

Prairie
Spirit Local
Collective
Agreement

2017



PRAIRIE SPIRIT
SCHOOL DIVISION
Learners for Life



PRAIRIE SPIRIT
TEACHERS' ASSOCIATION

Effective September 1, 2017 - August 31, 2018

Local Collective Bargaining Agreement

*This Agreement made at Warman in the Province of Saskatchewan
this ____ day of _____, 2017.*

Effective September 1, 2017 - August 31, 2018

BETWEEN

The Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan

AND

The Local Implementation and Negotiation Committee (LINC) appointed by
the members of the Prairie Spirit Teachers' Association

**Developed by the Prairie Spirit (PS) LINC TEAM
2016-2018 Members**

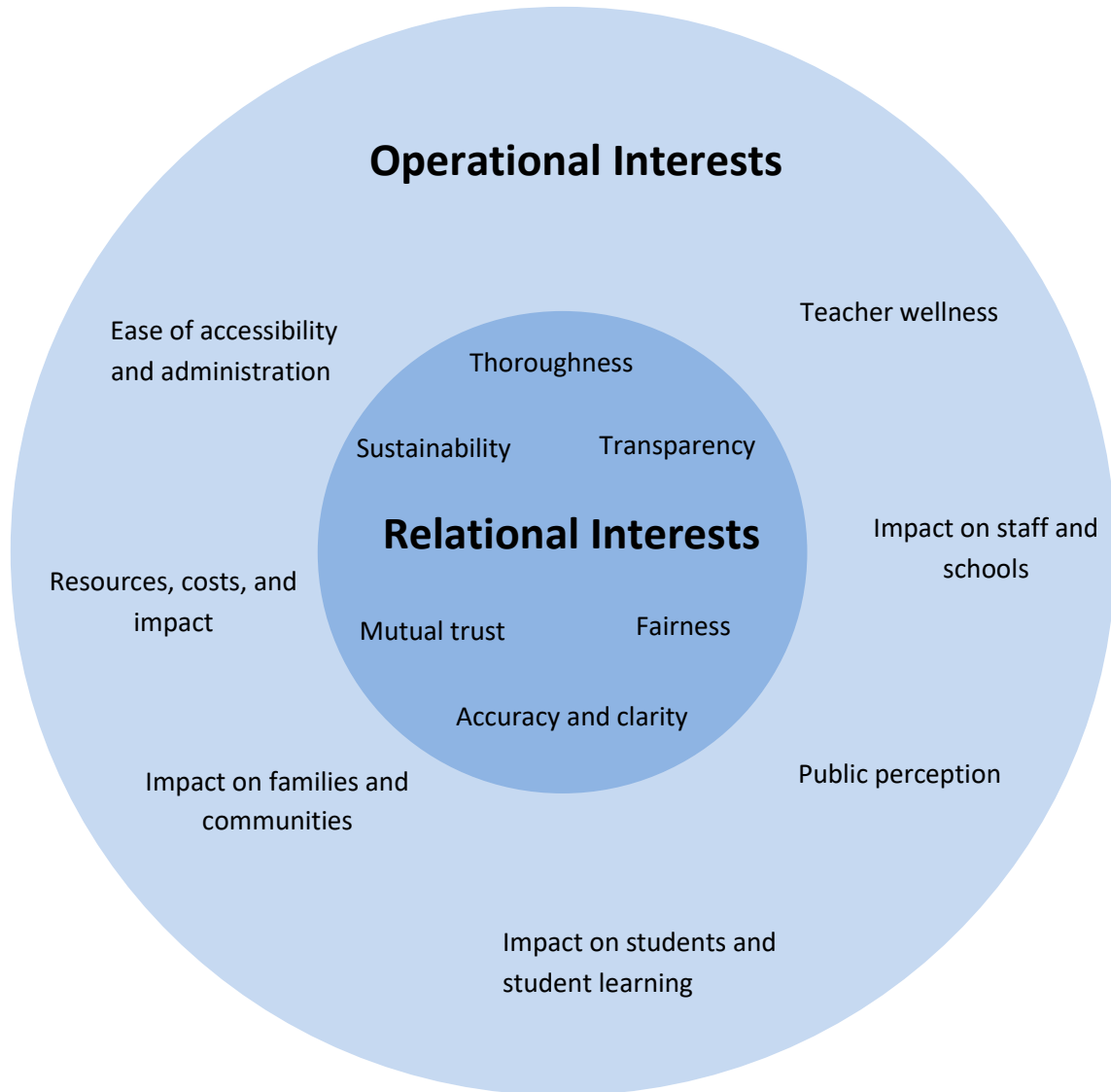
Bob Bayles	Brian Knowles
Dawne Badrock	Paul McTavish
Zlatan Cilimdzcic	Jill Hartmann Proctor
Cindy Clarke	Justin Olnhoff
Ken Crush	Marcy Racicot
Brenda Epp	Noel Roche
George Janzen	Terri Troupe-Logue
Janet Jeffries	Tracey Young

Opening Statement

The Prairie Spirit School Division Board of Education and Prairie Spirit Teachers' Association have developed a positive and collaborative partnership to support the interests of teachers and the interests of the Board of Education. Together we support our common mission of "learning without limits in a world of possibilities" and our vision of creating "learners for life."

