

Delegates' Handbook



RTU-SER

RIVERSIDE TEACHERS' UNION

2023-2024

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The Riverside Teachers' Union (RTU) represents the teachers of the Riverside School Board and is consulted by the board when they need the opinion of teachers.

The purpose of our Union is the protection and advancement of the professional, social, and economic welfare of the teachers of the Riverside School Board.

We oversee the terms of the Collective Agreement and ensure that the rights of the teachers are respected. Union dues pay for the negotiation and administration of the Collective Agreement, expenses incurred through union related activities, and the office and salaries of the people working for you to protect your rights and answer your questions.

The Alphabet Soup and The RTU

The **RTU** holds the teacher bargaining certificate for the Riverside School Board teachers and is a member union of the **QPAT** (Quebec Provincial Association of Teachers).

The QPAT negotiates with the **CPNCA** (Comité Patronal de Négociation des commissions scolaires anglophone) which represents the government and **QSBA** (Quebec School Board Association) at the provincial level.

The QPAT is in cartel with the **CEQ** (Centrale des enseignant(e)s du Québec) which now includes more than just teachers and includes teachers from the CEGEPS and the private sector.

The CEQ group we have the most affinity with is the **FSE** (Fédération des syndicats des enseignants) the public sector teachers.

The RTU Executive

President – *Tina Giugovaz (REACH)*

General Chair – *Jessika Trepanier (Royal Charles)*

Treasurer – *Terri Ann Pine (Heritage)*

Elementary Representative – *Tina Pavonetti (Good Shepherd)*

Elementary Representative – *Nathalie Boisclair (Good Shepherd)*

Secondary Representative – *Adam Velin (Heritage)*

Secondary Representative – *Steven Horvath (Heritage)*

Vocational Education Representative *Claudia Deme (ACCESS)*

Adult Education Representative – *Cameron MacLeod (ACCESS)*

The RTU Office

Executive Assistant – *Helen Rodriguez (ACCESS)*

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Monday-Friday: 8:00 am-5:00 pm

The Role of the RTU Delegate

The RTU delegate is a key member of the teacher union movement. They provide the teachers a voice in the operation of their school. They are also the primary point of contact for RTU when taking the pulse of teacher feelings on board wide issues. An “Alternate” can assume or share all roles of the Delegate.

RTU has regular delegates’ meetings, once a month, on the second or third Wednesday, currently on Zoom. At these meetings delegates receive the latest information from the various committees of RTU and QPAT as well as updates on items such as negotiations. This is also the opportunity for delegates to share concerns of a general nature and recommend certain actions.

RTU delegates are a primary source of members to serve on the various committees of the RTU and QPAT. These committees give members an opportunity for first-hand input on issues that affect teachers.

RTU delegates are also, by right, members of their School Councils, Health and Safety, and Special Needs Committees. These are opportunities to demonstrate leadership abilities.

A detailed knowledge of the collective agreements is not a requirement to become a delegate, being elected or acclaimed by the teachers of the school is.

What does the job require?

- Attend the monthly meetings of the Delegates' Council.
- As a follow-up to the Delegates' meeting, report to your staff after the meeting.
- Bring concerns and input from your staff to the Delegates' Council.
- Be a member of:
 - a. School Council
 - b. Health and Safety Committee
 - c. In School Special Needs Committee
- In a discipline case involving a teacher in your school, you may be required to act as an observer that certain procedures were followed.

- Receive mail, distribute and collect documents from the RTU Office and QPAT to your staff.
- Conduct elections and referendums in your school as the cases may arise.

What are the benefits?

- The opportunity to meet concerned educators from other schools on a regular basis.
- Travel, child-care, a dinner allowance, and other certain expenses to attend meetings are paid.
- The chance to participate in a weekend workshop.
- A banquet at the end of the year in recognition of your efforts on behalf of your fellow teachers.
- A chance to demonstrate leadership abilities.

Resources available:

- The RTU Delegates Handbook
- The RTU School Council Guide
- The Collective Agreement (Provincial Entente)
- The RSB-RTU Local Agreement
- The RTU (www.rtu-ser.com) and QPAT (www.qpat-apeq.qc.ca) websites
- The RTU staff

Your Pay Slip

Identification		Rémunération de la période - Earnings of period			Déductions - Deductions		
		Unités Units	Taux Rate	Montant Amount	Périodique Periodic	Cumul. fiscaux YTD totals	
Paie finissant le Pay period ending	2023-09-02	Elementary other 460.14\$(1/200)	10,000000	353,9500	3 539,50		
Régulier Regular					Pension plans	286,51	5 197,50
Non régulier Non-regular					QPP	118,47	4 038,40
No période Period no	Date d'émission Issue date				QPIP	17,49	331,76
5	2023-08-31				Employ. Ins. (EI)	0,00	781,05
No chèque Cheque no	Matricule Employee no				L. ins., LTD w. md	75,60	1 350,98
1032676	884xxxxx				Health basic, add	96,36	1 728,18
Employé - Employee					Union contribution	39,51	778,49
(3403 - B) Elementary other					Impôt provincial	417,89	8 532,40
Échelon - Step : 16					Impôt fédéral	351,45	6 850,10
Institution							
Succursale Branch no							
Service	(6-008) Good Shepherd						
Taux - Rate annual	92 027,00\$						
Taux - Rate 1/200	460,14\$						
Taux - Rate 1/260	353,95\$						
% poste - position %	100,0000						
Impôt fédéral Federal tax	Crédit Credit 15000\$	Déduction Deduction 0\$					
Impôt prov. Prov. tax	Crédit Credit 17183\$	Déduction Deduction 0\$					
Riverside School Board Messages							
					Banques - Bank		
					No	No	Solde Balance
					01	03	6,000000
					03	81	0,000000
					81	82	3,000000
					82		15,424477
					10 months accum. adjust.		318,55-
Sommaires - Summaries							
					Périodique Periodic	Cumul. fiscaux YTD totals	
					10	0	67 144,73
					3 539,50	0,00	0,00
					0,00	1 403,08	29 588,86
					2 136,42	37 555,87	
					0,00	0,00	

1. Last Day of Pay Period
2. Pay Period: For regular teachers. Days paid for supply teachers will appear in the column "Description"(13).
3. Date of Deposit
4. Deposit Number
5. Employee Number
6. Employee Details For regular teachers: Position Code, Description, Salary Step

7. Bank Information
8. School Information For regular teachers: School/Centre/Department code and description
9. Salary Information For regular teachers: Full year salary, 1/200 rate and 1/260 rate
10. Percentage of Contract
11. Federal and Provincial Tax exemptions
12. Messages from RSB or HR
13. Description: Explains individual items. Absences are first deducted (at 1/260 rate) and then reimbursed if banks of days permit.
Payment codes start with 1 to 4;
Deduction codes start with 5 to 9
14. Deductions: **Pension:** RREGOP: contribution = 9.69% (2023)
(15. on this period only) exemption \$83.25 per working day/\$16 650 per yr (2023)
- (16. Amounts Year to Date) **Q.P.P.:** Exemption = \$134.62 / pay (\$3500 / year)
Employee Contribution = 6.15% (2022)
Maximum contribution = \$3 776.10 / year (2012)
ex. (total taxable - exemption) x 6.15% = contribution per pay

QPIP: 0.494% of total taxable.
Maximum per year = \$434.72 (2022)

EI: Employment Insurance: 1.30% of total taxable.
Maximum per year = \$925.74 (2022)

LTD: Long Term Disability insurance: Regular employees must pay into LTD. Part time/Contract Teachers can opt into the program

Health Insurance: mandatory unless proof of coverage elsewhere (via family or spouse)

Union Contribution: Dues deducted as per union regulations. (RTU = 0.70% of earnings + QPAT fee)

Taxes: Provincial and Federal tax deductions
17. 18. 19. Bank: Balance of moneyable and non-moneyable sick days for the current school year, as well any banked sick days (employees hired before 2010's).

