



# PTU Delegate Handbook

The Role of the Union Delegate



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# PTU

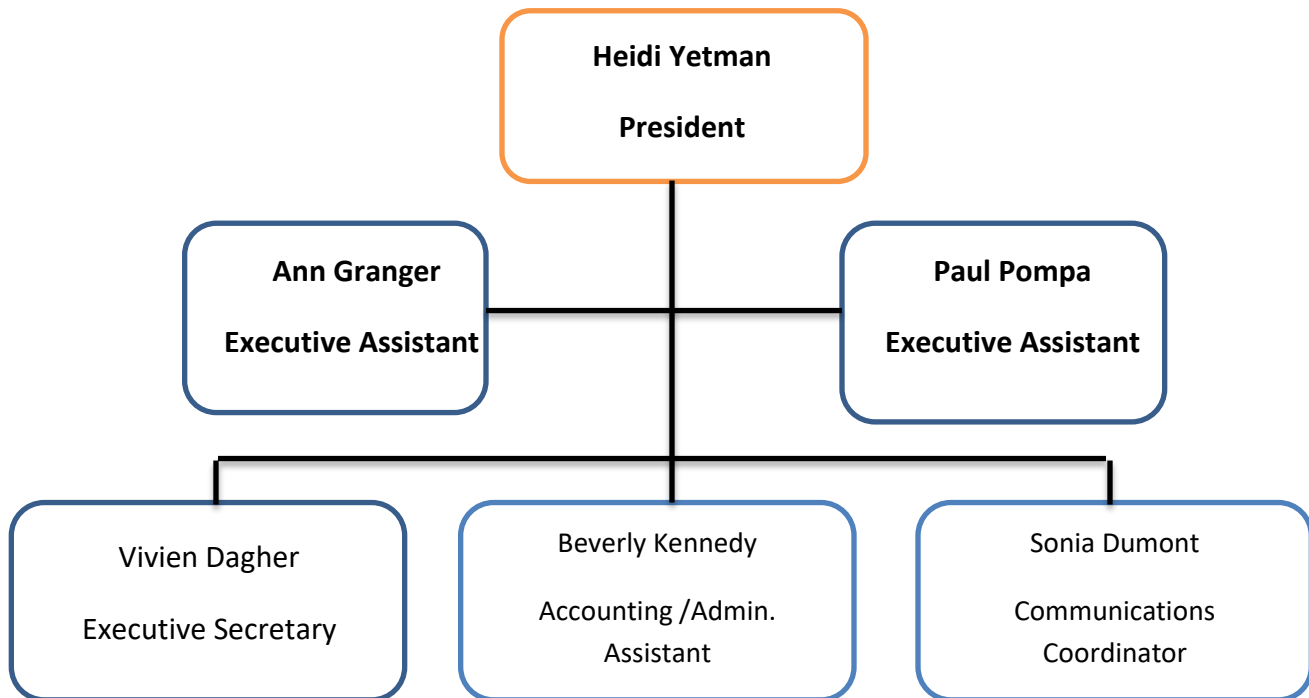
## DELEGATES HANDBOOK

Congratulations! You've been elected, chosen....to act as Union Delegate for your school or centre! Now what are you supposed to do?

In order to assist you in your role, we have prepared this *PTU DELEGATES HANDBOOK*, which covers many of the frequently asked questions that come up during the school year.

We hope that this handbook will be useful to you. We understand that it will not answer every question you may have so please do not hesitate to call us for any information!

We would also like to take this opportunity to thank you for agreeing to act as the PTU DELEGATE for your school or centre.



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## WHO'S WHO?

**YOU**  
PTU DELEGATE

### **ELECTED MEMBERS OF THE PTU EXECUTIVE**

Heidi Yetman, President  
James Montminy, Chairperson  
Layla Baroca, Vice-President, Elementary  
Marie-Pier Michaud, Vice-President, Secondary  
Adil D'Sousa Vice-President, Continuing Education  
Matthew Luthi, Treasurer  
Jennifer Baltuonis, Secretary  
Paul Delorme, Officer at Large  
Arlene Tennant, Officer at Large  
Tammy Thomson, Officer at Large