Prairie Spirit Interests

This Local Collective Bargaining Agreement is based on interests that were developed by the PSSD-PSTA Local Negotiations Team. These interests formed the basis for developing shared understandings related to the many topics brought forth for dialogue. The interests were also used as the criteria for the determination of solutions, and consensus was reached on solutions presented in this agreement.



This Local Collective Bargaining Agreement represents the shared values of Prairie Spirit teachers, Division administration and the Board of Education. Throughout the process, the PSSD-PSTA Local Negotiations Team spent time in dialogue learning together, demonstrating transparent and open relationships characterized by the sharing of information and exploration of ideas, and developing collaborative, cooperative and trusting relationships. We are hopeful and optimistic that this new Local Collective Bargaining Agreement continues to support a strong culture of collaboration within Prairie Spirit School Division.

Table of Contents

Contents

Definitions	5
Culture of Collaboration	6
Section 1: Agreement (Term)	7
Section 2: Board of Review & Interpretation of Contract	7
Section 3: Calendar Development	8
Section 4: Contracts of Employment	9
Section 5: Education Bursaries	9
Section 6: Pay Period	10
Section 7: Preparation Time	11
Section 8: Professional Development.....	12
Section 9: Reimbursement of Expenses	13
Section 10: Special Allowances	13
Section 11: Substitute Teachers	14
Section 12: LEAVES OF ABSENCE	15
12.1 Compassionate Leave	15
12.2: Deferred Salary Leave.....	16
12.3: Education Leave.....	17
12.4: Executive Leave	18
12.5: Extracurricular & Overnight Supervision	19
12.6: Family Leave	20
12.7: Negotiation Leave.....	20
12.8: Noon Supervision.....	21
12.9: Parenting Leave	22
12.10: Personal Leave.....	23
12.11: Pressing Necessities.....	23
12.12: Other Leaves.....	24

Definitions	
<i>Term</i>	<i>Meaning</i>
Annual	Shall mean the school year.
Administrator	To include principal, vice-principal, supervisor, or coordinator.
Consultation	Shall mean that the input of a person or group is sought.
Collaboration	Shall mean working together to achieve a goal, to share knowledge and learning, and build consensus.
Contracts	All contract offers and acceptances must be in writing.
Indefinite/continuing contract	Have a starting date but no date for termination of employment. They remain in force from year to year. They may be full-time or part-time.
Replacement contract	Is for one full academic year in either a full-time or part-time teaching assignment to replace a teacher who is absent for the complete year on a Board-approved leave. The contract must specify the beginning and end dates of the contract. A teacher hired on a subsequent replacement contract to replace a different teacher is deemed to be employed under an indefinite contract from the date the teacher was hired for the subsequent contract.
Temporary contract	Are for periods of 20 or more consecutive days but less than one complete academic year. They are to be used to fill an unexpected vacancy or to replace a teacher absent for any reason during that period. The contract must specify the beginning and end dates.
Director	Director of Education or designate
Part-time teacher	On contract less than 100%
PSSD	Prairie Spirit School Division, which includes the Board of Education and Division office staff.
PSTA	Prairie Spirit Teachers' Association
PSTA President	To include PSTA President or designate
Teacher	Any member of the PSTA and STF

Culture of Collaboration

The Prairie Spirit Teachers Association (PSTA) and Prairie Spirit School Division (PSSD) are committed to collaborative working processes. PSSD values the input that the PSTA provides into items of mutual interest.

PSSD will consult with PSTA to provide opportunities for ongoing collaboration, suggestions, and/or feedback on items of mutual interest.

The PSTA President and the HR Superintendent are committed to collaborating and consulting regularly on items of mutual interest.

The PSSD-PSTA Local Negotiations Subcommittee will facilitate the following areas:

- Establish bursary criteria
- Establish approved extracurricular activities list
- Education leaves
- Directed educational leaves
- Ongoing collaboration and implementation of the agreement.