20. 10 Months Accum. Adjust. Regular teachers: an up-to-date accounting of the 10 month adjustment, to reflect accumulation and deductions throughout the school year

21. Summary: Summary of earnings (taxable & non-taxable), deductions, net pay and year to date totals

Absence Codes

01 – Illness	63 – Marriage
02 – CNESST Work Accident	64 – Death in the Immediate Family
03 – Car Accident	65 – Authorized PIC
07 – Act of God	69 – Medical Appointment
09 – Urgent Business	72 – Religious Holiday
09A – Personal Business	73 – Moving
10 – Parental Responsibility	74 – Educational Leave Reimbursed
17 – Authorized Leave with Pay	75 – Educational Project Paid by ED. Services
20 – Unauthorized Leave without Pay	77 – Subsidized Innovation Project
22 – Authorized Leave without Pay	78 – P.D. Grant
30 – Jury Duty, Witness	80 – Induction
32 – Inclement Weather	81 – University Convocation
33 – Educational Leave	82 – Local Workshops
34 – Late	2B – CNESST Dr Visit
35 – Suspension	DP – Mentoring - Leadership Program
42 – Medical Appointment – Pregnancy	GP – Educational Leave GPI
48 – Adoption Leave	IEP – IEP
49 – Paternity (5 days)	SM – Student Teacher monies
54 – Preventative Leave	Special Project – Special Project
59 – Parity Committee Meeting	
60 – Paid Syndical Leave (by the Board)	
61 – Syndical Leave (paid by the Union)	

Absences Process

All absences must be entered into SCOLAGO by the teacher ahead of the absence.

If it is less than 3 hours until the absence you must phone your school or administration, according to school norms, as well as entering the job into SCOLAGO.

Any unused sick days are paid out to the teachers in June/July.

Yearly Workload Limits For Full-time Teachers

Collective 8-6.02

Board-wide Maximums for the Presentation of Courses (Student Contact Time)

828 Hours at the Elementary & Preschool level

800 Hours at the AGE level

720 Hours at the Secondary level & VT Level

Other Professional Duties

IEP Meetings

132 Hours

at the Elementary & Preschool level

New Teacher Mentoring

Committees

240 Hours

at the Secondary level

School Projects

Arrival/Dismissal and
Movement of students
(Passing Time)

246 Hours

at the AGE level

Meetings: Level, Team,
Cycle, Subject,
Coordination

294 Hours

at the VT level

* except monthly Staff Meetings*

Youth Sector 20 days = 120 Hrs

Ped Days

6 hours per day

VT 11 days = 66 Hrs

AGE 11 days – 32 Hrs = 34 Hrs

Duties Determined by the Teacher (Personal Work)

Monthly Staff Meetings
(10 max per year)

200 Hours

First 3 meetings with
parents (evenings)

2 hrs/week work done at
teacher's discretion of
location

In all sectors, the maximum number of work hours for teachers is 1280 per year.

Preschool and Elementary teachers should have at least one 30-minute period per day for preparations, when possible - Local Agreement 8-12.03

Salary Scale

Collective 6-4.02 to 6.8.00

Step ²	As of the 141 st workday of the 2019-2020 school year	As of the 141 st workday of the 2020-2021 school year	As of the 141 st workday of the 2021-2022 school year	As of the 139 th workday of the 2022-2023 school year
1	44 721	45 615	46 527	46 527
2	47 709	48 663	49 636	49 636
3	50 898	51 916	52 954	53 541
4	52 025	53 066	54 127	55 326
5	53 177	54 241	55 326	56 550
6	54 354	55 441	56 550	57 801
7	55 557	56 668	57 801	60 259
8	57 919	59 077	60 259	62 820
9	60 380	61 588	62 820	65 489
10	62 946	64 205	65 489	68 273
11	65 622	66 934	68 273	71 174
12	68 410	69 778	71 174	74 199
13	71 318	72 744	74 199	77 353
14	74 349	75 836	77 353	80 640
15	77 509	79 059	80 640	84 066
16	80 802	82 418	84 066	92 027
17	85 489	87 206	92 027	

Substitution Rates

Substitution time in a day Periods concerned	60 minutes or less	between 61 minutes and 150 minutes ²	between 151 minutes and 210 minutes ³	more than 210 minutes ⁴
As of the 141 st workday of the 2019-2020 school year	\$44.72	\$111.80	\$156.52	\$223.60
As of the 141 st workday of the 2020-2021 school year	\$45.61	\$114.03	\$159.64	\$228.05
As of the 141 st workday of the 2021-2022 school year	\$46.52	\$116.30	\$162.82	\$232.60
As of the 139 th workday of the 2022-2023 school year	\$46.52	\$116.30	\$162.82	\$232.60

Note: A casual supply teacher at the secondary level who is assigned periods of more than 60 minutes shall be remunerated according to a rate by the period calculated in the following manner (6-6.03 b.):

- Rate prescribed for 60 minutes or less divided by 50, multiplied by the number of minutes of period concerned.

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 2019-2020 school year	\$56.49	\$62.72	\$67.88	\$74.02
As of the 141 st workday of the 2020-2021 school year	\$57.62	\$63.97	\$69.24	\$75.50
As of the 141 st workday of the 2021-2022 school year	\$58.77	\$65.25	\$70.62	\$77.01
As of the 139 th workday of the 2022-2023 school year	\$61.27	\$68.02	\$73.62	\$80.28

Deadlines

The following are significant deadlines which occur annually. For those related to annual staffing and surplus procedures, see the Assignment and Transfer section.

Date	Event
By first pay installment	The teacher is informed of the number of days in his/her bank.
By September 15	The board has supplied a list of the teaching staff of each school to the union.
By September 15	The School Council has been elected.
By September 25	The EPC, PIC. and SEC members have been appointed.
By September 30	Teachers seeking course reimbursement for courses taken during fall complete and return PIC annex I.

By September 30	The teacher representatives to the Governing Boards have been elected.
Between October 15 and 31	The board transmits enrolment information as of September 30th.
By October 31	The board transmits the information listed in Annex B of the local agreement.
By November 30	The board will supply the RTU with a copy of the seniority list.
By January 31	Teachers seeking course reimbursement for courses taken during winter must complete and return PIC annex I.
By March 1	Requests for a leave of absence without pay or the extension of such a leave must have been made.
By March 7	The school administration consults the School Council about the educational objectives and organization for the next school year.
Before April 1	Application for Progressive Retirement
By April 1	The documents to support a reclassification, or the request for these documents, must be provided to the board for courses completed by January 31, in order to have the reclassification retroactive to the 101st day of the current work year.
Third Monday of April	The first day of nominations for the RTU Executive for the next school year.
Last working day of April	Nominations for the RTU Executive close at 5 pm.
No later than May 15	The board must inform the union and teachers concerned of its intention not to renew their engagement, except in cases of non-reengagement due to surplus.
Third Tuesday of May	Election day for the RTU Executive.