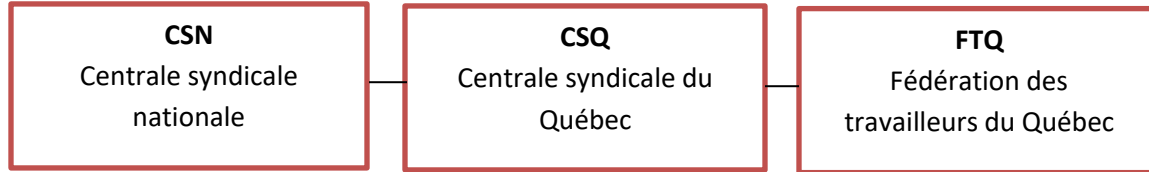
### **PROFESSIONAL STAFF**

Ann Granger, Executive Assistant  
Paul Pompa, Executive Assistant

# THE UNION SYSTEM

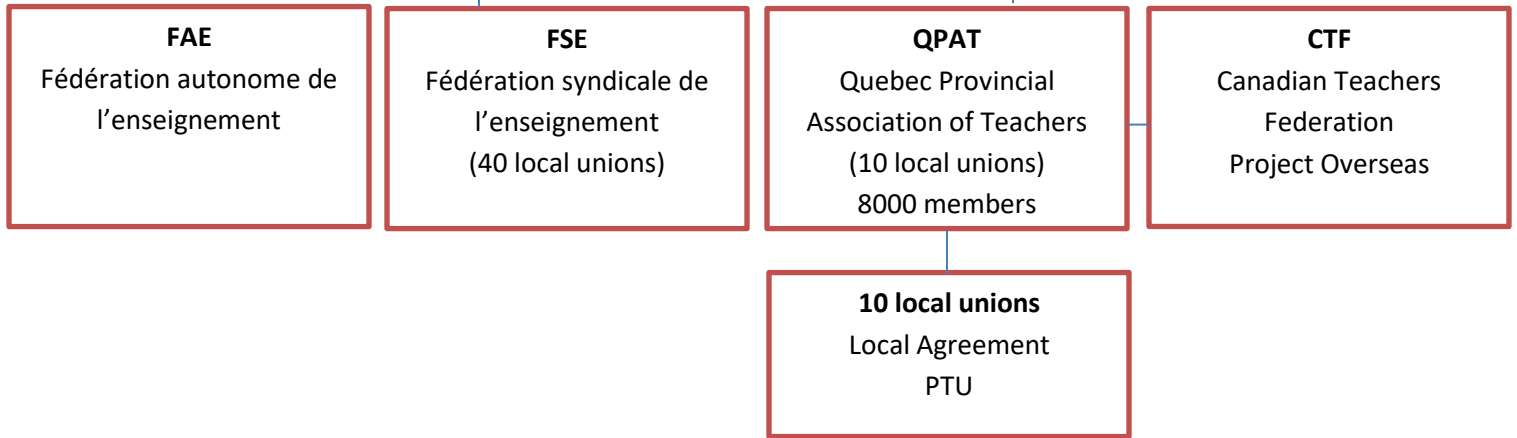
## COMMON FRONT

Intersectorial Table  
(salaries, pension, parental rights)



## CARTEL

*Sectorial Table – Provincial Entente  
(special needs, special leaves...)*



## **THE ROLE OF THE UNION DELEGATE**

In a school or a centre with twenty (20) PTU members or less, there is one (1) delegate who shall be designated as the senior delegate in which capacity he/she **shall be a member of the School or Centre Council;**

In a school or centre with more than twenty (20) PTU members, there is one (1) delegate per every twenty (20) members or of a major fraction of twenty (20). The delegate with the greatest number of votes shall be designated as the senior delegate in which capacity he/she shall be a member of the School or Centre Council;

The PTU members in a school or centre shall also elect an alternate who shall replace the senior delegate when he/she is unable to perform his or her duties, which include:

- Attending meetings (monthly Delegates' Assemblies)
- Serve as a member of School Council
- Assist colleagues with contractual issues
- Contact the Union for help on behalf of his or her colleagues
- Distribute informative documents from the Union
- Offer support when a colleague is experiencing difficulties
- Act as a liaison between colleagues and the Union
- Direct teachers to the contact person at the Union when a question cannot be answered
- Be able to provide the names of the Executive members and office staff
- Be able to provide the telephone and fax numbers of the union
- Encourage teachers to attend general meetings
- Maintain a union bulletin board in the school or centre
- Share information with colleagues via formal and informal meetings, handouts, minutes or notes from delegates' meetings, etc...
- Organize and conduct in-school voting (elections and referenda)
- Make documentation available to colleagues, such as:
  - Provincial Entente
  - Local Agreement
  - Governing Board Guide from QPAT
  - Insurance Booklet

**\* We strongly encourage delegates to consult the PTU website at:**

**<http://www.pearsonteachersunion.com/default.asp> It contains useful information**

**\*\*The views and opinion of the delegate should reflect the views and opinion of the colleagues he or she represents.**

# Delegates' Assembly #

Date

Location

## AGENDA GUIDELINES

1. **Opening Remarks**

PTU President opens the meeting with a comment or by offering some information.

2. **Adoption of the Agenda**

The members of the Assembly adopt the proposed agenda or amend it to include any new items

3. **Approval of Minutes**

The members of the Assembly approve or amend the Minutes from the last Delegates' Assembly.

4. **Business Arising**

Ongoing items from previous meetings are discussed.

5. **Staffing and Technical**

a) **Youth Sector**

The Executive Assistant reports on staffing or technical items pertaining to the Youth Sector.

b) **Continuing Education**

The Executive Assistant reports on staffing or technical items pertaining to the Continuing Education Sector.

6. **Finance and Budget**

The Treasurer reports on the revenue and expenses she or he also presents the Auditor's report and the annual budget. Donations to selected charities are also approved biannually under this section.



7. **New Business**

a) New items of discussion are brought to the Assembly.

b) **Committee Reports**

A member representing each PTU committee gives a written or verbal report.

**CPIC — Central Professional Improvement Committee**

The mandate of this committee is to develop professional improvement policies and practices within the Board (PTU/LBPSB parity committee).

**Council of Commissioners**

The PTU President gives a report on the monthly meeting of the Council of Commissioners.

**EPC — Educational Policies Committee**

The mandate of this committee is to develop educational policies and practices within the Board, except those related to special needs (PTU/LBPSB parity committee)

**SNPC - Special Needs Parity Committee**

The mandate of this committee is to facilitate a free exchange of ideas on the development of special needs policies and practices within the Board and to oversee the equitable distribution of resources in the schools (PTU/LBPSB parity committee).

**Health & Safety Committee**

The mandate of this committee is to promote work place safety and employee wellness across all sectors of the Lester B. Pearson School Board.

8. **Varia**

Any item which is not covered under the New Business or the Business Arising sections may be placed under Varia.

