

NEW TEACHERS HANDBOOK YOUTH SECTOR



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This handbook is a general overview of your contractual rights under the Provincial and the Local Agreements and does not cover every individual case.

Therefore, please do not hesitate to contact PTU with any questions pertaining to your particular situation.



514-426-4949
(all calls are confidential)

As well, you may choose to consult additional documents on the PTU website, which are uploaded on a regular basis throughout the school year:

www.pearsonteachersunion.com

PRESIDENT'S MESSAGE

Welcome to the Pearson Teachers Union.

Paulo Freire, an inspirational educator and philosopher, believed that education is freedom and that the indispensable qualities of progressive teachers include to be humble, loving, courageous, tolerant and decisive. Education is the foundation of a great society where teachers like you play a crucial and essential role.

This is why teachers' unions have a significant role to play in promoting quality public education. Unions protect the teacher's rights, fight for better working conditions and ensure that the collective agreements are being enforced correctly. The union, through various committees and member delegates keeps a close eye on pedagogy, labour relations, professional development and matters that impact the careers and lives of teachers.

This handbook was designed to help you better understand your rights under the Provincial and Local Agreements. It is critical for you to be aware of your rights as a teacher and to understand the rules that have been put in place in order to make your job easier.

At the Pearson Teachers Union office located in Kirkland, the Professional staff and Administrative staff are available to answer any of your questions and to provide the support that you may need. Our website is also a great source of valuable information made available to our members.

Ultimately, this is YOUR union; YOU are the union. I am looking forward to collaborate with you on an ongoing basis and to be your voice in promoting public education. It is paramount for teachers to have pride in their collective identity.

Heidi Yetman

TEACHING CONTRACTS



1) My contract says “part-time” but I am at 100%. What does that mean?

100% is the workload.

Part-time teacher (E-3 or E-8):

A teacher whose contract of engagement determines that he or she is employed for an incomplete school day, an incomplete school week or an incomplete school year.

However, the contract may stipulate that the teacher works on a full-time basis for a complete school year in the case of replacement.

An E-3 contract is a contract that is less than a 100% workload 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 school year.

2) What is a full-time teacher?

Full-time teacher (E-1):

A teacher who, being neither a teacher-by-the-lesson nor a part-time teacher, has a written contract of engagement

A full-time contract leads to tenure.

3) How does one become tenured?

A teacher who has completed a full-time contract for two (2) consecutive years and whose contract has been renewed for a third year acquires tenure and is considered a regular teacher.

4) How are contracts granted?

They are first granted to teachers on the Priority of Employment List (also referred to as the recall list).

Seniority, categories and teachers' preferences are taken into consideration when granting these posts.

Should any post remain, it is the prerogative of the Board to hire whomever they choose.

5) When does a part-time contract end?

It all depends on the contract, but it should be clearly stipulated in your contract.

- If the part-time contract is to replace a teacher who is absent, it shall terminate automatically and without notice upon the return of the teacher who is replaced or, on the last workday of the current school year when he or she replaces a teacher who is absent during the whole year or the last 100 days of the work year.
- If the part-time contract is for **an incomplete school day or incomplete school week** for the **entire school year**, it should terminate on the **last workday of the current school year**.
- In the case of a contract to complete a school year for less than 100 days, it could terminate at the earliest on the **last day during which students are present** in the school.

6) What is a “teacher by the lesson” contract?

- E-4 less than 33%
- The “teacher by the lesson” contract covers a work period of less than one-third (1/3) of the annual workload of a full-time teacher.
- A “teacher by the lesson” shall not be entitled to any benefits such as participation in insurance plans, sick days or special leave days.

A “teacher by the lesson” is remunerated according to the applicable hourly rates below:

TEACHER-BY-THE-LESSON RATES

Periods concerned	Less than 17 years	17 years	18 years	19 years or more
As of the 141 st workday of the 2015-2016 school year	\$ 52.05	\$ 57.79	\$ 62.57	\$ 68.22
As of the 141 st workday of the 2016-2017 school year	\$ 52.96	\$ 58.80	\$ 63.66	\$ 69.41
As of the 141 st workday of the 2017-2018 school year	\$ 54.02	\$ 59.98	\$ 64.93	\$ 70.80
As of the 141 st workday of the 2018-2019 school year	\$ 55.38	\$ 61.49	\$ 66.55	\$ 72.57

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 scholaryity and will receive 1/200th of that annual salary.