Before June 1	The board must inform the union and the teachers concerned of its decision not to renew their engagement.
June 15	The last day on which a teacher may normally resign effective July 1.
By July 15	The board supplies the departing teacher with a statement of the days in his or her bank.
By July 31	The board has supplied adult education and the technical/ vocational recall lists and the list of teachers eligible for part-time contracts.
By July 31	The teacher leaving the employ of the board shall receive all monies owed. The teachers have been paid money due for oversized classes and moneyable sick days.

Class Sizes - Rules Concerning Student Groups

Collective 8.4.00

Regular and Special Classes

The applicable class size maximums and averages are listed in clause 8-4.02 and Appendix XXII. The maximums apply to the individual classes. The averages apply to the school board as a whole.

Pupil Category	Average	Maximum
Preschool		
● Preschool (4-year-old)	14	17
● Preschool (5-year-old)	17	19
Primary		
● Grade 1	20	22
● Grade 2	22	24
● Grade 3-6	24	26
● Disadvantaged Areas (See Appendix XXII)	18	20
Secondary		
Vocational Exploration	20	23
Secondary 1	26	28
Secondary 2	27	29
Secondary 3-5	30	32

When special education students are integrated into a regular class, it may be necessary to apply certain weighting factors to calculate the class size. If the special education students are classified as students with behavioural difficulties, they must be weighted when calculating class size.

All other categories of special education students are weighted only if no support services are given to the teacher or if the board decides to weigh them as well as giving support services. The weighting formula is found in Appendix XIX of the provincial agreement.

When a special education class contains more than one category of special education student, the maximum and average for this class are calculated in accordance with Appendix XVIII.

In all cases, the identification of special education students is done in accordance with the categories and definitions in Appendix XXXI.

Primary Combined (Split) Classes

For these classes, compensation for exceeding the class size begins at the average in place of the maximum class size. When there are different averages applicable to the class, then the smallest average is used (8-4.06 g).

The other rules which govern the formation of split classes are set forth in clause 8-4.06.

Technical-Vocational Classes

The applicable class size maximums and averages are listed in clause 13-15.05. The maximums apply to the individual classes. The averages apply to the school board as a whole.

When special education students are integrated into a technical-vocational class, it may be necessary to apply certain weighting factors to calculate the class size. The special education students are weighted only if no support services are given or if the board decides to weigh them as well as giving support services.

When a technical-vocational teacher teaches a complementary course which is part of the regular secondary program, the class sizes in clause 8-4.04 apply.

Exceeding the Maximums

The board may exceed the maximums only for one or other of the following reasons:

- the lack of premises in the school (board),
- the limited number of groups in the school,
- the lack of qualified available personnel, or
- the geographical location of the school.

Compensation for Oversized Classes

A teacher who teaches a group of pupils which on or after October 15th exceeds the maximum, is entitled to monetary compensation applicable as of the date on which the excess situation began. The amount is calculated according to the formula in Annex XXI. The calculation is done by a computer program based on the description of the class. The teacher may ask for a copy of this description.

If an excess no longer exists on October 15th, then no compensation is due.

Assignment & Transfer

Collective & Local 5-21.00

Definitions:

- a) The teaching portion of an assignment is the category or sub-category to which a teacher is assigned for the major part of his/her teaching schedule in a given school.
- b) A voluntary re-assignment is a change of assignment within the school as requested by either the school administration or the teacher and mutually agreed.
- c) A compulsory re-assignment is a change of assignment within the school as given by the school administration. Notice of compulsory re-assignment is to be given, in writing, by the school administration to the teacher, stating the reasons.
- d) A voluntary transfer is a mutually agreed transfer from a school as requested by either the teacher or the board.

e) A compulsory transfer is a transfer necessitated by one of the following:

- 1) by exception and as a solution to a particular circumstance as determined by the board in consultation with the union; or
- 2) a drop in the number of students receiving instruction in the category or sub-category according to the regroupment plan to which the teacher is attached. No teacher shall be transferred for this reason after October 15th.

The teacher shall be notified, in writing that he/she is subject to a compulsory transfer.

General Principle:

Where possible, the school administration and the board shall combine partial assignments within a school and part-time posts in different schools.

Information:

The RTU will receive all the necessary information and documents.

A. Steps to be followed in the case of the total or partial closure of a school, including the rezoning of school boundaries. These only apply if the pupils concerned are transferred to another school within the board.

Before February 7

1. The board identifies the schools to be totally or partially closed and the receiving schools, as well as the number and level of the students being moved (Local 5-3.09c).
2. The board determines the number and type of posts based upon the movement of students (Local 5-3.09d).
3. The board posts a list of these posts in the schools to be totally or partially closed (Local 5-3.09e).

During the remainder of February

4. Within five working days, the teachers in these schools shall inform the school administration of their preferences, using a copy of the form in Annex "E" (Local 5-3.09f).
5. The board transfers the teachers respecting the following principles:
 - a) teachers shall be transferred from the school sending the pupils to the school receiving the pupils;
 - b) teachers shall be transferred according to preferences and seniority;
 - c) if too few apply for a particular school, the teachers shall be transferred by inverse seniority after taking into account those who stated a preference for the said school and the assignment criteria (Local 5-3.09g).
6. The board may reassign or transfer two or more teachers to another category or sub-category or to another receiving school if each teacher's preference and the requirements of the post are respected (Local 5-3.09h).

Before March 1

7. The board notifies the teachers of their provisional transfer. For the purposes of declaration of surplus, they are now on the staff of the receiving school (Local 5-3.09i, j).

B. Steps to be followed each year, subsequent to those in Section A if necessary: Procedures to be followed for the declaration of surplus.

Before April 30

1. The principal, after consulting the teachers, informs the Board of staffing needs based on certain criteria. (Collective 5-3.10)
2. The board identifies provisional needs for personnel for the next school year by category or sub-category (Collective 5-3.10).
3. The board identifies excess, by inverse order of seniority, by category or sub-category. This is List 1 (Collective 5-3.11). These teachers may be placed in surplus before June 1.

4. The school administration informs the School Council of provisional needs of personnel for the school. This information shall consist of the tentative list of the number of posts (full or partial) foreseen within each category and sub-category as well as the number of vacant posts (full or partial) foreseen by category and sub-category (Local 5-3.12, 5-21.12).
5. The school administration determines, by category or sub-category, in inverse order of seniority, those teachers who are excess. The attempt is made to fill needs by the re-assigning of teachers in the school. This is done taking into account the assignment criteria and respecting seniority and preference. Priority is given to excess teachers except where a voluntary re-assignment permits the assigning of an excess teacher who would not otherwise be placed.

The teachers remaining excess after this process form the school excess list (Local 5-3.13, 5-21.14).

6. The school administration informs school excess teachers in writing, that they are excess and subject to compulsory transfer to another school (Local 5-21.15a).
7. The board posts (in each school) the list of provisional vacancies in the board (Local 5-21.15a).
8. Within five working days of posting of the list of vacancies:
 - a) Teachers, who are excess in the school, must inform the principal, in writing, of their choice of positions, using a copy of the form drawn up in Annex "F" (Local 5-21.16a). The school administration should have copies of this form.
 - b) Any other teacher (voluntary transfers) may apply for these vacancies, using the same procedure as that outlined for teachers who are excess in the school (Local 5-21.16b).
 - c) The school administration acknowledges receipt of requests from B8a and B8b by using the form Annex "F" (Local 5-21.16c).