The PSSD-PSTA Local Negotiations Subcommittee will consist of the following or designate:

- PSTA President
- PSTA LINC Chair
- Superintendent of Human Resources
- Superintendent
- Others upon agreement

Section 1: Agreement (Term)

- 1.1 This agreement shall have effect from September 1, 2017, to August 31, 2018 or until revised in accordance with *The Education Act, 1995*.
 - 1.1.1 Either the PSTA President or the HR Superintendent may pursue a mutual consent opportunity to extend the terms and conditions of the Agreement for a year at a time for the periods September 1, 2018 to August 31, 2019, and September 1, 2019 to August 31, 2020, upon agreement of the PSSD-PSTA Local Negotiations Team.
- 1.2 The parties to this Agreement may, by written mutual consent, revise any provision of the Agreement during the term of the Agreement.
- 1.3 In the event that any provisions of this agreement shall be determined to be invalid in law, those provisions shall be subject to such amendment as may be necessary to bring them into conformity with the law.
- 1.4 PSSD and the PSTA are committed to begin negotiations prior to the expiration of the Agreement.

Section 2: Board of Review & Interpretation of Contract

- 2.1 Teachers who have questions/concerns regarding the interpretation of this contract shall consult with the PSTA President or PSTA LINC representatives before initiating a formal request for interpretation and/or implementation.
 - 2.1.1 The PSTA President and the HR Superintendent will collaborate to problem-solve issues related to Local Collective Bargaining Agreement implementation.
 - 2.1.2 If either the PSTA President or the HR Superintendent requests a formal interpretation in order to clarify implementation, the PSSD-PSTA Local Negotiations Team will be consulted prior to enacting formal provisions.
- 2.2 Grievances which cannot be settled in the above manner should be brought to the attention of the Board of Review in writing. The written notice shall include the particulars of the grievance including the steps already taken to resolve the issue.

- 2.3 A grievance includes any difference of opinion which may arise as to the meaning, interpretation, or application of a word, expression, or provision contained in this agreement.
- 2.4 The Board of Review shall meet within thirty (30) days upon receipt of notification to address the grievance. The Board of Review shall have the responsibility of interpretation of the Agreement.
- 2.5 The Board of Review shall consist of five members: two appointed by the PSTA, two appointed by the Board, and an individual acceptable to both the Board and the PSTA. The mutually agreed upon individual is to act as chair.
- 2.6 The teacher has the opportunity to speak to the grievance. The Committee will have opportunity to ask questions for clarification. Following information gathering, the committee will deliberate in closed session. The resolution will be communicated to the teacher verbally as soon as possible, and, in writing, within seven (7) days of the resolution.
- 2.7 If the grievance is not resolved to the satisfaction of both parties, either party may refer the matter to arbitration in accordance with the terms of Arbitration of Dispute in *The Education Act, 1995*, and any amendment thereto.

Section 3: Calendar Development

- 3.1 PSTA will provide representation to develop calendar options for the school year.
- 3.2 The PSTA membership will participate in a vote to declare a calendar preference.
- 3.3 PSSD will provide the PSTA with one calendar day to conduct local association business. This would be considered a non-contact day with students.

Section 4: Contracts of Employment

- 4.1 Contracts of employment will be defined and offered as stated in *The Education Act, 1995* and the *Provincial Collective Bargaining Agreement*.
- 4.2 Positions externally advertised will be communicated, for information purposes, to all staff.
- 4.3 The process for spring staffing of PSSD will be outlined to professional staff on an annual basis.
- 4.4 Part-time teachers, in consultation with the administrator, will commit to a pro-rated plan regarding participation in non-instructional days based on the percentage (%) of their contract and/or the percentage (%) of the year that they are employed. These include but are not limited to staff meetings, professional development days, planning days, and conventions.
 - 4.4.1 All part-time teachers are expected to attend the Opening School Celebration. This is considered part of their entire pro-rated attendance at non-instructional days.
- 4.5 As per the *Provincial Collective Bargaining Agreement*, when part-time teacher attendance is requested by the superintendent, he/she shall be paid the appropriate salary amount for the day or portion thereof.

Section 5: Education Bursaries

- 5.1 PSSD shall establish a minimum \$45,000 Bursary Fund per academic year.
 - 5.1.1 Unused funds from one academic year shall be carried over to the next academic year.
- 5.2 Education Bursaries provide financial assistance toward the costs of tuition, courses, and learning programs.

- 5.3 The PSSD-PSTA Local Negotiations Subcommittee will have the following responsibilities:
- 5.3.1 Develop criteria
 - 5.3.2 Establish timelines
 - 5.3.3 Adjudicate all applications
- 5.4 The Bursary Amount for each application is to exceed neither \$500 nor 65% of the cost of the tuition, course or learning program, depending on the number of applicants.

