

Chinook School Division No. 211

LOCAL COLLECTIVE BARGAINING AGREEMENT
between
THE BOARD OF EDUCATION OF THE CHINOOK SCHOOL DIVISION
NO. 211
and
THE TEACHERS OF THE CHINOOK SCHOOL DIVISION NO. 211
for the period of
SEPTEMBER 1, 2020 TO AUGUST 31, 2025



*This agreement made at Swift Current
In the province of Saskatchewan
This 21st day of January 2021*

Effective September 1, 2020 to August 31, 2025

BETWEEN

The Board of Education of the Chinook School Division No. 211 of Saskatchewan hereinafter called “the Board,”

AND

The Teachers of the Chinook School Division No. 211 of Saskatchewan under provision of Section 231 of *The Education Act, 1995*, hereinafter called “the Teachers.”

TABLE OF CONTENTS

Table of Contents

PREAMBLE	iv
SECTION 1: TERMS OF AGREEMENT	1
SECTION 2: NEGOTIATION / PROFESSIONAL LEAVE / MEMBERSHIP FEES	1
SECTION 3: PAY PERIODS	2
SECTION 4: PAY ADVANCE: NEW TEACHERS	3
SECTION 5: OTHER ALLOWANCES	3
SECTION 6: ITINERANT TEACHERS	4
SECTION 7: PART-TIME TEACHERS	5
SECTION 8: SUBSTITUTE TEACHERS	5
SECTION 9: PROFESSIONAL SERVICE RECOGNITION (FOR VOLUNTARY SERVICE)	5
SECTION 10: COMPASSIONATE AND CRITICAL ILLNESS LEAVE	8
SECTION 11: EXTREME WEATHER / ACTS OF GOD	8
SECTION 12: SPECIAL LEAVES WITH PAY	9
SECTION 13: LEAVES OF ABSENCE WITH SUBSTITUTE FEES DEDUCTED	10
SECTION 14: LEAVES OF ABSENCE WITHOUT PAY	10
SECTION 15: MATERNITY / PARENTING / ADOPTION LEAVE	10
SECTION 16: PROFESSIONAL DEVELOPMENT	11
SECTION 17: DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE	17
SECTION 18: TRANSITION TO RETIREMENT/RETIREMENT ALLOWANCE	18
SECTION 19: TRANSFERS	19
SECTION 20: DEFERRED SALARY LEAVE PLAN	19
SECTION 21: PREPARATION TIME	21
SECTION 22: REVIEW CLAUSE	22
MEMORANDUM OF AGREEMENT - RE: PREPARATION TIME	23
MEMORANDUM OF AGREEMENT – RE: PROFESSIONAL DEVELOPMENT SURPLUS FUNDS	23

PREAMBLE

In consideration of harmonious relations of employment, the parties to this Agreement acknowledge the following with respect to the collective bargaining process:

1. Pursuant to Section 237(2)(a) and Section 237(2)(b) of *The Education Act, 1995* and unless otherwise amended for each and every collective bargaining agreement between the parties, bargaining collectively shall occur with respect to the following matters:
 - sabbatical leave for teachers;
 - educational leave for teachers;
 - salaries for substitute teachers;
 - the duration of the local agreement;
 - pay periods for teachers; and
 - special allowances for teachers.
2. Pursuant to Section 237(2)(b) of *The Education Act, 1995* and unless otherwise amended, both parties of the bargaining committee may jointly agree to bargain collectively and with respect to matters other than those mentioned in (1).
3. Pursuant to Section 237(6) of *The Education Act, 1995* and unless otherwise amended, a collective agreement between the parties shall not “contain terms regulating the selection of teachers, the courses of study, the program of studies or the professional methods and techniques employed by a teacher.”

TERMS OF AGREEMENT

Section 1

This Agreement, negotiated in accordance with *The Education Act, 1995*, shall be effective from September 1, 2020 to August 31, 2025 and shall remain in effect until replaced or revised.

NEGOTIATION / PROFESSIONAL LEAVE / MEMBERSHIP FEES

Section 2

2.1 Local Association Days

2.1.1 The Chinook Teachers' Association (CTA) shall be assigned a maximum of twenty (20) days to conduct CTA business.

2.1.2 The substitute costs associated with the CTA business days shall be shared equally between the Board and the CTA.

2.2 Local Association Professional Leave

2.2.1 Local Association President

2.2.1.1 The president of the CTA and/or designate shall be granted release time to conduct the business of the local association. The release time for the president and/or designate shall be up to 0.5 of a Full Time Equivalent (FTE) teacher.

2.2.1.2 The percentage of release time for the president of the CTA and/or designate for the upcoming school year shall be determined by the CTA Executive in consultation with the Director and/or Designate no later than March 31st. Release time may be directly timetabled, taken as days where a sub is required, or be a combination of the two.