9. **Adjournment**

## Delegates' Assembly #

Date :

### NOTES TO HELP YOU WRITE YOUR REPORT

1-PTU President's opening remarks :

2- Business Arising

- 
- 
- 
- 

3- Staffing and Technical

4- New Business

- 
- 
- 
-

5- Committee Reports

- a) CPIC-Central Professional Improvement :
  
- b) Council of Commissioners :
  
- c) EPC- Educational Policies :
  
- d) SNPC - Special Needs Parity Committee :
  
- e) Health and Safety :

6- Varia :

- 
- 
-

## COMMITTEE PARTICIPATION AT SCHOOL LEVEL

### School Council

*See Local Agreement 4-4.02*

- At least three (3) teachers are members selected by secret ballot
- There is no maximum number of teachers
- The council represents teachers in the school
- Discussions are of issues concerning pedagogy, class materials, local programs, rules of conduct, safety measures, etc.

**A complete list of items for Collaboration and Consultation can be found in the Local Agreement at section 4-4.03**

### Professional Improvement Committee

*See Local Agreement 4-4.04*

- Is composed of a few teachers and an administrative representative
- Is responsible for developing and implementing school's professional improvement policy
- Is a sub-committee of the School or Centre Council
- Administers in-school professional improvement budget decentralized from the Central Professional Improvement activities; workshops, conferences, retreats, etc.
- The budget allocation is \$240 per full-time equivalent teacher in the Youth and adult sectors, and \$300 in Voc. Ed (62% is decentralized to the schools and centres)
- Unused amounts carry over from one year to the next \*

**\*For schools that don't indicate in their improvement plan that they are holding funds for future projects, the remaining percentage over 100 percent could be returned to CPIC.**

### **Resource Team or Ad-Hoc Committee**

\*This committee is Ad-Hoc because members vary according to cases presented

*See Provincial Entente 8-9.06*

- The committee shall include a representative of the school administration, the teacher or teachers concerned and, at the committee's request, a professional. The committee may invite parents to attend.
- The committee shall study cases of students whom teachers feel show signs of behaviour problems, learning difficulties or other special needs.
- Procedures for identifying needs and for convening the committee can be found in the Provincial Entente, clause 8-9.06

### **Special Needs Committee (school level)**

*See 4-4.05 in Local Agreement or*

*8-9.05 of Provincial Entente for complete mandate and procedures*

- Prepares a plan for the distribution of services within the school;
- Submits requests for additional services for newly identified students throughout the school year;
- Presents the plan to the teaching staff for approval;

*\*Provisions dealing with Special Needs Students can be found at 11-14.07 for Adult and 13-15.11 for Vocational Education of the Provincial Entente*

### **Governing Board**

*See QPAT's Practical Guide which can be downloaded or previewed at:*

*<http://www.pearsonteachersunion.com/teacherscorner.asp?id=62&c=33>*

- Legal body constituted by The Education Act
- Composed of parents, teachers, support staff, professional staff and students (except for elementary schools)
- Chairperson is parent and casts a tie-breaker vote
- Responsible for the school's Educational Project and Success Plan
- Responsible for approving or adopting proposals presented by the principal on issues such as budget, discipline policy and field trips
- The Governing Board is a policy-making body and should not be addressing micromanagement or day-to-day issues



# **FREQUENTLY ASKED QUESTIONS**

## **SPECIAL LEAVE DAYS**

*Local agreement 5-14.02*

- 8 days available
- Not to be confused with sick days
- These days are not cumulative nor redeemable

### Caution with special leaves

- Some cannot be used to extend a holiday
- Some can only be used as either half days or full days

\* A teacher making use of special leaves shall provide the school administrator with as much advance warning as possible. An advance notice of a minimum of 24 hours shall be given except in emergencies.



#### 5-14.02 SPECIAL LEAVES (Local Arrangement)

The following is the local arrangement between the school board and the union regarding the distribution of the eight (8) days of special leave granted by virtue of clause 5-14.01 of the provincial entente. It shall therefore replace clause 5-14.02 of the provincial entente and shall be in force until a new provincial entente comes into force.

DEFINITIONS: For the purposes of this clause:

- IMMEDIATE FAMILY shall mean: child, stepchild, spouse, parent, brother, sister, grandchild; also any person permanently domiciled in the house of the teacher.
- EXTENDED FAMILY shall mean: parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, aunt, uncle, niece, nephew.

A teacher shall be granted an annual maximum of:

- a) five (5) consecutive workdays for death in the immediate family. Up to two (2) more days may be used in case of required travel when more than 500 km. Two (2) of the five (5) days may be used at a later date for burial, memorial service, estate settlement, etc. If a second death occurs, up to three (3) days of any days remaining of the eight (8) days may be taken;
- b) five (5) consecutive workdays for the marriage of the teacher, provided that such a leave does not extend the Christmas break, the Spring break or the summer vacation;
- c) four (4) days for urgent personal business to cover the events listed below which oblige the teacher to be absent from work:

a maximum of one (1) day per school year for:

- i) graduation from university in the immediate family, including the teacher – the day of the event;
- ii) a moving day (for the purposes of moving his or her furniture or personal effects to a new domicile) – the day of the event. A change of address notification must be attached to the absence certificate (OER);
- iii) the teacher becoming a Canadian citizen – the day of the event;
- iv) an unavoidable circumstance such as fire, flood, disaster, etc. which obliges the teacher to be absent from work.

