

# Handbook for New Members



# RTU-SER

RIVERSIDE TEACHERS' UNION

2022-2023

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**Elementary Representative** – *Tina Pavonetti (Good Sheppard)*

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The Riverside Teachers' Union 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 negotiation and administration of the Collective Agreement, as well as 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.

# Part-Time Recall List - Priority of Employment Lists

When the Board has a part-time teaching position to fill, it is required to consult the Priority of Employment List and offer the position to the teacher on the list who has the greatest seniority and qualifications for the position. Being on the list is an advantage when seeking a job.

To get on the list, a teacher must have had a contract in two of the last three years, having had satisfactory performance evaluations. This list is updated once each year, at the beginning of July, and a copy is sent to the Riverside Teachers' Union. The RTU sends a copy of the new list to every teacher whose name appears on the list. Any errors or omissions should be brought to the attention of the RTU immediately. This is the list that the Board will consult for positions for the coming school year.

The name of a teacher may be removed from the list for one of the following reasons:

a) refusal of a second offer of employment during the same school year, except in the case of:

- i) a maternity, paternity or parental leave covered by la *Loi sur les normes de travail* (I.R.Q., c. N-1.1);
- ii) a disability as per clause 5-10.03;
- iii) a full-time position with the union or QPAT;
- iv) unavailability for the full school year in question as stated by the teacher;
- v) another reason agreed to between the Board and Union.

Both of the contracts offered must have been in keeping with the teacher's qualifications as per 5-21.04 and/or 5-21.05 of the Collective Agreement.

b) not having obtained a part-time or replacement contract during two (2) consecutive school years;

c) having received unsatisfactory written evaluations by two different administrators during two (2) of the last three (3) school years.

d) resignation from all current contracts in effect with Riverside School Board.

At the end of the school year, the Board will prepare a list of the part-time positions that it has to fill from largest to smallest. Teachers on the Recall List will be asked if there is any position for which they do not wish to be considered.

The teachers on the Recall List will then be called in order of their seniority, respecting any exceptions they may have expressed. **A teacher can refuse the position offered, but may lose priority for that round of contracts.**

Teachers who would have been on maternity leave are offered positions, placed on maternity leave, and then are replaced by another teacher.

### **Regular vs Part-Time Positions**

*A part-time position* may be a 100% workload if you are replacing a regular teacher who is on leave, or it may be only a part of a position.

*Regular positions* are permanent positions leading to the acquisition of tenure. When a regular position opens up, the teacher with the greatest seniority on the Recall List who is qualified to fill the position is offered the post, even if they are currently in another school.

They will be hired for the regular post and then effectively given a leave of absence from that post to complete the school year at their present school.

### **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 workday of the year during which the request for reclassification is made.

### **2. Experience Step (6-4.00 and Annex XI)**

Experience steps are recognized for the following:

- One year 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. (See Annex XI for an example).

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



# Salary Scale

Step <sup>2</sup>	As of the 141 <sup>st</sup> workday of the 2019-2020 school year	As of the 141 <sup>st</sup> workday of the 2020-2021 school year	As of the 141 <sup>st</sup> workday of the 2021-2022 school year	As of the 139 <sup>th</sup> 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 <sup>2</sup>	between 151 minutes and 210 minutes <sup>3</sup>	more than 210 minutes <sup>4</sup>
As of the 141 <sup>st</sup> workday of the 2019-2020 school year	\$44.72	\$111.80	\$156.52	\$223.60
As of the 141 <sup>st</sup> workday of the 2020-2021 school year	\$45.61	\$114.03	\$159.64	\$228.05
As of the 141 <sup>st</sup> workday of the 2021-2022 school year	\$46.52	\$116.30	\$162.82	\$232.60
As of the 139 <sup>th</sup> workday of the 2022-2023 school year	\$46.52	\$116.30	\$162.82	\$232.60

# Teacher-By-The-Lesson

<b>Periods concerned</b> \ <b>Rates</b>	<b>Less than 17 years</b>	<b>17 years</b>	<b>18 years</b>	<b>19 years or more</b>
As of the 141 <sup>st</sup> workday of the 2019-2020 school year	\$56.49	\$62.72	\$67.88	\$74.02
As of the 141 <sup>st</sup> workday of the 2020-2021 school year	\$57.62	\$63.97	\$69.24	\$75.50
As of the 141 <sup>st</sup> workday of the 2021-2022 school year	\$58.77	\$65.25	\$70.62	\$77.01
As of the 139 <sup>th</sup> workday of the 2022-2023 school year	\$61.27	\$68.02	\$73.62	\$80.28

