

**PTTA Substitute Teacher Information Meeting**  
**February 14, 2024**  
**Smart Find Express**

**Cheryl Horn** – SFE Operator [chorn@pembinatrails.ca](mailto:chorn@pembinatrails.ca) or 431-317-1236

**Payroll** – Payroll questions [payroll@pembinatrails.ca](mailto:payroll@pembinatrails.ca)

**SFE Helpdesk at PowerSchool 1-855-955-0946 #1**

**Messages to Substitute Teachers from Pembina Trails School Division:**

**We appreciate your dedication and service to the students, staff, and community.  
Thank you.**

1. Please update Smart Find Express to indicate your availability and unavailability. It is important to add the unavailable dates to your SFE profile. We would like to reduce the number of unanswered calls for assignments. If you have 5 unanswered calls in one day, SFE will consider you unavailable for that day and will not assign a job to you that day.
2. Please be sure to arrive 15-20 minutes before the start of classes to ensure a successful day. Please stay until the end of the assignment, even if there is a preparation period last period.
3. Reminder about the intention email in June. Division: “reply yes, even if you have a permanent position less than 0.5”. This is so the Division knows you can substitute on your available days. Also reply “yes” if Members are on a term position. Contracts will be emailed out through DocuSign in July and August.
4. If a Substitute Teacher accepts an assignment **after the start time, please call the school** and let them know you are on your way. Schools may have opted for internal coverage but, not stopped the call out for the job yet.
5. Payroll dates chart is attached at the end of these notes.
6. ROE are sent to Revenue Canada once in July. If you need them at another time as well you will need to email payroll to request that.
7. Remember to go to the MTS [Manitoba Teacher Society] website and create an account. Click on create/register.

## **QUESTIONS/ANSWERS**

Q: Some job requests seem incomplete or unclear for subjects or specialist jobs such as physical education, the parking arrangements, and the classifications (eg. middle or senior year) Is there a way to make this consistently available?

A: We will continue to advise teachers to add as many details as possible when creating their absence, including but not limited to the grade level in the job, parking, laptop use, duty, where the hard copy of the lesson is located.

Q: Is it possible to reduce the confusion surrounding communications from Teachers to Substitutes re: students with additional needs?

A: Privacy laws are part of what influence this. Substitute Teachers are encouraged to connect with the School Leader (and/or SST) as soon as they arrive at the school to ensure clear instructions regarding points/information for special circumstances. (such as possible triggers etc..)

Q: It would be helpful to be able to update the classifications and locations on the SFE. Can we do this?

A: Only the division has access to change those in the SFE profiles. The classifications for jobs are broken into 3 areas Early Years, Middle Years and Senior Years. In some cases, the classifications assigned to you are based on results from your interview. If you have any inquiries regarding classifications or locations, please email Cheryl Horn.

Q: There seems to be a problem with the download process. I have been unable to download the attachments to my phone through the app although it says download complete, I cannot find it. Is this common? Can it be fixed?

A: Downloads will be located in your downloaded files. You can check under Files, then Downloads. That will be a phone or device issue and you will need to check the device settings or check with your cell phone provider.

Q: For what reason could the phone system call if we set up to be notified by SMS?

A: If you are set up to receive texts, then SFE will not phone you. SFE is not able to do both. If there is an issue with the app you can always log into the web version while we look for a solution to the app issue.

Q: Are there any resources we have access to besides the substitute share folders on the portal of the school where we substitute?

A: You can ask at the office or speak with the principal of the school. What kind of resources are you looking for? Feel free to reach out to Cheryl Horn with more details and she can look further into this.

Q. Substitute Teacher picks up job and in the instructions box, was a comment that they will be paid Educational Assistant wage. What would I do?

A: Contact Lise at [pttapres@mbteach.org](mailto:pttapres@mbteach.org) regarding any emergent Collective Agreement questions or concerns.

## **QUESTIONS/ANSWERS-Continued**

Q: If I am asked to cover Intramurals over the scheduled lunch hour? How will this potentially impact my/ the Substitute Teacher's access to the one [1] hour duty-free lunch?

A: Substitute teachers are entitled to a duty-free lunch. Arrangements can be made with the office for the one [1] hour duty free lunch, to be prior to or after the "school's scheduled lunch hour".

Note: Feel free to contact Lise if you have questions [pttapres@mbteach.org](mailto:pttapres@mbteach.org)

Q: When subbing, are retiree days counted differently for Pension than are pre-retiree days?

A: Yes, it is law and is in the *Act*.

Retirees under age 65 who substitute are under 120 day count, in any one school year to track service while receiving pension.

This has nothing to do with the pay the retiree receives from the School Divisions. Days are only counted as .5 or 1 for service while subbing and receiving pension. Note that in a balanced school day, when a "morning is 2/3 of the day, it will be counted as one (1) full day for the pension day-count calculation.

Anything under the actual time in the classroom that is less the .5 of that school day is counted as .5 for the retiree's service while subbing and receiving pension, anything at/or/over .5 is counted as 1. Therefore, if the school has a longer morning, then the retiree is probably paid half the salary but in terms of pension as the day over .5 it is counted as 1. Clearly, the 1's accumulate faster than the .5s to the 120 day limit where pension number one stops and contributions to pension two start (note: these details are provided by MTS and TRAF at Pre retirement seminars).

Q: What is the link and contact information for TRAF and MTS My profile MemberLink?

A: [MemberLink \(mbteach.org\)](https://www.mbteach.org) for MyProfile

<https://www.mbteach.org/mtscms/> for all MTS information/website

<https://www.traf.mb.ca/> for TRAF website

**Thank you for all your work in our classrooms.**

## PAYROLL DATES FOR SUBS

Substitute Teachers		
Sub Teacher Pay Dates (Semi-Monthly)	Sub Teacher - Period of Days Being Paid	
	New	
	From	To
N/A	N/A	N/A
29-Sep-23	5-Sep-23	15-Sep-23
13-Oct-23	16-Sep-23	30-Sep-23
31-Oct-23	1-Oct-23	15-Oct-23
15-Nov-23	16-Oct-23	31-Oct-23
30-Nov-23	1-Nov-23	15-Nov-23
15-Dec-23	16-Nov-23	30-Nov-23
29-Dec-23	1-Dec-23	15-Dec-23
15-Jan-24	16-Dec-23	31-Dec-23
31-Jan-24	1-Jan-24	15-Jan-24
15-Feb-24	16-Jan-24	31-Jan-24
29-Feb-24	1-Feb-24	15-Feb-24
15-Mar-24	16-Feb-24	29-Feb-24
29-Mar-24	1-Mar-24	15-Mar-24
15-Apr-24	16-Mar-24	31-Mar-24
30-Apr-24	1-Apr-24	15-Apr-24
15-May-24	16-Apr-24	30-Apr-24
31-May-24	1-May-24	15-May-24
14-Jun-24	16-May-24	31-May-24
28-Jun-24	1-Jun-24	15-Jun-24
15-Jul-24	16-Jun-24	30-Jun-24
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Note: all substitute hours should be verified in SFE daily