- v) medical appointment – required specific tests, a specialist consultation, or a day surgery for the teacher or a member of the immediate family. A medical certificate may be requested by the administration;
- vi) other medical reasons – can be taken only when all annual sick days have been used. A medical certificate may be requested by the administration;
- vii) urgent confidential business, must not extend a holiday.
- d) up to three (3) workdays where the critical illness of a member of the teacher’s immediate family requires his or her presence during working hours at either the medical institution or the domicile where the critically ill person is being tended to. A medical certificate shall be provided which demonstrates the need for the presence of the teacher during working hours. If used for a surgical procedure, it is for the day of the surgery only when there is general anaesthetic involved. These days may also be used to visit a care facility with a view to placement. Appropriate documentation may be required.
- e) one (1) more day for other medical reasons can be taken only when the days under clauses 5-14.02 c) v) and vi) and 5-14.02 d) have been used.
- f) three (3) consecutive workdays for a death in the extended family - two (2) of the three (3) days may be used at a later date for burial, memorial service, estate settlement; up to two (2) more days may be used in case of required travel when more than 500 km.
- g) a maximum of three (3) workdays for the observance of the following religious Holy Days providing that he or she has notified the school administration in writing within one (1) week of the first (1st) working day or the signing of this clause, using the authorized form available in his or her school office:
- Jewish Faith: Rosh Hashanah, Yom Kippur;
  - Eastern Orthodox Christian - Julian Calendar: Christmas Day, Good Friday;
  - Eastern Orthodox Christian - Gregorian Calendar: Feast of Annunciation, Good Friday;
  - High Holy Days of other recognized organized religions to which the teacher can prove affiliation.
- h) one ( 1) day for a marriage or civil union in the immediate family.
- i) one (1) day for the birth of a grandchild.
- j) the day of the baptism (similar religious event) of a child in the immediate family;

Where a clause indicates consecutive workdays, this type of leave can only be used once per school year – it cannot be taken one (1) day at a time with the exception of items a) and f) above.

A teacher making use of special leaves shall provide the school administrator with as much advance warning as possible. An advance notice of a minimum of twenty-four (24) hours shall be given except in emergencies.

Specific reasons for the absence shall be provided on the absence certificate by the teacher except for the one (1) day allotted for urgent confidential business.

All special leave days may be utilized as either half days or full days only.

## SICK DAYS

*Provincial entente 5-10.26*

- a) Where applicable, on the first day of the work year, the board shall credit every full-time (100% workload) teacher whom it employs covered by this article with **six sick-leave days.** \*\*
- b) Also, in the case of the first year of service of a teacher the board **shall credit him or her an additional six nonredeemable sick-leave days.**

\*\* Will be redeemable for contract teachers at the end of the contract and are pro-rata.

In the case of a regular teacher, unused days **before 2016-2017** school year are “banked” and will be redeemable at retirement or if the teacher resigns. Starting 2016-2017 school year, all unused sick days will be redeemable at the end of June.

## SALARY INSURANCE PLAN

*5-10.15 provincial entente*

The salary insurance plan described in the provincial entente applies for a continuous period of 104 weeks from the beginning of the disability period.

- Use of days from the sick-leave bank for the first five days of absence (this is called the waiting period);
- Payment of salary insurance benefits at 75% of the salary that would have been received at work for up to a maximum of 52 weeks from the beginning of disability;
- Payment of salary insurance benefits at 66.66% of the salary for an additional period of 52 weeks.
- For part-time teachers **who are not on priority**, salary insurance ceases on June 30<sup>th</sup> or the date indicated on their contract.
- For **teachers on priority**, he or she will choose a post and salary insurance will continue.
- During the disability period, the School Board may request that the teacher be examined by a doctor. The same may be required when the person returns to work to verify that he or she has sufficiently recovered.
- The Board will cover the cost **if the examination is requested by the Board.**
- The board can demand a medical certificate. The cost will be covered by the Board **only if the teacher’s absence is for less than 4 days.**

## **GROUP INSURANCE**

*Provincial Entente 5-10.08*

### **BASIC HEALTH INSURANCE PLAN**

- Compulsory for the regular full-time teacher\*
- Compulsory for the part-time teacher\*

\*unless the teacher can establish that he/she is insured under her or his spouse's group.

### **LONG-TERM DISABILITY PLAN**

- Compulsory for the regular full-time teacher
- Optional for the teacher who has a part-time contract

### **LIFE INSURANCE**

- Optional for all teachers

# YOUTH SECTOR

## DIFFERENT TYPES OF CONTRACTS

### **BY THE LESSON**

- The contract covers a work period of less than 1/3 of the annual workload of a full-time teacher (under 33%).

### **PART-TIME (E-3/E-8)**

- The contract of engagement is for an incomplete school day, an incomplete school week or an incomplete school year.
- The contract of engagement can be on a full-time basis for a complete school year or for 40 days or more for the replacement of an absent teacher.
- An E-3 contract is a contract that is less than 100% and is not replacing a teacher.
- An E-8 is a replacement contract. The contract may stipulate that the teacher works on a full-time basis for a complete year.

### **FULL-TIME**

- A full-time teacher is neither a teacher-by-the-lesson nor a part-time teacher and has a written contract of engagement.
- A full-time contract leads to tenure.

### **SUBSTITUTION**

- If a teacher's absence is predetermined for 40 days or more, the substitute teacher should get a contract.
- If not, the substitute teacher will have to wait 40 workdays before a part-time contract is given. The contract will be retroactive to the first day of the substitution.

## SUBSTITUTION

- 20 Days +

When a substitute teacher has replaced a teacher who has been absent for 20 consecutive workdays, he/she will be placed on the Salary Scale according to his/her scholasticity and will receive 1/200<sup>th</sup> of that annual salary.

Example: Annual Salary \$40,578 ÷ 200 = \$202.89 per day

A substitute teacher is not paid for a pedagogical day UNLESS his or her presence is required by the administration.

However, should the long term substitution (20 days +) become a part-time contract and the person hired is a qualified teacher, the salary will be adjusted to 1/260<sup>th</sup> of the annual salary. i.e. \$156.07 per day.