Section 6: Pay Period

- 6.1 Cheques shall be issued electronically on the last school day on or before the 25th of each month.
- 6.2 Adjustments as a result of the provincial or LINC Agreement would be made at the earliest opportunity.
- 6.3 In the event of overpayment or underpayment, a process of reclaiming funds will be determined through mutual agreement.
- 6.3.1 The time for repayment is not to exceed 12 months and is to be resolved before the employee leaves employment of the school division.
 - 6.3.2 Underpayments will be dealt with as soon as possible and must occur by the next pay period.
- 6.4 For any leave with loss of pay implications, notification needs to be submitted by the fifteenth (15) of the month to payroll if the teacher wishes the pay to be reconciled during that month. See Section 12, regarding such leaves.
- 6.5 All teachers new to PSSD will select either a 10 or 12 month pay option by August 31 of each year.
- 6.6 Changes to the pay option must be made by August 31 of each year. It is the teacher's responsibility to contact payroll.

- 6.7 PSTA fees are deducted electronically from the September to June pay cheques in ten equal installments. PSSD Finance is to receive written notification by August 31 of each year of the amount of the fees to be deducted.
- 6.8 In the event of a discrepancy that is discovered by either the teacher or payroll, it is expected that the information regarding the discrepancy will be shared with all those involved and/or impacted.

Section 7: Preparation Time

PSSD and PSTA recognize the value of providing preparation time, which includes collaboration, for all professional staff. Preparation time provides time for all PSTA members to engage in a variety of professional experiences that support the teaching and learning process, and ultimately provide the best possible service to our students. PSSD and PSTA share recognition of the value and responsibility of providing a collaborative culture. To this end, the teachers of PSTA recognize their professional responsibility to collaborate to enhance student learning. Preparation time is provided for attending to teachers' professional responsibilities, including collaboration.

- 7.1 Preparation Time is time when the teacher is not involved in direct interaction with students and is allocated to allow the teachers to attend to self-directed professional responsibilities and self- and peer-initiated collaboration.
- 7.2 PSSD will provide all teachers with 10% preparation time based on total student instructional hours.
- 7.3 Preparation time will be provided by PSSD in the following ways:
- 7.3.1 A minimum of 5% will be provided on the timetable. In schools where the number of staff prohibits this option, preparation time will be organized in consultation with the superintendent.
 - 7.3.2 Any remaining amount of preparation time will be allocated by days, half days, and/or early dismissals regularly distributed throughout the school year.
 - 7.3.3 There will be at least one full day of preparation time at each of the start, middle, and end of the school year.
 - 7.3.4 Part-time teachers will be provided preparation time that is pro-rated with their percentage of contract.

Section 8: Professional Development

- 8.1 Professional Development is defined as adult learning that enhances a teacher’s skills, abilities, knowledge, and/or qualifications for the purpose of supporting student learning.
- 8.2 Professional Development funds are to be determined annually based on the budgetary process. The funds will be dispersed to school budgets and other appropriate budgets. PSSD will report the Professional Development fund amount to the PSTA annually.
- 8.2.1 Professional Development funds are provided to:
- a. Support achievement of school, division, and provincial learning goals
 - b. Enhance professional competencies of teachers
 - c. Enhance professional reflection to support student learning and development
 - d. Facilitate collaboration between teachers
 - e. Support needs specific to the context of the school
- 8.2.2 The process for the disbursement of funds within the school will be developed or reviewed annually in collaboration between administrator(s) and teachers. Requests shall demonstrate a:
- a. Commitment to 8.2.1
 - b. Commitment to a follow up plan based on 8.2.1
- 8.2.3 Administrators will communicate the balance of Professional Development funds to teachers twice a year.
- 8.3 A memo stating the amount will be provided to the PSTA President as soon as the amount is determined and the budget is approved.
- 8.4 PSSD will consult with the PSTA to support and inform the direction of PSSD professional development and to ensure the inclusion of teacher voice and expertise.

Section 9: Reimbursement of Expenses

- 9.1 PSTA members shall be eligible for mileage reimbursement for committees, meetings, or events required by the division and/or other meetings or purposes that are approved by the Director.
- 9.2 Mileage claims will be at the Board rate based on the PSSD distance chart.
 - 9.2.1 Mileage claims shall be based on any additional mileage beyond the regular daily mileage that a staff member would travel to and from their location of work.
 - 9.2.2 A teacher in a Division office-based role or assignment who must travel as a condition of employment shall have any mileage above the regular expected travel distance reimbursed at the Board rate. The supervisor shall establish a home office location in consultation with the teacher.
- 9.3 Administrator approved reimbursement for lodging and meals will be at the Board rate with proof of receipt.
- 9.4 When an administrator approves any other expenses, the teacher will be reimbursed with proof of receipt.
- 9.5 A teacher in a Division office-based role or assignment who must maintain a membership in another professional organization as a condition of employment will have the membership fee paid by PSSD.
- 9.6 Any teacher serving as an extra-curricular coach, leader, or supervisor representing the school division for a competition beyond the school division leading to a provincial competition, may apply for reimbursement of expenses as per Board rate.
- 9.7 Any teacher serving as an extra-curricular coach, leader, or supervisor of a non-athletic extra-curricular group that is representing the school division by special invitation or at a prestigious event may apply for the reimbursement of expenses as per Board rate.