Before May 18

9. The board fills vacant positions with teachers, with the capacity, who are excess in the schools, or who have requested voluntary transfers. This is

done by order of seniority (Local 5-21.17).

10. Teachers, who are still in excess in a school after step B9, bump teachers in their own category or sub-category if these teachers are on List 1 (board excess list) but have not been declared excess in a school (Collective 5-3.15).
11. Teachers, who are still in excess in a school after steps B9 and B10, bump non-tenured teachers and List 1 teachers in any category or sub-category (Collective 5-3.16).
12. The board endeavours to reallocate so that teachers having greater seniority who were declared school excess receive a total assignment in one school building, according to the teacher's preferences (Local 5-21.18).

Before June 1

13. The board notifies in writing, teachers who have been transferred to another school of their transfer (Collective 5-3.18, Local 5-21.20). This refers to teachers who were placed during steps B9, B10, B11 and B12.
14. The board assigns to regular substitution school excess teachers who were not on List 1 and who were not placed in a post by virtue of steps B9, B10 or B11 (Collective 5-3.19).
15. List 1 teachers, who have tenure and who do not have a post for the following school year, are placed on availability and non-tenured teachers without a post are non-reengaged for July 1. Non-tenured teachers are also non-reengaged if a teacher on availability at the board or, if referred by the Bureau, at another board, can fill the position. All are so notified by the board before June 1 (Collective 5-3.21, 5-3.22, 5-3.23).

After June 1

16. Two or more teachers may exchange their assignments and schools for the following school year, with the approval of the Director of Human Resources and the school administrations. These will be treated as voluntary transfers (Local 5-21.23b).

During June

17. The school administration informs the teacher in writing, of the teaching portion of the assignment for the following school year (Local 5-21.21a).
18. The board informs teachers on availability as well as those who will be on availability or assigned to regular supply as of July 1 of their provisional assignment and school (Local 5-21.22).

Before the First Day of Class

19. A teacher transferred because of school excess, who meets the requirements of the post, shall be given the choice of returning to the former school to fill a vacancy. If two or more teachers are involved, the choice is granted by seniority (Local 5-21.24).

No Later Than October 15

20. The board may make a compulsory transfer because of a drop in the number of students (Local 5-21.09 b 2).

C. Changes which may take place at any time:

1. Two or more teachers, with the approval of the Director of Human Resources and the school administration, may temporarily exchange assignments for a maximum of one school year. The teachers are on loan and remain attached to their previous school and category (Local 5-21.26).
2. A voluntary reassignment or transfer* (Local 5-21.08b, 5-21.09a).
3. A compulsory reassignment after a written notice stating the reasons, given normally two weeks before the re-assignment (Local 5-21.08c).
4. A compulsory transfer necessitated by extenuating circumstances as determined by the board in consultation with the union (Local 5-21.04 b 1).

* If a teacher requests a voluntary transfer for the following school year, then the provisions concerning declaration of surplus must be respected (Local 5-21.23a)

Employment Security

Clause 5-3.00

The employment security provisions cover only regular teachers with tenure. The operation of the system is based upon seniority and teaching category.

What is seniority?

Seniority is the period of continuous time that you have been in the employ of the board. It is calculated in terms of years and fractions of years. It is **not** the number of years in a given school or category.

How does the board distinguish among teachers with equal seniority?

If two or more teachers have equal seniority, years of teaching experience is used as the tie-breaker. If, after this step, there remain teachers with equal seniority, then years of schooling (scholarship) is used as the tie-breaker.

What is a category or sub-category?

A **category or sub-category** is similar to a teaching discipline; e.g. Physical Education is a category.

How are the categories or sub-categories established?

At the beginning of each school year, the board, after **consultation** with the union, establishes its categories and sub-categories for the year.

When is there a surplus of personnel?

A surplus exists, **at the level of the board**, when the total number of regular teachers, in a category or sub-category, is greater than the total number of regular teachers, in the category or sub-category, needed for the following school year.

What happens when there is a surplus of personnel?

The board identifies, at the level of the board, the excess number of teachers for each category or sub-category. The teachers are identified as excess according to least seniority. This is List 1.

Are teachers who are excess in their schools automatically excess at the level of the board?

No! Some of these teachers will not be on List 1. They will be transferred to other vacant posts or to posts that are held by someone on List 1.

When does everyone find out what his/her status will be for the next year?

Before June 1st, the board will inform the teacher concerned, in writing, of any change in status.

N.B. Those with tenure are placed on availability; those without tenure are non-reengaged. Availability means you are still employed and will be used in a teaching function, although there is not a teaching post for you.

What is tenure?

Tenure is acquired by a teacher who has taught full time for the board continuously for two years, or who has transferred to the board under the employment security provisions.

Check the Assignment and Transfer section for more details on the procedures the board must follow.

REGROUPMENT PLAN 2023-2024 – ELEMENTARY

Instruction in English	Instruction in French
General Subjects	Adaptation Scolaire en attente
Drama	Art dramatique
Dance	Arts plastiques
Music	Danse
Visual Arts	Éducation physique et santé
Special Education	French Immersion
Physical Education and Health	French Second Language
	Musique
Instruction in Another Language	
Spanish	

REGROUPMENT PLAN 2023-2024 - SECONDARY

Instruction In English	Instruction Given in Another Language
Computer Science	Éthique
Dance	Français
Drama	French Second Language
English Language Arts	Sciences et technologie
Ethics and Religious Culture	Science humaines
Guidance	Spanish
Human Sciences	
Mathematics	
Music	
Physical Education and Health	
POP (Personal Orientation Project)	
Science and Technology	
Special Education	
Visual Arts	

REGROUPMENT PLAN 2023-2024 – ADULT EDUCATION

Computer Sciences	Multi-Media Art
English Language Arts	Personal & Social Development
English Second Language	Physical Education
Francisation	Resource
French Second Language	Social Integration
Human Sciences	Social Participation
Mathematics	Sociovocational Integration
Natural Sciences	Spanish
Film Studies	Visual Arts
Mathematics & Science	Science & Technology

REGROUPMENT PLAN 2023-2024 - VOCATIONAL EDUCATION

Accounting	Sales Representation
Assistance in Health Care Facilities	Resource
Auto Mechanics	Secretarial Studies
Masonry - Bricklaying	Starting a Business
Pharmacy Technical Assistance	Hygiene and Sanitation
Health Assistance and Nursing	School Daycare Education
Home Care Assistance	Stationary Engine Mechanics
Professional Sales	

Calendar Composition

How did we arrive at this calendar? The following is a summary of the items which must be considered and the process that is followed:

1. There must be 200 working days, either teaching or pedagogical days.
2. Unless the union agrees to a change, the working year starts September 1st and ends June 30th.
3. The Board policy about the start of the year for students is that they will have a minimum of 2 school days the first week back.
4. The RTU objectives are:
 - three pedagogical days before the pupils' return
 - a two week break over the Christmas-New Year holiday time
 - a one week break in March about 8 weeks after the return from the Christmas-New Year break
 - a holiday on the 4th Monday in May
 - maximize the number of pedagogical days
5. 4 pedagogical days automatically get placed at the end of June, unless it results in students returning to class after June 24th or teachers returning to work before August 18th.
6. The particular day of the week on which December 25th and January 1st fall has a significant impact on how many days must be taken in August to get the desired holiday pattern.
7. There is a calendar committee composed of teachers, administrators and commissioners which tries to make sense of all this and recommend modalities around which the calendar is negotiated by the boards and the union.