Example: **Annual Salary \$40,578 ÷ 260 = \$156.07 per day**

Substitute Teacher Rates

Periods concerned	60 minutes or less	Between 61 and 150 minutes	Between 151 and 210 minutes	Over 210 minutes
As of the 141 <sup>st</sup> workday of the 2015-2016 school year	\$39.87	\$99.67	\$139.54	\$199.35
As of the 141 <sup>st</sup> workday of the 2016-2017 school year	\$40.57	\$101.42	\$141.99	\$202.85
As of the 141 <sup>st</sup> workday of the 2017-2018 school year	\$41.38	\$103.45	\$144.83	\$206.90
As of the 141 <sup>st</sup> workday of the 2018-2019 school year	\$42.43	\$106.07	\$148.50	\$212.15

# ADULT AND VOCATIONAL EDUCATION

## DIFFERENT TYPES OF CONTRACTS

### HOURLY RATE

An hourly paid teacher (E5) is a teacher who does not hold a teaching certificate (brevet or teacher permit) or does not have a Provisional Teaching Authorization (PTA). An hourly paid teacher can also be a certified teacher who has not been offered enough predetermined hours to generate a part-time contract. An hourly paid (also called hourly) teacher signs a letter of agreement which indicates the start date, the end date and the total number of teaching hours of his/her assignment.

Hourly Rate as of April 2016 is \$52.05

### PART-TIME CONTRACT

A part-time contract (E-3) is a contract granted to teach for a predetermined number of hours in a semester and/or school year. The predetermined number of hours is different in both the Adult and Vocational Sectors.

Predetermined number of hours

	School Year
Adult Education	≥ 240
Vocational Education	≥ 216

Any additional number of teaching hours assigned will be added to the number of teacher hours already specified in the contract.

### FULL-TIME CONTRACT

Neither a part-time nor an hourly rate teacher and has a written contract of engagement. A full-time contract is a contract that leads to tenure (E-1)

The teacher must be a certified teacher (legally qualified).



## WORKLOAD

On a 5-day cycle you must be present in the school **for 32 hours** on a 35-hour framework.

**27 hours** of your timetable is for:

- Workload (pure teaching, homeroom, assigned supervision, remediation)
- Complementary tasks

**5 hours** of the 32 hours is for

- Work of a personal nature (4 hours)
- 10 group meetings and the first 3 compulsory evenings (1 hour)

**Principals assign 27 hours** and the work of a personal nature is determined by the teacher.

- Teachers decide where and when they place the 4 hours of personal work, within the weekly framework of 35 hours (maximum 8 hours per day)
- Reduction of 1 hour a week of presence time for teachers on Governing Board (therefore, the teacher places only 3 hours of personal work)
- Reduction of 1 hour a week of presence time for teachers on Staff Council (therefore, the teacher places only 3 hours of personal work)
- Minimum of 50 minutes for mealtime (if you have more than 50 minutes, you can use some time for work of a personal nature)
- Work of a personal nature can be placed at recess when the teacher is not on supervision

## PRESENCE - KINDERGARTEN

Weekly framework : 35 hours per week (maximum 8 hours per day) Included : 32 hours of presence at school Excluded : Mealtime (minimum 50 minutes)		
COMPONENTS OF PRESENCE	5 DAY CYCLE	6 DAY CYCLE
<b>A) ASSIGNED TIME :</b> <b>1) WORKLOAD</b> - Teaching (average) :  - Other : - Remediation (with own students) - Encadrement (i.e. home room) - Assigned supervision - Student activities (within the pupil timetable)	<b>1320 min.</b>  <b>60 min.</b>	<b>1584 min.</b>  <b>72 min.</b>
<b>TOTAL WORKLOAD :</b>	<b>23 hours (1380 min.)</b>	<b>27 hrs &amp; 36 min. (1656 min.)</b>
<b>2) COMPLEMENTARY TASKS</b> <b>Preparation periods within pupil timetable</b>  <b>OTHER TASKS :</b> - Team meeting times - Parent contacts Re : individual child - Arrival/Dismissal - IEP writing sessions - Passing time (between periods) - Unassigned periods (i.e. recess when not doing supervision)	<b>90 min.</b>  <b>150 min.</b>	<b>108 min.</b>  <b>180 min.</b>
<b>TOTAL COMPLEMENTARY :</b>	<b>4 hrs (240 min.)</b>	<b>4 hrs &amp; 48 min. (288 min.)</b>
<b>ASSIGNED TIME :</b>	<b>27 hrs</b>	<b>32 hrs &amp; 24 min.</b>
<b>B) PERSONAL WORK :</b> - Tasks within General Duties : (8-2.01) example : corrections, lesson-planning, individual or teamwork - 10 staff meetings and the first three parent meetings	<b>240 min.</b>  <b>60 min.</b>	<b>288 min.</b>  <b>72 min.</b>
<b>TOTAL PERSONAL WORK :</b>	<b>5 hrs (300 min.)</b>	<b>6 hrs (360 min.)</b>
<b>TOTAL PRESENCE</b>	<b>32 HRS</b>	<b>38 HRS &amp; 24 MIN.</b>

### COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board

Reduction of 1 hour a week of presence time for participation in the Staff Council