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

You will not be paid for a pedagogical day UNLESS your 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 1/260th 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	More than 210 minutes
As of the 141 st workday of the 2015-2016 school year	\$ 39.87	\$ 99.67	\$ 139.54	\$ 199.35
As of the 141 st workday of the 2016-2017 school year	\$ 40.57	\$ 101.42	\$ 141.99	\$ 202.85
As of the 141 st workday of the 2017-2018 school year	\$ 41.38	\$ 103.45	\$ 144.83	\$ 206.90
As of the 141 st workday of the 2018-2019 school year	\$ 42.43	\$ 106.07	\$ 148.50	\$ 212.15

PRIORITY OF EMPLOYMENT LIST



1) Why is there a Priority of Employment List?

Because of the Priority of Employment:

- New teachers have the possibility to choose a part-time contract.
- The Board needs to refer to the list before hiring outside.
- Priority of Employment leads to a full-time contract.

2) How can a teacher access the Priority of Employment List?

- The teacher must be legally qualified.
- A teacher who has been granted at least two (2) contracts in two (2) different school years each of a duration not less than or equivalent to one hundred (100) days per year during the last three (3) school years.
- The teacher must have received at least two (2) satisfactory evaluations in two (2) different school years. A non-evaluation during a contract will be considered a positive evaluation.

3) What will be my categories on priority?

- The teacher will always be in the category for which he or she is legally qualified.
- A teacher may have up to two (2) additional categories for which he or she has completed a minimum of 15 University credits in a specific discipline
- However, to add the French category, a teacher must have successfully passed a French test recognized by the Board.

The Board and the Union will hold an information session in May.

LEGAL QUALIFICATIONS TO TEACH



1) When are you considered legally qualified to teach?

Upon completion of a B.Ed, a teaching diploma “brevet” is awarded or a Master of Arts in Teaching and Learning or the equivalent.

- A **teaching permit** may be issued to a person who holds a teaching license obtained outside Québec
- A **probationary period** is compulsory for a person to whom a teaching permit was issued.

N.B.: Be aware that for salary purposes, you will be given a Provisional Classification of Step 1 of the Single Salary Scale until you submit the following documents to Human Resources:

- ❖ Official Attestation of Scholary or Official Transcripts
- ❖ A copy of Teaching Certificate/Permit or Provisional Teaching Authorization
- ❖ A copy of High School marks is required for studies done outside of Québec
- ❖ A copy of previous teaching experience if any

Make sure that you complete the “Employee Kit” given by the Board. Should you not receive this “kit”, please contact Christopher Banville at: 514-422-3000 local 31132.

SENIORITY & EXPERIENCE



1) What is seniority?

Seniority is the period of employment (i.e. days, years) with the **same** employer (i.e. school board).

2) What is experience?

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

SALARY



SALARY SCALE

Step	As of the 141 st workday of the 2015-2016 school year	As of the 141 st workday of the 2016-2017 school year	As of the 141 st workday of the 2017-2018 school year	As of the 141 st 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; or
- 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 1/260th of the annual salary. That is why you receive a pay cheque at Christmas and March Break.
- ❖ For the **part-time** teacher ONLY, the balance owed to you is paid at the end of the year on June 30th (this amount is equal to approximately 3 pay cheques). Teachers are NOT paid for holidays.

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



SALARY INSURANCE

1) What benefits in the Collective Agreement are applicable when a teacher becomes ill?

In the **first year** of service, the Board will credit you with:

- 6 (six) non moneyable sick days
- PLUS**
- 6 (six) additional days annually

Unused days are moneyable at the end of each school year.

The number of days is pro-rated to the percentage of the contract.

2) What happens when a teacher falls sick?