Insurance Plans

The following is a list of the various insurance plans applicable to teachers on an automatic, compulsory or optional basis:

Accidents at Work (automatic) - Clauses 5-10.34 to 5-10.54 (code 28)

If a teacher has an accident at work, whether it is outside (in the school yard) or inside the school, it should be reported immediately to the school office, where the appropriate CNESST forms should be available and where the correct action can be initiated for care of the injury: immediate first aid, if necessary, or arrangements for transport to a medical institution or to the teacher's home at the expense of the school board.

In order to accompany a teacher to meet with the administration following such an accident, the delegate may temporarily interrupt his/her work without loss of salary.

Occupational diseases are also covered by CNESST and should be reported to the School Board immediately for appropriate action.

No deductions are made from banks of sick leave days for absences related to work related accidents and occupational diseases that are covered by CNESST benefits. Even after returning to work, the teacher may attend medical appointments required by CNESST without loss of salary.

Health Insurance (compulsory)

Group health insurance with the Industrial-Alliance (<http://ia.ca/business/1-877-422-6487>) is compulsory for every teacher who cannot provide proof of similar coverage under their spouse's plan.

Brochures are available at the school board which outline the extent of the coverage under this health insurance plan.

To change one's coverage or to join the plan when one ceases to be covered by a spouse's plan, it is necessary to complete the appropriate form, which is available at the Human Resources Dept. at the School Board.

Teachers who turn 65 must take prescription drug insurance with RAMQ

An RTU member may maintain group health insurance after retirement by becoming an associate or life member of QPAT.

Life Insurance (optional)

Industrial-Alliance provides a group life insurance plan to teachers at competitive rates. Deductions are made directly from pay cheques.

This insurance is available in units of \$25,000. The first six units are at a fixed cost and a further four units are available at a cost which varies according to age. A new employee may obtain up to three units (\$75,000), without medical proof of insurability.

Under this plan, teachers may also insure the lives of a spouse for \$10,000 and dependent children for \$5,000 each, at an additional cost.

Insurance rates vary from year to year, and are available at the union office.

Salary Insurance (sick leave) (automatic) - clauses 5-10.15 - 5-10.33

Teachers receive a credit of 6 days of sick leave at the beginning of the school year. Starting 2016-2017, any remaining sick days are moneyable at the end of the school year. Banks of credit sick leave are moneyable when you leave the service of the board, at the rate of 1/200 of annual salary per day.

New teachers receive an additional 6 non-moneyable days.

In any year, the 6 moneyable sick leave days credited at the beginning of the year are used first before any banks of non-moneyable days are used.

For each period of disability, teachers are paid as follows:

- a) Full salary for the lesser of 5 days or the days remaining to their credit. (If a teacher has fewer than 5 days, the difference is without salary.)
- b) On the sixth day, 75% of salary for a period of 52 weeks from the start of the disability.
- c) After 52 weeks of disability, 66 2/3% of salary for a further period of 52 weeks.
- d) After 104 weeks of disability, long term disability insurance benefits as indicated below, will apply for teachers who have opted for this coverage. If a teacher has any non-moneyable days remaining to his or her credit, they can be used at 100% of salary at this point also.

A period of disability is any succession of related absences separated by no more than 7 days at work. (If the teacher were absent for three months, then a return to work of 35 consecutive days could occur before a subsequent related absence would be considered a new period of disability.)

The teacher may not be dismissed or non-reengaged for physical or mental incapacity as long as he/she is receiving benefits under the sick leave provisions of the collective agreement. Pension contributions are waived and pension credit is given at 100% of salary as long as a teacher is receiving benefits under the sick leave provisions of the collective agreement.

Long-Term Disability Insurance (L.T.D.) (compulsory for permanent teachers)

This salary insurance with Industrial Alliance is compulsory for most teachers. The exceptions are teachers in TPP, or in RREGOP within 2 years of retirement and part-time teachers. It provides coverage after the 104 weeks of salary insurance provided for by the collective agreement. It pays an income of 50% of the salary that would have been earned as a teacher at the point at which the L.T.D. benefits begin.

These benefits are indexed to a maximum of 5% per year. This income is non-taxable, but is reduced at the point that other disability benefits received by the teacher from other sources bring the teacher's total income to an amount in excess of 85% of what the teacher's net salary would have been.

Teacher Pension Plan coverage includes disability benefits, so that teachers with 25 years of service in T.P.P. should consider opting out of the LTD coverage. Should they become disabled after 25 years of pensionable service they would not receive much benefit from L.T.D. insurance with Industrial Alliance.

Accidental Death and Dismemberment (AD&D) (optional)

This insurance is offered by Industrial-Alliance and covers accidental death and/or dismemberment.

Leaves of Absence

The contract provides a variety of different leaves with or without pay:

- Special Leave
- Educational Leave
- Public Office
- Syndical Leave
- Parental Leaves
 - Adoption
 - Maternity
 - Parental Responsibility
 - Paternity
 - Visits to the doctor
- Request before March 1
 - Leaves Without Pay
 - Sabbatical Leave with Deferred Salary
 - Progressive Retirement

General Rights

While on a leave with pay, the teacher accumulates seniority, experience and pension credit, and participates in the insurance plans, if already a member.

While on a leave without pay, the teacher accumulates seniority, retains experience, and may participate in the insurance plans by paying, in advance, all the premiums, including the board's share. The teacher may buy back pension credits upon returning to work.

Special Leave Days

5-14.00 (currently under negotiation, may change this school year)

To whom These leaves with pay are granted to teachers because of specified special circumstances.

Conditions There are a maximum of eight (8) non-cumulative, non-redeemable work days which may be used as follows:

- a) In the event of a death in the immediate family, a maximum of five (5) working days, beginning within one week of the date of the death. (code 64)

"Immediate family" means parents, parents-in-law, brothers, sisters, own or stepchildren, spouses and grandparents; also any person who is domiciled in the home of the teacher at the time of death.

- b) In the event of the death of a brother or sister-in-law, son or daughter-in-law, or a grandchild: the day of the funeral.

If the teacher attends the funeral of the deceased and if this takes place at a distance of more than two hundred and forty (240) kilometres from the employee's residence, he/she shall be entitled to take one extra day, or two extra days if the funeral takes place more than four hundred and eighty (480) kilometres from his/her residence. This applies to both sections a) and b).