## PRESENCE – ELEMENTARY

Weekly framework : 35 hours per week (maximum 8 hours per day) Included : 32 hours of presence at school Excluded : Mealtime (minimum 50 minutes)		
COMPONENTS OF PRESENCE	5 DAY CYCLE	6 DAY CYCLE
A) ASSIGNED TIME :		
1) WORKLOAD		
- Teaching (average) :	1230 min.	1476 min.
- Other :	150 min.	180 min.
- Remediation (with own students)		
- Encadrement (i.e. home room)		
- Assigned supervision		
- Student activities (within the pupil timetable)		
<b>TOTAL WORKLOAD :</b>	<b>23 hours (1380 min.)</b>	<b>27 hrs &amp; 36 min. (1656 min.)</b>
2) COMPLEMENTARY TASKS		
Preparation periods within pupil timetable	150 min.	180 min.
OTHER TASKS :	90 min.	108 min.
- Team meeting times		
- Parent contacts Re : individual child		
- Arrival/Dismissal		
- IEP writing sessions		
- Passing time (between periods)		
- Unassigned periods (i.e. recess when not doing supervision)		
<b>TOTAL COMPLEMENTARY :</b>	<b>4 hrs (240 min.)</b>	<b>4 hrs &amp; 48 min. (288 min.)</b>
<b>ASSIGNED TIME :</b>	<b>27 hrs</b>	<b>32 hrs &amp; 24 min.</b>
B) PERSONAL WORK :		
- Tasks within General Duties : (8-2.01) example : corrections, lesson-planning, individual or teamwork	240 min.	288 min.
- 10 staff meetings and the first three parent meetings	60 min.	72 min.
<b>TOTAL PERSONAL WORK :</b>	<b>5 hrs (300 min.)</b>	<b>6 hrs (360 min.)</b>
<b>TOTAL PRESENCE</b>	<b>32 HRS</b>	<b>38 HRS &amp; 24 MIN.</b>

### COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board

Reduction of 1 hour a week of presence time for participation in the Staff Council

## PRESENCE - SECONDARY

Weekly framework : 35 hours per week (maximum 8 hours per day) Included : 32 hours of presence at school Excluded : Mealtime (minimum 50 minutes)			
COMPONENTS OF PRESENCE	5 DAY CYCLE	6 DAY CYCLE	9 DAY CYCLE
<b>A) ASSIGNED TIME :</b>			
<b>1) WORKLOAD</b>			
- Teaching (average) :	1025 min.	1230 min.	1845 min.
- Other :	175 min.	210 min.	315 min.
- Remediation			
- Encadrement (i.e. home room)			
- Assigned supervision			
- Student activities (within the pupil timetable)			
<b>TOTAL WORKLOAD :</b>	<b>20 hrs (1200 min.)</b>	<b>24 hrs (1440 min.)</b>	<b>36 hrs (2160 min.)</b>
<b>2) COMPLEMENTARY TASKS</b>	<b>420 min.</b>	<b>504 min.</b>	<b>756 min.</b>
- Team meeting times			
- Parent contacts Re : individual child			
- Arrival/Dismissal			
- IEP writing sessions			
- Passing time (between periods)			
- Unassigned periods (i.e. recess when not doing supervision)			
- Preparation periods within pupil timetable			
<b>TOTAL COMPLEMENTARY :</b>	<b>7 hrs (420 min.)</b>	<b>8 hrs &amp; 24 min. (504 min.)</b>	<b>12 hrs &amp; 36 min. (756 min.)</b>
<b>ASSIGNED TIME :</b>	<b>27 hrs</b>	<b>32 hrs &amp; 24 min.</b>	
<b>B) PERSONAL WORK :</b>			
- Tasks within General Duties : (8-2.01) example : corrections, lesson-planning, individual or teamwork	<b>240 min.</b>	<b>288 min.</b>	<b>432 min.</b>
- 10 staff meetings and the first three parent meetings	<b>60 min.</b>	<b>72 min.</b>	<b>108 min.</b>
<b>TOTAL PERSONAL WORK :</b>	<b>5 hrs (300 min.)</b>	<b>6 hrs (360 min.)</b>	<b>9 hrs (540 min.)</b>
<b>TOTAL PRESENCE</b>	<b>32 HRS</b>	<b>38 HRS &amp; 24 MIN.</b>	<b>57 HRS &amp; 36 MIN.</b>

### COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board

Reduction of 1 hour a week of presence time for participation in the Staff Council

## PRESENCE - ADULT EDUCATION

<b>Weekly framework : 35 hours per week (maximum 8 hours per day) excluding mealtime</b> <b>Presence time - weekly average of 32 hours in the centre excluding mealtime</b> <b>- annual maximum of 1280 hours in the centre within 200 workdays</b>		
	WEEKLY AVERAGE	ANNUAL MAXIMUM
<b>1) WORKLOAD</b>  <ul style="list-style-type: none"> <li>- Teaching</li> <li>- Pedagogical follow-up related to specialty</li> <li>- 24 hours for pedagogical days</li> </ul>	<b>20 hours</b>  <b>(maximum 24 hours)</b>	<b>800 hours</b>
<b>2) COMPLEMENTARY TASKS</b>  <ul style="list-style-type: none"> <li>- Follow-up related to student's educational profile</li> <li>- Participation in enrolment process</li> <li>- Professional days</li> <li>- Supervision of the arrival and movement of students</li> <li>- Participation in meetings related to the teachers' work</li> <li>- Preparation of courses and instructional materials and overseeing equipment used</li> <li>- Preparation, administering and correction of tests and examinations and filling out reports</li> <li>- Any unassigned period of less than 30 min. within the student timetable</li> </ul>	<b>7 hours</b>	<b>280 hours</b>
<b>3) PERSONAL WORK :</b>  <ul style="list-style-type: none"> <li>- Work related to the general duties (11-14.02)</li> <li>- Ten (10) meetings called by the director of the centre immediately following the dismissal of students</li> </ul>	<b>4 hours</b>  <b>1 hour</b>	<b>160 hours</b>  <b>40 hours</b>
<b>TOTAL PRESENCE</b>	<b>32 HOURS</b>	<b>1280 HOURS</b>

### COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board

Reduction of 1 hour a week of presence time for participation in the Staff Council

The above provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher. However, they do not apply to the teachers paid at the hourly rate.