# Your Pay Slip

		1				2		3		4					
5	6	7	8	9	10	11	12	13	18						
14		15		16										17	

1. Pay Period: **For regular employees only.** Days paid for supply teachers will appear in the column "Description".
2. No. Days paid: For regular employees, the number of work days will also appear in the "units" column. This is normally 10.
3. Vacation Bank: This does not apply to teachers.
4. Sick Bank: Balance of moneyable sick days for the current school year.
5. Total Taxable: Total taxable earnings.
6. Total non-taxable: Total non-taxable earnings.
7. Federal tax: Salary tax as per Federal Tax tables.
8. Provincial tax: Salary tax as per Provincial Tax tables.
9. Q.P.P.: Maximum pensionable earnings \$66, 600 (2023)  
Exemption = \$134.62 / pay ; \$3500/ year  
Contribution = 6.40% (2023)  
Maximum contribution = \$4 038.40/year (2023)  
ex. (total taxable - exemption) x 6.40%= contribution per pay

10. Employment Insurance: 1.63% of total taxable. Max per year = \$1 002.45 (2023)
11. QPIP: 0.494% of total taxable.  
Maximum per year = \$434.72 (2022)
12. Pension: **RREGOP**: contribution = 10.04% (2022)  
exemption = \$83.25 per **working day** /\$16 650 a yr (2023)
13. Union: Dues deducted as per union regulations.  
(0.67% of earnings + QPAT fee)
14. Code: Payment codes start with 1 to 4  
Deduction codes start with 5 to 9
15. Units: See "No. Days paid" item #2.
16. Rate: Base salary/260  
Deductions are base salary/200  
Other rates may apply for emergency supply, Adult Ed, etc.
17. Description: Explains individual items. Absences are first deducted and then reimbursed if banks of days permit.  
Balances of Moneyable and Non-moneyable Banks of Days from previous years appear here.
18. Misc. deductions: **Insurances**: deducted as per options chosen by the employee over 26 pays.  
**FTQ**: As per option chosen by employee.

# Sick Leave - Salary Insurance - clauses 5-10.15 to 5-10.33

Teachers on a 100% contract receive a credit of 6 days of sick leave at the beginning of the school year, which are paid back at the end of the school year if unused. New teachers also receive an additional 6 non-moneyable days once in their career.

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.

Industrial Alliance will contact a teacher on leave within the first 52 weeks to confirm the teacher's status and to open their file in case a need arises for Long Term Disability. Should a teacher not respond at this time, it will be the teacher's responsibility to inform Industrial Alliance of changes to their status from Salary Insurance to Long Term Disability in the future.

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 8 days at work. If the teacher were absent for three months, then, a return to work of 35 consecutive days should 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.

**NB:** Teachers on a part-time contract receive a bank of Sick Leave days and a bank of Special Leave proportional to their contract.

Teachers-by-the-lesson have prorated sick leave banks, but the Special Leave is governed by clause 5-14.05

## Work Accidents - Clauses 5-10.34 to 5-10.54

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 return to work, the teacher may attend medical appointments required by CNESST without loss of salary.

# Special Leave or Social Leave - clause 5-14.00

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

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 of "immediate family", a maximum of five (5) working days (working or not), beginning within one week of the date of the death

Immediate Family means parents, parents-in-law, siblings, 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 siblings-in-law, children-in-law, or a grandchild, the day of the funeral

If the teacher attends the funeral of the deceased for either a) or b) and if this takes place at a distance of more than two hundred and forty (240) kilometers 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) kilometers from his/her residence.

- 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
- 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.

- g) the marriage of the teacher: a maximum of three (3) consecutive working days, 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:
  - i) any event considered an Act of God (disaster, fire, flood, etc)
  - ii) adverse weather conditions which make it impossible for the teacher to report for work
  - iii) the day when the teacher moves from one residence to another
  - iv) the day of the event for the day of teacher's university convocation
  - v) medical and dental appointments which cannot be arranged outside working hours
  - vi) serious illness in the immediate family. In the event that the teacher's child is ill and does not require hospitalization, 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.