- c) the baptism or birth of the teacher's child: the day of the event.
- d) an annual maximum of three (3) days for religious holidays which the teacher is required to observe providing the teacher so informs the school administration in writing one week prior to the event; (code 72)
- e) the marriage of the teacher's parent, sibling, brother/sister-in-law or child: the day of the event.
- f) an annual maximum of three (3) days for urgent business that cannot be conducted outside working hours; **urgent business** is defined as an emergency that arises and calls for immediate action which requires that one be absent from one's place of work. The board will grant requests under this clause when the reason given indicates that an emergency has arisen and that immediate action is necessary. (code 09)

- g) the marriage of the teacher: (code 63)
- o a maximum of three (3) consecutive working days, including the day of the wedding; in this case, the absence must not immediately precede nor prolong the summer vacation period.

h) an annual maximum of five (5) working days to cover:

- any event considered an Act of God (disaster, fire, flood, etc.); (code 07)
- adverse weather conditions which make it impossible for the teacher to report for work; (code 32)
- the day when the teacher moves from one residence to another; (code 73)
- the day of the event for the day of teacher's university convocation; (code 81)
- medical and dental appointments which cannot be arranged outside working hours; (code 69)
- serious illness in the immediate family. In the event that the teacher's child is ill and does not require hospitalisation, then this provision shall apply after the teacher's annual bank of sick leave days has been exhausted through the use of clause 5-14.06. (code 10)

In addition to the eight (8) work days allowed for the foregoing reasons, the board shall grant special leaves when the teacher:

- must sit for entrance or achievement examinations at an educational institution recognized by the MEES;
- must act as a juror or a witness in a case in which she/he is not a party; (code 30)
- is placed under quarantine by the community health department;
- at the specific request of the board, undergoes a medical examination in addition to that required by law.

Furthermore, the board may grant a special leave for any other reason it deems valid.

Educational Leave 5-16.00 (code 33)

To whom This leave with pay may be granted to any teacher:

a) who is invited to give a lecture on educational matters or to participate in activities (seminars, pedagogical committees, conventions, symposiums, pedagogical study sessions) having to do with education, or

b) who is participating in an exchange programme with another board in Quebec, Canada or a foreign country.

Condition The teacher must obtain prior approval from the school board.

Warning Do not confuse this with leave obtained through the Professional Improvement Committee to attend conferences, etc.

Advice Consult the RTU professional staff before approaching the board or any of its representatives.

Parental Leave 5-13.00

For details about these leaves, consult the **Parental Leaves** document prepared by QPAT.

Advice Consult the RTU office before applying for maternity leave.

Public Office 5-20.00

To whom This leave without pay is granted to a candidate for or holder of a public office (deputy, mayor, municipal councillor or alderman, school trustee or commissioner).

Condition The leave is granted following a written request at least fifteen (15) days before the beginning of the leave. The leave is on a full time basis for candidates. In the case of the holder of a public office, the leave may be on a full time, part time or occasional basis.

Return For candidates the leave ends at the latest eight (8) days following the election. For office holders on full time leave, thirty (30) days written notice of the return is required. Part time and occasional leaves are subject to special arrangements.

Syndical Leave 3-6.00 (code 60, code 61)

To whom This leave with pay is granted to a teacher to conduct union business.

Condition The request must be made by the union.

Leave without Pay 5-15.00 (code 20, code 22)

To whom This leave, either full or part time, is available to regular teachers.

Conditions In general, the written request must be made prior to March 1st for the following school year. This rule is waived when the granting of the leave allows the reassignment of a regular substitute teacher, or the recall or use of a teacher on availability.

The board **must** grant certain requests; i.e. clauses 5-15.03, 5-15.04, 5-15.06 and **may** grant other requests; i.e. clauses 5-15.05, 5-15.07.

Return The teacher on leave is assumed to be returning to full service in the school year following the leave.

Renewal The board may renew any leave without pay. The request must be made before March 1st.

Warning The board has the right to fire any teacher who uses the leave for purposes other than those for which it was granted.

Sabbatical Leave with Deferred Salary 5-17.00 and Appendix VIII

To whom This leave with reduced pay may be granted to tenured teachers who are not on availability.

Conditions The leave is for one (1) school year according to the Riverside School Board policy.

The leave is part of a contract period during which the teacher receives a reduced salary. The length of the contract may be 3, 4 or 5 years in the case of a 1-year leave.

Pension During the term of the contract the pension contributions will be based on the reduced salary but credit will be given for a full year at full salary.

Return The teacher must return to work following the leave so this cannot serve as a pre-retirement leave.

Advice Read Appendix VIII. Contact the RTU office before writing the board.

Progressive Retirement 5-22.00 & Appendix IX

To whom This reduced workload is available to a regular teacher within five years of retirement.

Condition The request must be made before April 1 of the year preceding the leave and the teacher must be eligible to a pension at the end of the agreement.

The teacher and the Board will enter into a contract stipulating the duration of reduced workload.

The part-time leave cannot be greater than 60%, but may vary from year to year.

Retraite Quebec (RREGOP) must verify that the teacher will be eligible for pension at the end of the contract.

During the reduced workload the teacher will be paid according to the workload, but pension credit and pension payments will be at 100%. The advantage is that the teacher does not have to pay the employer share of the pension contribution for the period of reduced workload.

Pensions

The pension plan for teachers in Quebec is compulsory for teachers not receiving a pension from Retraite Quebec (RREGOP) who are working in the public sector and who are between the ages of 18 and 71:

1. The Government & Public Employees Retirement Plan (RREGOP)

This is most often referred to by its French initials: "RREGOP" and was formerly known as CARRA. All teachers who came into teaching after 01/07/1973 are automatically in this pension plan, as well as any teacher who has either transferred from the TPP or who was in the TPP and has had a break in service of more than 180 days.

Contribution Formulas:

The RREGOP contribution rate is 9.69% in excess of 25% of the maximum pensionable earnings under the QPP. (This is why your pension will be reduced at age 65 by the integration factor.)

RREGOP - Eligibility for Pension without Reduction (as of July 1, 2019)

- With 35 years of service for eligibility regardless of age
- At age 61 regardless of years of service
- At 60 with 30 years of service for eligibility (new 90 factor)

Earliest Eligibility for Pension with Actuarial Reduction

- At age 55 with 2 years of service
- Choice of actuarially reduced or deferred pension between age 55 and 65.

Pension Formula - A pension is calculated by taking 2% of the average salary for the highest paid five (5) years and multiplying by the number of years of pensionable service (currently maximum 35 years of contribution). A teacher must be 61 years of age to retire without penalty (6% per year).

Example 1: A teacher retires at age 61 with 25 years of contributions and an average salary of \$92 027 for the best five years. Since she is over 61, there is no reduction ($92\,027 \times 2\% \times 25 = \$48\,513.50$).

Example 2: A teacher retires on his 58th birthday with 25 years paid in and an average salary of \$92 027. Since he is under 61, he is subject to an actuarial reduction based on three years ($92\,027 \times 2\% \times 25 = \$48\,513.50$) but there is a 6% reduction per year $\{48\,513.50 \times (100\% - 18\%) = \$39\,781.07\}$.

Indexation - Full cost of living indexation on pensions ceased on July 1, 1982 for both TPP and RREGOP, so that anyone retiring now receives less than full indexation, which is adjusted according to the number of years of service before and after July 1, 1982.

Contributions to the RREGOP are fully protected from cost of living increases for the teacher who leaves teaching before becoming eligible for a pension and awaits a deferred pension at age 65.

Information regarding individual contributions - If you wish to follow up on your RREGOP account or contributions, you can access your **My Account** at the Retraite Quebec website, where contribution records are accessible. The website also has various calculators to help individuals run through specific scenarios (the entire site is available in English).

Public-Sector Pension Plans (RREGOP)

Retraite Québec

475, rue Jacques-Parizeau

Québec (Québec) G1R 5X3

<https://www.retraitequebec.gouv.qc.ca/en/Pages/accueil.aspx>

1-(418)-643-4881 or 1-800-463-5533 (toll free)

Monday to Friday from 8:00 am to 4:30 pm

Salary Classification

SALARY - Determined by years of schooling and experience

1. Schooling (6-1.00, 6-2.00)

When a teacher is new to the board, the school board has thirty days from the time it has received the documentation (statement of marks, etc.) to establish provisional classification used to determine the teacher's salary, and to pay the teacher according to it.