## PRESENCE - VOCATIONAL EDUCATION

<b>Weekly framework : 35 hours per week (maximum 8 hours per day) excluding mealtime</b> <b>Presence time - weekly average of 32 hours in the centre excluding mealtime</b> <b>- annual maximum of 1280 hours in the centre within 200 workdays</b>		
	WEEKLY AVERAGE	ANNUAL MAXIMUM
<b>1) WORKLOAD</b>  <ul style="list-style-type: none"> <li>- Teaching and supervision of practicum (average of 635 hrs/year at the board level)</li> <li>- Assigned supervision</li> <li>- Remediation</li> </ul>	<b>20 hours</b>  <b>(maximum 24 hours)</b>	<b>720 hours</b>
<b>2) COMPLEMENTARY TASKS</b>  <ul style="list-style-type: none"> <li>- Follow-up related to the student's educational file</li> <li>- Participation in enrolment process</li> <li>- Professional days</li> <li>- Supervision of the arrival and movement of students</li> <li>- Participation in meetings related to the teachers' work</li> <li>- Preparation of courses and instructional materials and overseeing of the equipment used in his/her teaching</li> <li>- Preparation, administering and correction of tests and examinations and filling out reports</li> <li>- Promotional activities not in the presence of students</li> <li>- Any unassigned period of less than 30 minutes within the student timetable</li> </ul>	<b>7 hours</b>	<b>360 hours</b>
<b>3) PERSONAL WORK :</b>  <ul style="list-style-type: none"> <li>- Work related to the general duties (13-15.02)</li> <li>- Ten (10) meetings called by the director of the centre immediately following the dismissal of students</li> </ul>	<b>4 hours</b>  <b>1 hour</b>	<b>160 hours</b>  <b>40 hours</b>
<b>TOTAL PRESENCE</b>	<b>32 HOURS</b>	<b>1280 HOURS</b>

COMPENSATORY TIME :

**Reduction of 1 hour a week of presence time for participation in the Governing Board**

**Reduction of 1 hour a week of presence time for participation in the Staff Council**

**The above provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher. However, they do not apply to the teachers paid at the hourly rate.**

## SENIORITY AND EXPERIENCE

### *Seniority*

Seniority is the period of employment under contract that the teacher has had **with the same employer, therefore with the Lester B. Pearson School Board.**

### *Experience*

Experience is used solely to determine the step on the salary scale. It consists of all periods of employment teaching in any school board.

### **IMPORTANT**

Seniority lists are signed and verified by full-time teachers every year (category, experience, and step).

Teachers on the priority of employment list also have a list to verify and sign annually in May.

## SALARY SCALE

Step	As of the 141 <sup>st</sup> workday of the 2015-2016 school year	As of the 141 <sup>st</sup> workday of the 2016-2017 school year	As of the 141 <sup>st</sup> workday of the 2017-2018 school year	As of the 141 <sup>st</sup> workday of the 2018-2019 school year
1	\$39,880	\$40,578	\$41,390	\$42,431
2	\$41,575	\$42,303	\$43,149	\$44,235
3 (17 years)	\$43,344	\$44,103	\$44,985	\$46,115
4	\$45,185	\$45,976	\$46,896	\$48,074
5 (18 years)	\$47,107	\$47,931	\$48,890	\$50,118
6	\$49,109	\$49,968	\$50,967	\$52,248
7 (19 years)	\$51,196	\$52,092	\$53,134	\$54,468
8	\$53,374	\$54,308	\$55,394	\$56,783
9	\$55,642	\$56,616	\$57,748	\$59,196
10	\$58,008	\$59,023	\$60,203	\$61,712
11	\$60,475	\$61,533	\$62,764	\$64,335
12	\$63,046	\$64,149	\$65,432	\$67,069
13	\$65,724	\$68,874	\$68,211	\$69,920
14	\$68,519	\$69,718	\$71,112	\$72,891
15	\$71,431	\$72,681	\$74,135	\$75,989
16	\$74,466	\$75,769	\$77,284	\$79,218
17	\$77,633	\$78,992	\$80,572	\$82,585

A teacher shall be granted the step corresponding to his or her experience:

**increased by 2** steps if his or her schooling is evaluated at 17 years;

**increased by 4** steps if his or her schooling is evaluated at 18 years;

**increased by 6** steps if his or her schooling is evaluated at 19 years or more without a doctorate;

**increased by 8** steps if his or her schooling is evaluated at 19 years or more with a doctorate.

- ❖ Although teachers are paid for 200 workdays, the annual salary is divided into twenty-six (26) equal payments. This means that each day is paid at 1/260<sup>th</sup> of the annual salary and it explains why you receive a pay cheque at Christmas and Spring Break.
- ❖ For the **part-time** teacher ONLY, the balance owed to you is paid at the end of the year on June 30<sup>th</sup> (this amount is equal to approximately 3 pay cheques). Teachers are NOT paid for statutory holidays.

For the tenured track teacher, your 26 pays are distributed equally throughout the year.



## PAY VOUCHER – EXPLANATORY DOCUMENT

**Important:** In order to condense the pay slip as well as the explanatory document, the term «*Regular*» includes all regular and contract employees (except Service Contracts), as well as any employee whose long-term temporary assignment results in automatic salary payments. The term «*Non-regular*» includes all other employees, paid on wage-slip.