Section 10: Special Allowances

- 10.1 For the purpose of this section, a special allowance is an amount of money over and above the regular salary paid to a teacher in a Division office-based role or assignment.

10.2 A PSTA member who holds a position of Coordinator shall receive the Coordinator Allowance.

10.3 The Coordinator Allowance will be based on the principal allowance, as recognized in the teacher *Provincial Collective Bargaining Agreement*. The number of teachers recognized to calculate the allowance will equal the total number of schools in PSSD.

10.3.1 At no time will the Coordinator Allowance be less than a principal's allowance of the largest PSSD school.

10.4 A PSTA member who holds a position of Supervisor shall receive the Coordinator Allowance plus an additional twenty percent (20%) of the Coordinator Allowance.

10.5 In order to address the recruitment and retention of speech and language pathologists and registered psychologists (provisional) an allowance will be provided based on the following:

10.5.1 The allowance will be based on the member's placement on the salary schedule for teachers in the teacher *Provincial Collective Bargaining Agreement*.

10.5.2 For the first year of employment an allowance of 6% will be provided.

10.5.3 For the second year and beyond an allowance of 10% will be provided.

10.6 In order to address the recruitment and retention of registered psychologists, an allowance will be provided based on the following:

10.6.1 The allowance will be based on the member's placement on the salary schedule for teachers in the teacher *Provincial Collective Bargaining Agreement*.

10.6.2 For the first year of employment an allowance of 11% will be provided.

10.6.3 For the second year, and beyond an allowance of 15% will be provided.

Section 11: Substitute Teachers

11.1 The daily salary rate payable to a substitute teacher shall be one (1) divided by the number of school days per year x 80% of the rate in effect at Step 1 of Class IV, in accordance with the salary schedule for teachers in the teacher *Provincial Collective Bargaining Agreement*.

11.2 On the sixth (6) day of continuous substitute service for the same teacher, a substitute teacher shall be paid the daily salary rate of one (1) divided by the number of school days per year x the rate in effect at the Class and Step the teacher's qualifications and experience would entitle him/her to be placed in accordance with the salary schedule for

teachers in the teacher *Provincial Collective Bargaining Agreement*. This daily rate of pay shall be retroactive to the first (1st) day of service.

11.2.1 Continuous substitute service will not be interrupted by non-instructional days within the school division calendar.

11.2.2 A substitute teacher may be requested by an administrator to attend a non-instructional day.

11.3 A part time teacher asked to provide substitute service within their school or community in which they are assigned shall be paid the daily salary rate of one (1) divided by the number of school days per year x the rate in effect at the Class and Step the teacher's qualifications and experience would entitle him/her to be placed in accordance with the salary schedule for teachers in the teacher *Provincial Collective Bargaining Agreement*.

11.4 Electronic deposits for substitute teachers who have taught during any month shall be made ten (10) working days following receipt of the administrator's monthly report. This report is filed by the administrator to Division Office within two (2) working days following the last teaching day of the month.

11.5 For substitute teacher pay purposes, the salary schedule which is in effect as of August of the current year, shall be used and shall not be retroactive.

11.5.1 Any changes in substitute teacher pay shall take effect at the beginning of the month following the implementation of a new teacher *Provincial Collective Bargaining Agreement*. Substitute pay will not be retroactive.

11.5.2 Substitute pay is pro-rated for the percentage (%) of time of the school day in which they are employed.

Section 12: LEAVES OF ABSENCE

12.1 Compassionate Leave

12.1.1 In each event of life threatening illness or death of an immediate family member the teacher shall be granted up to five (5) working days with pay to attend to necessary arrangements.

12.1.1.1 "Immediate family" means:

- a. an employee's legal or common law spouse, parent, grandparent, child, grandchild, sibling or spouse of the sibling, aunt, uncle, niece, nephew, foster parent, ward, or guardian; or

- b. the employee's legal or common law spouse's parent, grandparent, child, grandchild, sibling or the spouse of the sibling, aunt, uncle, niece, nephew, foster parent, ward, or guardian.

12.1.1.2 PSSD may require an employee to provide, as soon as reasonably possible, a medical certificate verifying a life-threatening illness.

12.1.1.3 The teacher may be granted compassionate leave with or without pay in the event of life threatening illness or death of someone other than those listed in 12.1.1.1 upon approval by PSSD.

12.1.2 In each event of a teacher attending a funeral of someone other than those listed in Article 12.1.1.1, the teacher shall be granted leave with pay up to one (1) day.