In the fullness of time, the teacher will receive an official classification.

Two Steps	Schooling evaluated is at 17 years
Four Steps	Schooling evaluated is at 18 years
Six Steps	Schooling evaluated is at 19 years or more without a doctorate
Eight Steps	Schooling evaluated is at 19 years or more with a doctorate

Reclassification (6-3.00)

To change a teacher's recognized years of schooling, the teacher must:

- obtain thirty additional MEQ-recognized university credits by January 31;
- furnish the board with a copy of the request to the university for proof of these credits, before April 1st.

For salary purposes, reclassification will take effect as of the 101st work day of the year during which the request for reclassification is made.

2. Experience Step (6-4.00 and Appendix XII)

Experience steps are recognized for the following:

- One year (at least 155 days) of teaching = one year of experience.
- Previous experience outside teaching may count for experience.
- Part-time work, teacher-by-the-lesson, and supply work counts for experience. It is converted into the equivalent number of days. The first ninety days accumulated = one year of experience for salary purposes. Thereafter, a new experience step requires 135 days. (Appendix XII)

The experience step for each teacher is checked and adjusted (if necessary) once a year at the beginning of each school year.

Teacher Certification

In the unlikely event that a non-legally qualified teacher obtains a full time contract, it will terminate automatically on June 30th.

Q. How do I know if I am legally qualified?

A. You must hold a personal authorization to teach issued by the Minister of Education of Quebec in one of the following forms:

- 1) Teaching Diploma (Brevet);
- 2) Provisional Teaching Authorization;
- 3) Teaching Permit (Probation).

Q. What is a Teaching Diploma?

A. A Teaching Diploma is the legal and permanent authorization to teach in the schools governed by the Law and by the Regulations of the Quebec Minister of Education.

Q. What is a Provisional Teaching Authorization (PTA)?

A. The Provisional Teaching Authorization is a special legal authorization to teach in the schools governed by the Law and by the Regulations of the Quebec Minister of Education and is granted under the following conditions:

- 1) The candidate must establish proof of their teaching qualifications under each of the three (3) following components:
 - a) adjustment of the personality for teaching
 - b) command of the language of instruction
 - c) academic competency in the area of concentration
- 2) The candidate who is not a Canadian citizen must prove that they have the status of "Landed Immigrant" or hold a Work Permit.
- 3) The candidate must prove that the School Board requires their services.
- 4) The candidate agrees to satisfy all the conditions stipulated to obtain a Teaching Diploma.

Q. When will the Provisional Teaching Authorization be exchanged for a Teaching Diploma?

A. The Teaching Diploma will be issued when the candidate has fulfilled all the conditions stipulated at the time the PTA was first issued. Ordinarily, these conditions are as follows:

- 1) to be judged competent at the end of the probationary period;
- 2) to pass the Departmental Qualification Examination on the Quebec School System;
- 3) to furnish proof of Canadian Citizenship within a period of six (6) years from the date of issue of the first Provisional Teaching Authorization.

Q. What are these Departmental Qualification Examinations referred to in the answer given above?

A. They are written tests given for the purpose of verifying the mastery of these components of qualification and must be passed within a period not exceeding two (2) academic years, including the one when the Provisional Teaching Authorization was first issued. In case of failure, the candidate is entitled to only one supplemental examination in each test.

Q. What is a Teaching Permit?

A. The Teaching Permit is a temporary legal authorization to teach in the schools governed by the Law and by the Regulations of the Quebec Minister of Education. It is granted by Regulation No. 4 (Concerning the Teaching Permit and Diploma) to candidates who have completed a full time approved programme of teacher-training in a Quebec University and is valid for five (5) years. (See Teacher Probation System)

Q. Do you have any other advice for me concerning Certification?

A. Consult the RTU office for additional information as required.

Committees

Here are some of the committees on which teachers serve each year:

Clause	Contractual Committee	Role
4-2.02 & 4-4.00	School Council	To advise the school administration on the operation of the school.
4-3.00 & 4-5.00	Educational Policies	To advise the board about the content of policies on topics within its mandate.
4-6.00	Professional Improvement	Responsible for the operation of the professional improvement and retraining plans. Check the P.I.C. handbook for details.
4-7.00 & 8-9.03	Special Education	To advise the board on policy and services for students with special needs and students with learning or emotional problems.
8-9.05	Ad hoc committee	To advise the school administration about the classification and integration of students with special needs and students with learning or emotional problems.
10-8.00	Hygiene, Health & Safety	To deal with procedures and problems concerning health and safety in the school.
Appendix G	Calendar Committee	To recommend calendar modalities to the board.

There are also teacher representatives on the Board Special Advisory Committee formed under the Education Act for children with special needs.

At the QPAT level, the RTU has representatives, by right, on the Board of Directors and the Provincial Council. RTU members also serve on several other committees established by QPAT.

Value Added Program (Appendix XXVI)

The 2015-2020 Collective Agreement implemented a program to recognize value added and to assist in the assignment, recruitment, and retention of teachers.

RSB & RTU decided to put all the allocated funds towards financially compensating teachers who do volunteer activities with students that are outside of a teacher's workload.

While the Labor Relations Committee (RSB & RTU) administers the program, the School Councils make recommendations as to which activities should be recognized for credit.

The School Council may mandate a sub-committee work with administration to equitably assign each activity the appropriate number of credits. After all credits have been submitted, the Labor Relations Committee will approve all activities that meet the value-added criteria, and then calculate how much each credit is worth.

Each teacher is responsible for keeping track of his/her activities: dates, hours, numbers of students etc.

Some important points to remember:

- The program applies to all the teachers of RSB (full & part time).
- Remuneration can't exceed 8% of a teacher's salary and will be taxed.
- The program doesn't impact compensation days (Local Agreement Appendix H).
- The activity must be organized and involve direct interaction with students.

Extract from the Teachers' Provincial Agreement (Appendix XXVI 3.4)

No later than June 1 or on any other date agreed to by the board and the union, as a result of the work of the board-level participating body of teachers, the board shall pay the teachers concerned, the value-added recognition premium in proportion to the credits obtained by teachers during the school year based on the following principles:

- a) Activities that are normally held at a frequency of once a week throughout the entire school year shall count as 30 credits—examples: stamp club, photography club, tutoring, mentoring.
- b) Activities that are normally held at a frequency greater than once a week for part of the school year (approximately 30 sessions) shall count as 30

credits—examples: track and field team, badminton team, drama club, choral group.

c) Activities that are normally held at a frequency greater than once a week throughout the entire school year shall count as 60 credits—examples: judo club, gymnastics club, swimming club.

d) Major activities including, among others, a school band, senior football team, senior basketball team, yearbook etc. that are held frequently for part of the school year (approximately 60 sessions) shall count as 60 credits for the person in charge (head coach, band leader, etc.). These activities shall count as 45 credits for regular assistants.

e) Supervision of an intramural program shall count as one credit per session provided that each session lasts at least 30 minutes—examples: afternoon skating, school choir. A maximum of 60 credits may be granted per teacher for any one activity.

f) Other extracurricular activities shall be recognized at the rate of one credit per session provided that each session lasts at least 30 minutes. A maximum of 60 credits may be granted per teacher for any one activity.

g) As regards the maximums prescribed in subparagraph d), teachers accompanying students on overnight educational outings, which are approved by the board according to its policies, shall obtain 10 credits per night up to 30 credits per year.