### 1. DEPOSIT INFORMATION

Pay period ending: For Regular employees, the last day of the pay period is the Saturday following the date of deposit. For all other employees, paid by time sheet, the last day of the pay period is the Saturday, two weeks earlier.

Financial institution and branch number: Where your bank account is located. For security reasons, the account number is not indicated.

The amount of: The amount deposited to your account.

### 2. EMPLOYEE

Main Occupation: Identifies your main occupation or one of your occupations, if applicable, the related salary scale and your administrative unit, i.e. the place of work where you receive your pay slip, if it is not sent home.

Rate : The section only applies to *Regular* employees and is either an hourly rate, for all Support Staff, or a daily rate for all other employee groups. The rates for wage-slip employees will show in the « Pay Period Earnings » section.

Regular & Part-time Teachers:

Rate 1/200: Gross Daily Rate, based on 200 days of work.

Rate 1/260: Gross Daily Rate, based on 26 periods of 10 days.

### 3. PAY PERIOD EARNINGS

For *Regular* employees, units represent days and the rate, the daily rate.

For *Non Regular* employees, units usually represent hours and the rate, the hourly rate. However, for Occasional Substitutes (20 days or less), the rate will determine the value of the unit, which can be days, portions of days or minutes (examples: units will correspond to days if the rate is equal to \$182.35 and to half days if the rate is equal to \$91.18).

### 4. INSURANCE (*Regular* employees only)

Details of your coverage and the related premiums. Please note that the amounts shown in this section are grouped under one or two deductions only in the « Deductions » section. For more information on your insurance coverage and benefits, please refer to your insurance certificate or membership card provided by the insurance company.

### 5. DEDUCTIONS

The Periodic column is the list of all deductions in the current pay period, the YTD Totals column indicates the total amounts deducted since January 1st of the current fiscal year (including the current pay period).

### 6. BANK OF DAYS (*Regular* employees only – as per your collective agreement)

The balance of your banks of Moneyable, Non-Moneyable, Reserved (*Regular Teachers* – 1997/98; 1998/99; 2000/01 and subsequent), Personal and annual Vacation days, where applicable.

**N.B.:** a) Absences that have not yet been processed by the Pay may reduce the balance of your banks.

b) For technical reasons, the balance of specific banks may still show even if you no longer hold a regular post nor have access to these banks.

## 7. SUMMARY

The Periodic column shows the totals of the current pay period and the YTD Totals column, the year to date totals since January 1st (including the current pay period).

**If you have any questions regarding the information in your pay-slip, do not hesitate to contact the Human Resources & Payroll Services department at 514-422-3000**

Extension Number

### Deposit Information:

Bank Information (for any change, please use the form available at the school/centre or in HR) 31138

### Occupation Information:

Classification/Salary step 31106

### Pay Period Earnings (or any other question concerning your occupation):

Regular Full Time and Part Time Teachers (Youth Sector) 31123

Adult & Vocational Education Teachers 31121

Substitute Teachers (± 20 days) 31125

Teachers by the lesson 31123

### Deductions:

Insurance 31135

Pension 31136

Garnishments/Alimonies 31124

Income tax 31124

Credit Union 31123

### Bank of Days:

All Groups 31134

## PAY VOUCHER LAYOUT

## WHERE CAN I FIND MY ANSWERS?

- PTU office : 514-426-4949
- PTU web site <http://www.pearsonteachersunion.com/default.asp>
- Email : [info@pearsonteachersunion.com](mailto:info@pearsonteachersunion.com) or [ptusep@lbpearson.ca](mailto:ptusep@lbpearson.ca)
- Ann Granger : [ann@pearsonteachersunion.com](mailto:ann@pearsonteachersunion.com) or [agranger@lbpearson.ca](mailto:agranger@lbpearson.ca)
- Paul Pompa : [paul@pearsonteachersunion.com](mailto:paul@pearsonteachersunion.com) or [ppompa@lbpearson.ca](mailto:ppompa@lbpearson.ca)
- Heidy Yetman: [heidi@pearsonteachersunion.com](mailto:heidi@pearsonteachersunion.com) or [hyetman@lbpearson.ca](mailto:hyetman@lbpearson.ca)
- Local Agreement on PTU website at:  
<http://www.pearsonteachersunion.com/downloads.asp?c=7>
- QPAT - Provincial Association : 514-694-9777
- QPAT website : [www.qpat-apeq.qc.ca](http://www.qpat-apeq.qc.ca)
- Provincial Agreement on PTU website at  
<http://www.pearsonteachersunion.com/downloads.asp?c=7>

## **CONTACTS AT THE LBPSB**

**Tel. : 514-422-3000**

DIRECTOR OF HUMAN RESOURCES:	John Brennan
ASSISTANT DIRECTOR HR: (school organization)	David Chisholm
ASSISTANT DIRECTOR (payroll)	Viviane Saucier
ABSENCES:	Heather Bouchard
BANK OF SICK DAYS / SENIORITY:	Heather Bouchard
CSST :	Patricia Bouchard
INSURANCE PLANS :	Priscilla Parrillo
MATERNITY LEAVE:	Loretta Malone
PAYMENT OF COMPENSATION:	Stéphanie Foisy-Boros
PAYROLL / SALARY INSURANCE:	Michèle Côté
PRIORITY OF EMPLOYMENT:	Vanessa Barillaro
SCHOLARITY / CLASSIFICATION:	Diane Krajcar
SUBSTITUTE TEACHERS:	Amy Barroca
PENSION, CSST, SALARY INSURANCE	Carmen Vizarro



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