12.1.3 One (1) additional day with pay shall be granted when travel beyond eight hundred (800) kilometres round trip is required.

12.1.4 PSSD may, upon written request, grant additional compassionate leave with or without pay.

12.2: Deferred Salary Leave

12.2.1 PSSD supports self-funded and self-administered deferred salary leave plans for teachers.

12.2.2 The purpose is to provide a teacher with a one (1) year leave of absence during a period of continuous employment by PSSD.

12.2.3 The terms of the Deferred Salary Leave Plan, inclusive of service and leave, are three (3) four (4), or five (5) years.

12.2.4 Eligibility: To qualify for a Deferred Salary Leave Plan, the teacher must have been in the employ of PSSD for a period of at least two (2) years prior to entering the Plan.

12.2.5 Application: To enter the Plan in the fall of any given school year, the teacher shall make application to PSSD Human Resources not later than April 30 of the prior school year. A letter of application shall include the teacher's intentions with respect to the school year in which the deferred leave will occur.

12.2.6 Criteria:

- a. Upon acceptance to the Plan by PSSD, the teacher shall make all financial arrangements regarding the deferred salary.
- b. Deferred Salary Leave Plan leave of absence shall be granted for the last year of the respective term of the Plan.
- c. The teacher shall be free to pursue any activity desired during the Deferred Salary Leave Plan leave of absence, except professional employment with another Board of Education.

12.2.7 Options of Cancellation:

- a. Changes to the Deferred Salary Leave Plan may be made effective as of any annual anniversary date of entrance into the Plan.
- b. If a teacher is required to temporarily discontinue teaching but remains in the employ of PSSD, the teacher may request in writing that the Deferred Salary Leave plan be suspended for the period of absence and the Division shall grant such request.
- c. In extenuating circumstances and with the consent of PSSD, the participant may withdraw from the plan upon giving not less than six (6) months' notice of intent to do so prior to the date established for the leave of absence.

12.3: Education Leave

12.3.1 For the purpose of this section, Education Leave is defined as a leave in which a teacher participates in formal studies, or undertakes training or other activities from a recognized post-secondary institution leading to a degree, certificate, course credits or diploma.

12.3.2 Prairie Spirit shall provide fifty (50) months of education leave for teachers annually.

12.3.3 Teachers applying for education leave must have been in the employ of PSSD for a period of five (5) years.

12.3.4 The term of Education Leave shall be based on one of the following:

- a. September-December
- b. January-April
- c. May-June
- d. One (1) full year
- e. Other options may be considered in consultation PSSD.

12.3.5 Teachers on Education Leave shall receive ten percent (10%) of their basic salary.

12.3.6 To be granted Education Leave the teacher shall make application to PSSD Human Resources not later than March 1 of the school year prior to the leave.

12.3.7 Should the number of applicants exceed five (5) on March 1, the PSSD-PSTA Negotiations Subcommittee shall determine approval.

12.3.8 The PSSD-PSTA Negotiations Subcommittee will inform all applicants of their decisions in writing.

Directed Educational Leave

12.3.9 PSSD and PSTA are committed to adult learning and recognize the value of directed educational leave. PSSD may provide leave(s) of absence for teachers to pursue specifically identified education required to qualify them for vacant positions within high priority areas identified in the school division.

12.3.9.1 The PSSD-PSTA Negotiations Subcommittee shall recommend to the Director, the following:

- a. Priority areas in the school division
- b. Criteria
- c. Application process

12.3.9.2 Teachers on Directed Education Leave shall receive 75% of their salary.

12.3.9.3 Teachers who withdraw from the program or leave the employ of PSSD will be required to reimburse the school division as per the established criteria at the time of their leave.

PSSD may waive the reimbursement of salary in extenuating circumstances.

12.4: Executive Leave

12.4.1 PSSD shall grant the secondment of up to one (1) full-time position. The secondment may be used by up to two (2) officials within the PSTA. The PSTA shall reimburse PSSD the full cost of all salary, allowances, and benefits paid by PSSD.

12.4.2 PSSD shall grant leave with pay not to exceed fifteen (15) days per academic year, for the PSTA to attend to local association business.

12.4.2.1 These days will be disbursed at the discretion of the President in consultation with PSSD.

12.4.2.2 Other than the President, Vice President, or PSSD-PSTA Negotiations Subcommittee, a maximum of three (3) days may be used by any one individual.

12.4.2.3 The PSTA shall reimburse PSSD the substitute costs associated with the days taken.

12.4.3 The PSTA is granted leave with pay not to exceed one (1) day for each member of the Representative Assembly to conduct local association business. The PSTA shall reimburse PSSD the substitute costs associated with the day taken.

12.4.4 Additional days of leave may be granted to the PSTA through the Director of Education.

12.5: Extracurricular & Overnight Supervision

12.5.1 Extra-curricular Supervision shall be defined as supervision of, and planning for, approved voluntary student activities provided outside of the regular instructional classroom program.