Alphabetical Index to Major Topics

P - Provincial text — 2020-2023

L - Local text – June 2013

Topic	Chapter, Article or Clause
Adult & Vocational Education	11-0.00, 13-0.00 (P & L)
Annual Workload	8-5.00 (P)
Assignment and Transfer of Teachers	5-21.00 (P & L)
Breach of Contract & Resignation	5-9.00 (L)
Children with Learning or Emotional Problems (Special Needs)	8-9.00 (P), Appendix XVIII, XIX, XXXI (P)
Civil Responsibility	5-12.00 (L)
Class Size	8-4.00 (P), Appendix XVIII, XIX, XX, XXI,
Consultation	4-0.00 (L)
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Disciplinary Measures & Sanctions	5-6.00 (L)
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Distribution of Duties and Responsibilities	8-12.00 (L)
Educational Policies Committee	4-3.00, 4-5.00 (L)
Employment Security (Job Security)	5-3.00 (P)
Engagement of Teachers	5-1.00 (P & L)
Grievance & Arbitration	9-1.00 (P)
Insurance - Life/Health/Salary	5-10.00 (P)
Leave of Absence for Matters Related to Education	5-16.00 (L)
Leave of Absence Without Pay	5-15.00 (L)
Non-Reengagement Procedures	5-8.00 (L)
Parental Rights	5-13.00 (P)
Posting and Distribution of Union Notices	3-1.00 (L)
Professional Improvement Committee	4-6.00 (L), 7-0.00 (P)
Progressive Retirement	5-22.00, Annex IX (P)
Promotion	5-5.00 (P & L)
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Sabbatical Leave with Deferred Salary	5-17.00, Appendix VIII (P)
Salary Scales	6-4.00 (P)

School Council	4-4.00 (L)
Seniority	5-2.00 (P)
Special Education Committee	4-7.00 (L), 8-9.03 (P)
Special Leave	5-14.00 (P & L)
Staff Meetings	8-6.02 (P), 8-8.04 (L)
Substitution (Emergency)	8-8.05 (L)
Suspension	5-6.00 (L)
Teacher's Personal File	5-6.09 (L)
Teachers' Workload	8-7.00, 8-11.00 (P & L)
Use of Premises for Union Purposes	3-2.00 (L)
Value Added	Appendix XXVI (P), Appendix H (L)
Warnings	5-6.00 (L)
Workday, Week and Year	8-5.00 (P & L), 8-6.06 (L), Appendix G (L)



COMMISSION SCOLAIRE RIVERSIDE / RIVERSIDE SCHOOL BOARD

Calendrier scolaire 2023-2024 / School Calendar 2023-2024

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

February 2024

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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April 2024

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May 2024

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June 2024

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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Congés / Holidays
 Journées pédagogiques / Pedagogical days
 Journées pédagogiques conditionnelles / Conditional ped. days
NB
 20^e pédagogique au niveau de l'école / à déterminer / School-level 20th ped. day / to be determined

Communication écrite / Written communication

Au plus tard le / At the latest by

Étapes / Terms – No.

Jours/jours

1. 3 nov./Nov 3 - 42
2. 2 fév./Feb.2 (Sec) - 52
16 fév./Feb.16 (Elem) - 61
3. 21 Juin/June 21 (Sec) - 87
21 Juin/June 21 (Elem) - 78

Journées pédagogiques / Pedagogical days

- 17 fixes pour l'ensemble des écoles / Board-wide (fixed)
- 1 à déterminer par l'école / To be determined by the school
 - 2 conditionnelles / conditional

Adopted at the April 18, 2023 Council of Commissioners meeting.
Adopté à la séance du conseil des commissaires du 18 avril 2023.



COMMISSION SCOLAIRE RIVERSIDE / RIVERSIDE SCHOOL BOARD

Calendrier scolaire 2023-2024 / School Calendar 2023-2024

ACCESS EAST (Cleghom, De La Savane, Guimond)

July 2023

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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Congés / holidays

- 5 Journées andragogiques (FGA/FP)
- 5 Andragogical days (AGE/VT)
- 4 Journées andragogiques (FP)
- 4 Andragogical days (VT)
- 5 Journées andragogiques (FGA)
- 5 Andragogical days (AGE)

1 Journées andragogiques mobil (FP)
1 Moveable andragogical days (VT)

Année scolaire / School year
Formation générale des adultes
Adult General Education

Semestre été / Summer Semester

4 juillet 2023 au 31 juillet 2023
July 4, 2023 to July 31, 2023

Semestre automne / Fall Semester

21 août 2023 au 23 janvier 2024
August 21, 2023 to January 23, 2024

Semestre hiver / Winter Semester

24 janvier 2024 au 21 juin 2024
January 24, 2024 to June 21, 2024

Formation professionnelle/
Vocational Training

4 juillet 2023 au 28 juin 2024
July 4, 2023 to June 28, 2024



COMMISSION SCOLAIRE RIVERSIDE / RIVERSIDE SCHOOL BOARD

Calendrier scolaire 2023-2024 / School Calendar 2023-2024

ACCESS WEST (Brossard & Royal Oak)

July 2023

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August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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16	17	18	19	20	21	22
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Congés / holidays

- 4 Journées andragogiques (FGA/FP)
- 4 Andragogical days (AGE/VT)
- 3 Journées andragogiques (FP)
- 3 Andragogical days (VT)
- 3 Journées andragogiques (FGA)
- 3 Andragogical days (AGE)

- 1 Journées andragogiques mobil (FP)
- 1 Moveable andragogical days (VT)

- 1 Journées andragogiques mobil (FGA)
- 1 Moveable andragogical days (AGE)

Année scolaire / School year

Formation générale des adultes / Adult General Education

Semestre été / Summer Semester

4 juillet 2023 au 31 juillet 2023
July 4, 2023 to July 31, 2023

Semestre automne / Fall Semester

24 août 2023 au 26 janvier 2024
August 24, 2023 to January 26, 2024

Semestre hiver / Winter Semester

29 janvier 2024 au 27 juin 2024
January 29, 2024 to June 27, 2024

Formation professionnelle / Vocational Training

4 juillet 2023 au 28 juin 2024
July 4, 2023 to June 28, 2024

STARLING IS HERE FOR YOU



What is Starling?

Starling is an online mental health and wellness tool that helps you assess, monitor and improve your mental wellbeing. It's an interactive, online program that teaches you about your mental functioning and gives you practical techniques for building stress resilience and boosting mental fitness.

Whether you feel great, just ok, or lousy, start with an assessment. It's like a check-up for your mental health. It's quick, it's easy, and it will help you evaluate how you're doing. If it shows that you're struggling in any of the main areas (like sadness or anxiety), we'll help you get back in the healthy range so you can be

the best version of yourself at work and in the rest of your life. As a member of QPAT-APEQ, Starling is available to you to use anywhere and anytime you want, for free. And it is and will always be 100% confidential.

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Fax: 450-465-8384

Email: help@rtu-ser.com

Web: www.rtu-ser.com

www.facebook.com/riversideteachersunion

Monday-Friday: 8:00 am-5:00 pm

Please note: The handbook is always in the process of being updated. Some information may no longer be accurate. For assistance, please call the RTU office.