## Parental Leave

### **Maternity Leave** - clauses 5-13.06 to 5-13.29

A booklet on Maternity Leave with sample letters is available at the RTU office or can be found on the QPAT website.

### **General Principles**

Teachers under contract are entitled to 21-weeks of maternity leave. The 21-weeks must be consecutive calendar weeks and must include the expected date of birth.

At least 2-weeks written notice must be given before the leave can begin. A note from the doctor indicating the anticipated due date should also be submitted to the school board at this time. We advise you to make a copy of this doctor's note because you will need it.

Provided a teacher is eligible for Quebec Parental Insurance Plan benefits, the 21-weeks are paid at approx. 89% of full pay, part of it coming from the QPIP, and the rest of it being paid by the School Board.



If ineligible for QPIP benefits, only 12 weeks of the 21-week leave are paid by the school board.

The 21-weeks of maternity leave count for experience and seniority purposes; i.e., a teacher is allowed to go up a step on scale the following school year.

### **Extensions of the parental leave without pay from the School Board**

Upon completion of the leave with pay, there are several possibilities to extended parental leave-of-absence without salary for up to almost three (3) years, in some cases.

These requests must be made at least three (3) weeks prior to the end of the leave.

For specifics on these possibilities, please refer to the QPAT booklet “**My Parental Rights**” or contact the union office.

### **Partial maternity leave without pay:**

For those extension periods beyond the initial paid portion of a maternity leave which are complete school years, the teacher may obtain up to 50% partial leaves of absence - i.e., the equivalent of 2-1/2 days per week.

### **Leave for doctors' appointments for pregnant teachers:**

A pregnant teacher is given a bank of 4 days to be used to cover visits to the doctor related to the pregnancy. The days may be used in half-days or full days. No salary is deducted while the bank of 4 days is used.

### **Protecting your unborn child:**

A pregnant teacher whose working conditions expose her or her unborn child to infectious diseases or to physical dangers may be temporary granted a CNESST preventative leave or temporary reassignment. Please contact the union for details on initiating this process.

### **Paternity Leave**

A teacher who is the “Other Parent” may take up to 5 days of paid paternity leave. The days need not be consecutive but must be taken within the period starting with

the onset of labour and ending with the 15th day after the return home of the mother or child.

A teacher may also take a paid paternity leave of absence to take advantage of the 5-week paternity leave foreseen in the QPIP. These weeks must be consecutive.

### **Adoption Leave**

For a teacher (female or male) benefitting from an adoption leave, the same provisions apply, including the five-day leave, the five-week leave, as well as all the rights afforded under Parental Leaves.

### **Any questions?**

This summary is not intended to cover all the various possibilities concerning parental, paternity or adoption leaves. Teachers are urged to telephone the RTU Office to arrange to come in to see us and to obtain individual advice on maternity leaves. Information is also available on our website and blog at [www.rtu-ser.com](http://www.rtu-ser.com)

# Insurance Plans

## **1. Health Insurance (compulsory)**

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

Brochures are available online 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 from the Human Resources Dept. at the School Board.

Teachers are encouraged to verify their deductions for insurance on their pay stubs regularly (found under Sections 17 and 18 of the pay stub, see pg 10)

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

## **2. 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.

### **3. Long-Term Disability Insurance (L.T.D.) - (compulsory to Permanent Teachers)**

This salary insurance with Industrial-Alliance is compulsory for permanent teachers. The exceptions are teachers on 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 when other disability benefits received by the teacher from other sources bring the teacher's total income to an amount in excess of 90% of what the teacher's net salary would have been.

Teachers are encouraged to verify their deductions for L.T.D. on their pay stubs regularly (found under Sections 17 and 18 of the pay stub, see pg. 10)

### **4. Accidental Death and Dismemberment (AD&D) - optional**

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

# Yearly Workload Limits For Full-time Teachers

## 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

Committees

240 Hours

at the Secondary level

Arrival/Dismissal and  
Movement of students  
(Passing Time)

246 Hours

at the AGE level

294 Hours

at the VT level

New Teacher Mentoring

School Projects

Meetings: Level, Team,  
Cycle, Subject,  
Coordination

\* 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 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

# Class Sizes

## Regular and Special Classes

The applicable class size maximums and averages are listed in clause 8-4.02 and Annex 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-years-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 Annex XXII)	18	20
Secondary		
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 pupils with behavioral 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 weight them as well as giving support services. The weighting formula is found in Annex XIX

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 Annex XVIII.