12.5.2 Teacher involvement in extra-curricular activities is voluntary, and requires the consent of the teacher.

12.5.3 Extra-curricular and overnight supervision activities to be offered will be locally determined and approved by PSSD.

12.5.4 Extra-curricular or overnight supervision recognition is earned in twenty-five (25) hour increments. A teacher shall be compensated in one of the following two ways:

- a. A teacher shall receive one half (1/2) earned day off for each twenty-five (25) hour increment, to a maximum of two (2) full days, or
- b. A teacher shall receive the minimum sub pay rate for each half (1/2) day earned.

12.5.5 Teachers providing overnight supervision of students will be compensated at eight (8) hours per night.

12.5.6 Extra-curricular hours and overnight supervision hours are to be submitted to the administrator on a regular basis. Once submitted, time off may be taken as earned throughout the school year.

12.5.7 When accessing Extra-curricular leave, teachers will demonstrate a shared awareness and responsibility for student and teacher learning and safety as per *The Education Act, 1995* and teacher professional codes. It is recognized that emergency situations may require the teacher to take an immediate leave, in which case the teacher will notify the administrator at the earliest reasonable opportunity.

12.5.8 A teacher may declare a payout option by June 30 of each year.

12.5.8.1 Teachers who are leaving the employment of the Board need to declare their intention to utilize the payout option by May 15 of each year to ensure payout by June 30.

12.5.8.2 Payout would be no later than July 31 for those who declare payout by June 30.

12.5.9 All earned days off and personal days with pay may be carried to the next academic school year to a maximum of three (3) days. A maximum of five (5) consecutive earned days off or personal leave days with pay may be used at any one time.

12.5.10 A teacher at the end of a school year may carry up to fifteen (15) hours forward to the next school year.

12.6: Family Leave

12.6.1 A teacher shall be granted one (1) day leave with pay per child per school year to attend to the illness of that child.

12.6.2 A teacher shall be granted one (1) day leave with pay per school year to attend to emergency care for a spouse/partner, dependent, or parent.

12.7: Negotiation Leave

12.7.1 Costs will be shared equally by PSSD and the PSTA.

12.7.2 Members involved in the process of local negotiations shall receive release time to conduct negotiations if held during the school day.

12.7.3 A teacher certified as a representative of PSTA, shall suffer no loss in salary for the time necessarily absent from teaching duties for the purposes of:

- a. participating in local negotiations
- b. participating in mediation proceedings
- c. participating in conciliation proceedings

- d. participating in arbitration proceedings, or
- e. attendance required by a conciliation officer or arbitration board, or attendance required by the Educational Relations Board

12.8: Noon Supervision

- 12.8.1 Section 12.8 shall apply only to teachers who participate in supervision during the scheduled noon break.
- 12.8.2 The PSSD and the PSTA recognizes the value of noon supervision being provided by teachers.
- 12.8.3 Noon Supervision shall be defined as supervision of students during the noon break.
- 12.8.4 Teacher involvement in noon supervision is voluntary.
- 12.8.5 The administrator will inform PSSD of noon break supervision needs and implement noon break supervision. There will be variation of need from school to school.
- 12.8.6 Noon supervision compensation is earned annually in seven and a half (7.5) hour increments. A teacher shall be compensated in one of the following two ways:
- a. A teacher shall receive one half (1/2) earned day off for each seven and a half (7.5) hour increment of noon supervision, or
 - b. A teacher shall receive the equivalent of one half (1/2) day minimum sub pay rate for seven and one half (7.5) hours of noon supervision.
- 12.8.7 Earned days off may be taken as soon as the application to provide supervision is accepted and the days are submitted to payroll.
- 12.8.8 When accessing Noon Supervision leave, teachers will demonstrate a shared awareness and responsibility for student and teacher learning and safety as per *The Education Act, 1995* and teacher professional codes. It is recognized that emergency situations may require the teacher to take an immediate leave, in which case the teacher will notify the administrator at the earliest reasonable opportunity.
- 12.8.9 A teacher may declare a pay-out option by June 30 of each year.
- 12.8.9.1 Teachers who are leaving the employment of the Board need to declare their intention to utilize the payout option by May 15 of each year to ensure payout by June 30.
 - 12.8.9.2 Payout would be no later than July 31 for those who declare payout by June 30.

12.8.10 All earned days off and personal days with pay may be carried to the next academic school year to a maximum of three (3) days. A maximum of five (5) consecutive earned days off or personal leave days with pay may be used at any one time.