- The salary insurance plan specified in the collective agreement applies for a continuous period of 104 weeks from the beginning of the disability period.
- Salary insurance benefits are paid as follows :
 - use of the bank of sick-leave days 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 up to a maximum of 52 weeks from the beginning of the period of disability;
 - payment of salary insurance benefits at 66.66% of the salary that would have been received at work for an additional period of 52 weeks.
- During the disability period, the school board may request that the teacher be examined by the doctor. The same may be required when the person returns to work to verify that he or she has sufficiently recovered.
- **Salary insurance ceases on June 30th or the date indicated on the contract for the teacher on a part-time contract who is not on the Priority of Employment list.**
- After the termination of the waiting period (5 days), the teacher is entitled to a **waiver*** of his/her contributions to the **pension** plan.

** The teacher will no longer be responsible for contributing to his/her pension plan, even though he/she continues to participate in the RREGOP (pension plan).*

SPECIAL LEAVE DAYS



What are special leave days?

Special leave days (**5-14.02 of the Local Agreement**) are days that can be used for events such as:

- ❖ marriage
- ❖ moving
- ❖ death in the family
- ❖ etc.

There are eight (8) such days available **and are not to be confused** with the bank of sick days. These days are neither cumulative nor moneyable.

Please refer to Appendix A, Section 5-14.02 at the end of this manual for a complete list of the events covered by this clause.

GROUP INSURANCE



Are there any insurance plans offered?

YES: for basic health, long term disability and life.

Participation in the **Basic Health Insurance Plan is**

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

UNLESS the teacher can establish that he/she is insured (covered) under another group insurance plan (i.e. partner's plan). This insurance coverage begins on the first day of the teacher's contract.

Participation in the **Long-term Disability Plan is**

- ★ **Compulsory** for the regular full-time teacher (tenure-track)
- ★ **Optional** for the teacher who has a part-time contract

Participation in the **Life Insurance Plan is**

- ★ **Optional** for all teachers

Please refer to the Insurance booklet for further information.

PROFESSIONAL IMPROVEMENT



1) What is the P.I.C.?

- The P.I.C. “Professional Improvement Committee” exists in each school to administer the decentralized funds.
- One of its roles is to assist staff members and administration in planning and implementing local professional goals.
- It should also provide staff members with information regarding conferences, subject associations and other available professional improvement activities.

It is important to know who the chairperson of this committee is in your school in order to obtain information about accessing funds to attend conferences or workshops.

There is also a C.P.I.C. “Central Professional Improvement Committee” that administers the centralized funds. The P.I.C. chairperson will be able to assist you in accessing these funds such as reimbursement for credit courses.

It is also possible to find information and forms on the LBPSB SSO System, under the “Professional Development” tab, under “Teacher Handbook”.

FREQUENTLY ASKED QUESTIONS



1. If I am a qualified teacher hired to replace someone on sick leave, when do I get a contract?

If the medical certificate of the teacher on sick leave indicates an absence of at least **40 consecutive workdays**, you should be given a part-time contract.

However, if the medical certificate does not determine an absence of at least 40 consecutive days, you will have to wait **40 consecutive workdays** before being given a part-time contract. This part-time contract will be retro-active to the first day that you replaced the teacher on sick leave.

2. I have a degree but not in education, can I be hired to teach?

Yes!

With the exception of the engagement of a casual supply teacher, the engagement of a teacher shall be made by written contract.

You could be granted a part-time contract if the Board applies for a special “tolérance” for you. The *Ministère de l’Éducation et de l’Enseignement supérieur* (MEES) issues a special “tolérance” for demands in fields that have specific needs like science and math.

The contract of engagement of a non-legally qualified teacher employed to teach on full-time basis for one school year shall terminate automatically and without notice on June 30th of the current school year.

The teacher who is not legally qualified will be excluded from all priority of employment lists.

3. What type of benefits do I receive if my contract is NOT 100%?

All benefits such as sick leave, special leave days are **pro-rated**.

