan is located. If you

are emailing it in, be sure that the substitute will be given access to a hard copy upon arriving at the school.

4. The substitute text instructions field in SmartFind is not for a detailed substitute plan and is meant for basic information about the job. Do not include any specific information/instructions to meet any special student needs that will be read to the sub over the phone as protecting the privacy of students is a must. This should only be included in the day plan at your worksite.
5. Keep the instructions in the text field as brief as possible. If the instructions are too lengthy, it will take a great deal of time for the system to read out.
6. Do not use abbreviations or symbols (such as prkg for parking or # for number). Callout is a voice recognition software and sometimes abbreviations and symbols cannot be deciphered correctly.
7. State any assigned before or after school or recess duties the substitute will be required to do for you for the day. As a reminder: A substitute teacher is to follow your timetable for the day they are substituting for you (barring exceptional and unforeseen circumstances). All duties/responsibilities the substitute will need to do during your absence must be listed. Substitutes should not be assigned added duties upon arriving at the school site.

12 Tips to Keep Your Online Life Trouble-Free

Your professional reputation is one of your most valuable assets as a teacher. Always protect it.

Every year, teachers and principals are disciplined or have their contracts terminated as a result of poor choices due to online behavior.

1. Get signed releases before posting pictures of students in classroom activities or on field trips, and make sure you have permission before sharing information about students, families or colleagues.
*Do not post from your personal accounts – only use school accounts.
2. Do not post information, comments or pictures that would be embarrassing if they appeared on the front page of your local paper.
3. Follow your divisional policy regarding use of school media with students, and only use divisional computers/accounts during regular work hours.
4. Always communicate in a professional manner with students and parents. Never complain about a principal, colleague, student, parent, guardian, your school, your division or government online.
*Use proper sentence structure, grammar and spelling when texting, emailing or writing notes or in agendas.
5. Do not use texting to develop rapport with students. Do not text students without parental permission and then only during regular school activity hours and only related to school and endeavours.
*Parents should be included for a group text in the exchange.

6. Separate your personal and professional life online.
Know exactly which hat you are wearing every time you post and comment.
7. Never vent online, period.
*Never criticize or make a sarcastic/negative comment about a colleague, administrator, superintendent, trustee, student, parent, division/ school policy, issue or event.
8. Take precautions to make sure students are not exposed to inappropriate material or communications.
9. Use a high level of security controls on all social networking sites you participate in.
10. Do not use your personal email address to contact students or parents.
11. Do not use email or texting to convey important messages. Meet in person to avoid any misinterpretation.
12. Google yourself to monitor your online reputation.
*Ask friends and relatives not to tag you.

If you have questions or need help please call: The Manitoba Teachers' Society, 1-800-262 8803 or 204-888-7961.
Adapted from "Online Safety for Teachers" with permission from The Manitoba Teachers' Society.

All teachers are encouraged to read the Pembina Trails Netiquette for Guidelines for Communicating over Pembina Trails Computer Networks at:
<https://www.pembinatrails.ca/stafflinks/Documents/Netiquette%20guidlines.pdf>.

Acronyms Used by PTTA

- ACE Association Council on Education
- AGM Annual General Meeting
- BACE Board & Association Council on Education
- CA Collective Agreement
- CB Collective Bargaining
- CBSC Collective Bargaining Standing Committee
- COSL Council of School Leaders
- CRA Canada Revenue Agency
- CTF Canadian Teachers' Federation
- EAL English as an Additional Language
- ESJ Equity and Social Justice
- ICT Information & Communication Technology
- MSBA Manitoba School Boards Association
- MTS Manitoba Teachers' Society
- PD Professional Development
- PDSC Professional Development Standing Committee
- PGM Professional Growth Model
- PTCEL Pembina Trails Council of Educational Leaders
- PTSD Pembina Trails School Division
- PTTA Pembina Trails Teachers' Association
- SAT Senior Administration Team
- SDC Staff Development Centre
- WSH Workplace Safety & Health
- WSHSC Workplace Safety & Health Standing Committee



Union Gives Strength