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

## **Primary Combined 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.

## **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 oversize 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.

# Employment Security

The employment security provisions, Article 5-3.00, cover only permanent teachers with tenure. The operation of the system is based upon seniority and teaching category.

## What is tenure?

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

## 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.

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

No! Some of these teachers may be transferred to other vacant posts.

## 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.

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

# Assignment & Transfer

## 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 (5-21.11).

**Information:**

The RTU will receive all the necessary information and documents.

# Professional Improvement Committee (Funds)

To help alleviate the cost of professional development, the reimbursement of costs of up to \$2000/teacher/year is available.

## **Policy on Attendance at Workshops, Conferences & Seminars**

### **General Guidelines**

- B.1 The goal of the in-service activities is the improvement of classroom instruction. Consequently, activities that enable teachers to improve their classroom skills are included in the in-service plan. These activities may involve attending workshops, conferences and seminars as well as visiting schools in the Riverside School Board or elsewhere.

### **Application Procedures**

- B.2 The application forms may be obtained from the RTU website, under Information for Teachers; Professional Improvement Funds, or on the RSB website.
- B.3 The completed form and a copy of the program for the particular event should be submitted well in advance of the event: 2 months in advance for out-of-town conferences, but a minimum of 10 working days before any event.

UNDER NO CIRCUMSTANCES WILL CONSIDERATION BE GIVEN TO **AFTER THE FACT** APPLICATIONS.

- B.4 All applications to attend in-service activities are acknowledged. If a teacher does not receive an acknowledgement within eight days of the submission of the application form, the teacher should contact the Human Resources Department.

## Policy on Tuition Fees

### Eligibility for Reimbursement

- A.1 Only teachers on full-time or part-time contracts covered by the Collective Agreement are eligible to receive reimbursement of tuition fees for courses successfully completed.
- A.2 Teachers are not eligible to receive reimbursement of tuition fees for courses they successfully completed before they received a contract with this board.
- A.3 Teachers on part-time contracts are eligible to receive reimbursement of tuition fees on a pro rata basis.
- A.4 Teachers on a deferred salary leave of absence will be reimbursed for tuition fees on the same basis as teachers not on leave.
- A.5 Teachers on all other leaves of absence are not eligible for P.I.C. funds.

***Please note that teachers who receive reimbursement of tuition fees from the Ministry of Education are not eligible to receive reimbursement from P.I.C. funds.***

### **Types of Courses and Rates of Reimbursement**

There are two categories of courses for which tuition fees are reimbursed:

- I. Courses at the CEGEP or university level that lead to a change in schooling status, though not necessarily a change in classification.**
- A.6 The P.I.C. will consider the reimbursement of tuition fees for courses completed outside the province of Quebec, provided that it is notified by the teacher before the course is undertaken and that it is recognized by a Quebec university. The tuition fee will be reimbursed, according to the PIC guidelines, on the basis of what a similar course would have cost at a Quebec CEGEP or university.
- A.7 Tuition fees for courses in subjects or disciplines that are currently part of the curriculum, or are likely to be part of the curriculum, or which provide pedagogical training are reimbursed at 60% of the tuition fee, up to the limit set forth in Appendix VI.

- A.8 Tuition fees for courses in subjects or disciplines that are not currently part of the curriculum, or are not likely to be part of the curriculum (e.g. administration, tourism, etc.) are reimbursed to a maximum of 30% of the tuition fee, up to the limit set forth in Appendix VI.

## **II. Non-credit courses which are recognized by the PIC.**

- A.9 The P.I.C. will consider the reimbursement of Board-organized computer courses up to the limit set forth in Appendix VI.
- A.10 The P.I.C. will consider the reimbursement of tuition fees for courses in subjects or disciplines that are currently part of the curriculum, or are likely to be part of the curriculum, or which provide pedagogical training at 60% of the tuition fee, up to the limit set forth in Appendix VI.

### **Procedures for Claiming Reimbursement**

- A.11 Teachers **must** complete the course information request form by the end of January for fall and winter courses and by the end of October for spring and summer courses. (Appendix I)
- A.12 Teachers **must** submit an ***original transcript*** (**official** if for a change of scholarship) indicating successful completion and an ***official receipt*** indicating the tuition fees according to deadlines set by the PIC.