Example: you are hired on a 60% contract

- Annual Salary $\$41,575 \times 60\% = \$24,945$
- 6 sick days = 6 moneyable days $\times 60\% = 3.6$ days
- *6 sick days = 6 non-moneyable days $\times 60\% = 3.6$ days

*these days are given once when you start for the board.

Make sure to get the complete days added once you get a 100% contract.

Contractual obligations of the teacher:

- Presence = 32 hours $\times 60\% = 19.2$ hours per week
(including the 1 hour reserved for meetings)
- Workload:
Elementary = 1380 minutes $\times 60\% = 828$ minutes per week
Secondary = 1200 minutes (5-day cycle) $\times 60\% = 720$ minutes

The above examples cover only a part of your working conditions. For additional information, please contact PTU by phone: 514-426-4949 or by e-mail: ann@pearsonteachersunion.com.

CONTACTS AT THE LBPSB

Tel. : 514-422-3000



DIRECTOR OF HUMAN RESOURCES:	John Brennan
ASSISTANT DIRECTOR HR: (school organization)	Alana Quinn-Leroux
ASSISTANT DIRECTOR (payroll)	Viviane Saucier
ABSENCES:	Jennifer Neill
BANK OF SICK DAYS / SENIORITY:	Jennifer Neill
CNESST:	Samantha Parr
INSURANCE PLANS :	Marcia Chalen
MATERNITY LEAVE:	Belinda Hubert
PAYMENT OF COMPENSATION:	Julie Montpetit
PAYROLL:	Michèle Côté
PRIORITY OF EMPLOYMENT:	Christopher Banville
SALARY INSURANCE:	Samantha Parr
SCHOLARITY / CLASSIFICATION:	Diane Krajcar
SUBSTITUTE TEACHERS:	Dawn Heitner



THAT CRAZY LITTLE THING CALLED QUÉBEC ÉDUCATION ALPHABET SOUP



PTU is a member of the Québec Provincial Association of Teachers (QPAT). QPAT negotiates with the Comité patronal de négociation pour les commissions scolaires anglophones (CPNCA) which represents the Québec English School Board Association (QESBA).

Getting tired yet? Have a seat, because it keeps on going and going and going....

QPAT - remember them? They are in a cartel with the Centrale des Syndicats du Québec (CSQ). This group includes more than just teachers; it's made up mostly of public sector workers. The group that we have the biggest tie to as members of QPAT and within the CSQ is the Fédération des syndicats des enseignants (FSE). For contract negotiations, we are all part of what is known as the Secrétariat intersyndical des services publics (SISP) which is part of the Common Front, and finally through our membership in QPAT, we are also part of the Canadian Teachers Federation (CTF).

Some other letters you might need to know:

CARRA	Commission Administrative des Régimes de Retraite et d'Assurances
IEP	Individual Educational Plan.
LTD	Long Term Disability Income Insurance.
MEES	Ministère de l'Éducation et de l'Enseignement supérieur.
Ped	Short for anything pedagogical
PD days	or Ped Days.
PIC or CPIC	Professional Improvement Committee or Central Professional Improvement Committee
QEP	Québec Education Program
QPIP	Québec Parental Insurance Plan
QPP	Québec Pension Plan
RREGOP	Régime de retraite des employés du gouvernement et des organismes publics
LRC	Labour Relations Committee
CSNPC	Central Special Needs Parity Committee
EPC	Educational Policies Committee

APPENDIX A 5-14.02 SPECIAL LEAVES

The following is the local arrangement between the 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.

DEFINITIONS: For the purposes of this clause:

- **IMMEDIATE FAMILY** shall mean: child, step-child, 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 (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) urgent personal business days 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;
- 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 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 a general anesthetic 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 these days: v) medical day vi) other medical reasons and d) the three (3) critical illness days, have been used.
- f) three (3) 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 provided the teacher is an active follower of that religion, and providing that he or she has notified the school administration in writing within one (1) week of the first (1st) working day for teachers, or the signing of this clause, using the authorized form (Appendix H) 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.**