12.9: Parenting Leave

12.9.1 Maternity and Parenting Leave

- 12.9.1.1 Maternity leave shall be granted as per *The Saskatchewan Employment Act*.
- 12.9.1.2 Parenting leave shall be granted as per *The Saskatchewan Employment Act*.
- 12.9.1.3 Except as provided for under the provision of the Supplemental Employment Benefits (SEB) Plan established in accordance with the provisions contained in the teacher *Provincial Collective Bargaining Agreement*, maternity and parenting leave shall be without pay.
- 12.9.1.4 An extension may be applied for through written application to PSSD.

12.9.2 Adoption Leave

- 12.9.2.1 Notice of adoption leave must be submitted to PSSD as soon as reasonably possible.
- 12.9.2.2 Adoption leave shall be granted as per *The Saskatchewan Employment Act*.
- 12.9.2.3 Adoption leave shall be without pay.
- 12.9.2.4 An extension may be applied for through written application to PSSD.
- 12.9.2.5 Due to the circumstances of adoption, PSSD shall grant leave with pay for the following:
 - a. One (1) day to carry out the adoption procedures
 - b. One (1) day to attend to the childbirth
 - c. One (1) day to be present on the day the child comes home

12.9.3 Childbirth

- 12.9.3.1 Teachers shall be granted leave with pay for the following:
 - a. One (1) day to attend at the birth of the child
 - b. One (1) day to be present when the mother and child return from the hospital.

12.9.4 An extension may be applied for through written application to PSSD.

12.10: Personal Leave

- 12.10.1 PSSD recognizes the complexity of the teaching profession and that our teachers go beyond their regular duties to enrich learning and support students.
- 12.10.2 The purpose of Personal leave is to provide teachers with access to paid and unpaid leave for absences not otherwise covered by the LINC agreement or the teachers' *Provincial Collective Bargaining Agreement*.
- 12.10.3 A teacher shall be granted Personal leave of up to two (2) days with pay per school year. A teacher shall be granted up to three (3) days Personal leave without pay per school year.
- 12.10.4 Part-time teachers shall have all Personal leave pro-rated based on the percentage (%) of their contract and/or the percentage (%) of the school year that they are employed.
- 12.10.5 PSSD may, upon written request, grant additional Personal leave without pay.
- 12.10.6 When accessing Personal leave, teachers will demonstrate a shared awareness and responsibility for student and teacher learning and safety as per *The Education Act, 1995* and teacher professional codes. It is recognized that emergency situations may require the teacher to take an immediate leave, in which case the teacher will notify the administrator at the earliest reasonable opportunity.
- 12.10.7 All earned days off and Personal days with pay may be carried to the next academic school year to a maximum of three (3) days. A maximum of five (5) consecutive earned days off or Personal leave days with pay may be used at any one time.
- 12.10.8 Personal leave days shall not be paid out.

12.11: Pressing Necessities

- 12.11.1 Pressing Necessities leave with pay shall be granted to a teacher for the purposes of responding to an event outside the control of the teacher if this unexpected event requires an immediate response so as to ensure the safety of family, community members and/or property.

12.11.2 A teacher shall be granted up to a maximum of three (3) days annually with pay to attend to a pressing necessity.

12.11.3 Examples of a pressing necessity include, but are not limited to, the following:

- a. Road closure
- b. Natural Disaster
- c. Accident
- d. Home emergency
- e. Community Emergency Service

12.11.4 Reasons for the need of a pressing necessity day shall be given to the administrator/supervisor.

12.12: Other Leaves

12.12.1 Post Secondary Convocation / Grade 12 Graduation. Leave will be provided for members to participate in their personal convocation/graduation or for spouse/partner, dependent, or parent. Leave shall be granted for:

- a. Up to one (1) day for attendance
- b. Up to one (1) day for travel

12.12.2 Jury Duty / Witness Duty. Leave shall be granted in accordance with the *Provincial Collective Bargaining Agreement*.

12.12.3 Sabbatical Leave. Sabbatical leave shall be defined as leave with pay for a period of not more than one (1) school year to allow the teacher to pursue individual endeavours. *The Education Act, 1995*, states that PSSD and the PSTA shall bargain collectively with respect to Sabbatical leave.

12.12.3.1 At this time there will be no provision for sabbatical leave.

This Agreement made at Warman in the province of Saskatchewan this _____ day of _____, 201__.

THE BOARD OF EDUCATION OF THE PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

-and-

THE LOCAL IMPLEMENTATION AND NEGOTIATION COMMITTEE OF THE PRAIRIE SPIRIT SCHOOL DIVISION TEACHERS' ASSOCIATION

Bob Bayles

Brian Knowles

Dawne Badrock

Justin Olnhoff

Zlatan Cilimdžić

Jill Hartmann Proctor

Ken Crush

Noel Roche

Brenda Epp

Terri Troupe-Logue

George Janzen

Tracey Young

Janet Jeffries