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
A) ASSIGNED TIME : 1) WORKLOAD - Teaching (average) : - Other : - Remediation (with own students) - Encadrement (i.e. home room) - Assigned supervision - Student activities (within the pupil timetable)	1320 min. 60 min.	1584 min. 72 min.
TOTAL WORKLOAD :	23 hours (1380 min.)	27 hrs & 36 min. (1656 min.)
2) COMPLEMENTARY TASKS Preparation periods within pupil timetable OTHER TASKS : - 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)	90 min. 150 min.	108 min. 180 min.
TOTAL COMPLEMENTARY :	4 hrs (240 min.)	4 hrs & 48 min. (288 min.)
ASSIGNED TIME :	27 hrs	32 hrs & 24 min.
B) PERSONAL WORK : - Tasks within General Duties : (8-2.01) example : corrections, lesson-planning, individual or teamwork - 10 staff meetings and the first three parent meetings	240 min. 60 min.	288 min. 72 min.
TOTAL PERSONAL WORK :	5 hrs (300 min.)	6 hrs (360 min.)
TOTAL PRESENCE	32 HRS	38 HRS & 24 MIN.

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)		
TOTAL WORKLOAD :	23 hours (1380 min.)	27 hrs & 36 min. (1656 min.)
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)		
TOTAL COMPLEMENTARY :	4 hrs (240 min.)	4 hrs & 48 min. (288 min.)
ASSIGNED TIME :	27 hrs	32 hrs & 24 min.
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.
TOTAL PERSONAL WORK :	5 hrs (300 min.)	6 hrs (360 min.)
TOTAL PRESENCE	32 HRS	38 HRS & 24 MIN.

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
A) ASSIGNED TIME :			
1) WORKLOAD			
- 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)			
TOTAL WORKLOAD :	20 hrs (1200 min.)	24 hrs (1440 min.)	36 hrs (2160 min.)
2) COMPLEMENTARY TASKS			
- Team meeting times	420 min.	504 min.	756 min.
- 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			
TOTAL COMPLEMENTARY :	7 hrs (420 min.)	8 hrs & 24 min. (504 min.)	12 hrs & 36 min. (756 min.)
ASSIGNED TIME :	27 hrs	32 hrs & 24 min.	
B) PERSONAL WORK :			
- Tasks within General Duties : (8-2.01) example : corrections, lesson-planning, individual or teamwork	240 min.	288 min.	432 min.
- 10 staff meetings and the first three parent meetings	60 min.	72 min.	108 min.
TOTAL PERSONAL WORK :	5 hrs (300 min.)	6 hrs (360 min.)	9 hrs (540 min.)
TOTAL PRESENCE	32 HRS	38 HRS & 24 MIN.	57 HRS & 36 MIN.

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

APPENDIX C

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	
<u>Deposit Information:</u>	
Bank Information (for any change, please use the form available at the school/centre or in HR)	31138
<u>Occupation Information:</u>	
Classification/Salary step	31106
<u>Pay Period Earnings (or any other question concerning your occupation):</u>	
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
<u>Deductions:</u>	
Insurance	31135
Pension	31136
Garnishments/Alimonies	31124
Income tax	31124
Credit Union	31124
<u>Bank of Days:</u>	
All Groups	31134

APPENDIX D

WHERE CAN I FIND MY ANSWERS?



- PTU office : 514-426-4949
- PTU web site www.pearsonteachersunion.com
- Email : info@pearsonteachersunion.com or ptusep@lbpearson.ca
- Ann Granger : ann@pearsonteachersunion.com or agranger@lbpearson.ca
- Pasquale Machado: pasquale@pearsonteachersunion.com or p.machado@lbpearson.ca
- Heidi Yetman: heidi@pearsonteachersunion.com or hyetman@lbpearson.ca
- Local Agreement on PTU web site at <http://pearsonteachersunion.com/downloads.asp?c=7>
- Your PTU delegate or the PTU bulletin board at your school
- QPAT - Provincial Association : 514-694-9777
- QPAT website : www.qpat-apeq.qc.ca
- Provincial Agreement on the PTU website at <http://pearsonteachersunion.com/downloads.asp?c=54>
- LBPSB / SSO System - under Human Resource