2.2.1.3 The Board shall contribute 10% of minimum Class IV on the current Provincial Salary Grid towards the cost of FTE release time for the president of the CTA and/or designate.

2.2.1.4 The CTA shall reimburse the Board for salary costs relating to the president of the CTA and/or designate's release time according to the president's and/or designate's salary rate as found in the current Provincial Collective Bargaining Agreement.

2.3 Negotiation Leave

2.3.1 Teachers of the CTA shall suffer no loss of salary for required absence from their regular teaching duties for the purpose of participating in negotiations, mediation, conciliation and arbitration proceedings which pertain to local negotiations with Chinook School Division.

2.3.2 The Board and CTA shall share costs associated with negotiations. Costs will be shared as follows:

2.3.2.1 The CTA shall be responsible for the costs of teacher travel and lodging.

2.3.2.2 The Board shall pay the costs associated with substitute teachers.

2.3.2.3 The CTA and the Board shall share the costs of the facilities and facilitators if warranted.

2.4 Membership Fees

2.4.1 All annual CTA membership fees will be collected by the Chinook School Division using ten (10) equal monthly payroll deductions beginning in September each year.

2.4.1.1 The CTA Treasurer will notify, by June 30th of each year, the Payroll Department of the Chinook School Division regarding the amount of the membership fee to be collected for the upcoming school year.

2.4.1.2 Teachers with temporary contracts will pay a monthly fee starting the first pay period in which they work.

2.4.1.3 Any changes to this amount shall require thirty (30) days written notice by the CTA president to the Payroll Department of the Chinook School Division.

PAY PERIODS

Section 3

3.1 Teachers shall be paid over a ten (10) month period. Teachers on continuing contracts shall have the option of deferring a portion of their net pay to July and August by providing the Payroll Department for the Chinook School Division with a completed Payroll Monthly Holdback form. The option shall remain in effect for subsequent school years unless written notification of change is provided.

3.2 Teachers who elect to defer a portion of their net pay in accordance with Section 3.1 will determine the amount of salary that they wish to have held in trust for the months of July and August. That money will be paid in two (2) equal installments in those months. Teachers requesting changes shall notify the Supervisor of Employee Compensation in writing at least ten (10) business days prior to the date the change is to take effect. A Payroll Monthly Holdback form shall be provided to those teachers who wish to change their pay period.

3.3 Upon completion of their teaching responsibilities, teachers leaving the division or taking a long-term leave shall be paid all salary owing on the last teaching day.

- 3.4 Teachers shall be paid their monthly salary by the 25th of the month. In the event the 25th falls on a weekend or statutory holiday, pay day shall be the last business day prior to the 25th. December payroll will be deposited on the last teaching day of the month.

PAY ADVANCE: NEW TEACHERS

Section 4

- 4.1 First Year Teachers in the Chinook School Division may request, upon signing the contract, an early pay advance of \$500.00. This advance shall be deducted from the teacher's first pay cheque. The advance will be paid to the teacher within ten (10) working days of the first date of employment.

OTHER ALLOWANCES

Section 5

5.1 Special Allowances

To recognize teachers who have additional leadership or professional responsibilities, the Board shall pay these teachers special allowances beyond their placement on the provincial salary grid. The allowances, in addition to present salary, are as follows:

- 5.1.1 Level 1 Coordinator – A teacher assigned to Chinook Education Centre, who meets the criteria of the position and has been designated by the Director/Designate. This Coordinator shall receive an allowance equivalent to 24 % of their current salary. This Coordinator has been assigned responsibility for designing and developing plans to implement system wide learning initiatives. In addition to this responsibility, this position will have additional supervisory, management and leadership responsibilities above those required by a Level 2-Coordinator. This Coordinator will have responsibility for overseeing learning initiatives and the personnel responsible for implementing and supporting these initiatives.
- 5.1.2 Level 2 Coordinator – A teacher assigned to Chinook Education Centre, who meets the criteria of the position as designated by the Director/Designate as a Level 2- Coordinator. This Coordinator shall receive an allowance equivalent to 20 % of their current salary. This Coordinator's major responsibility is to plan system wide learning initiatives and to provide support to administrators, students, teachers and schools while managing a particular learning initiative in a cluster. These Coordinators have responsibility to design and deliver system directed professional development.
- 5.1.3 Psychologist – A teacher assigned to Chinook Education Centre, who meets the criteria of the position and has been designated as a Psychologist, shall receive an allowance equivalent to 14 % of their current salary.

5.2 Honorariums

- 5.2.1 Teachers who are recognized as having special skills or knowledge, and have been asked by the Board to provide workshops or additional Division-directed teacher professional development to staff or schools other than their own, will be recognized with the following:
- release time to prepare and present the workshop (if necessary);
 - compensation for personal travel and material costs incurred; and
 - an honorarium of \$50.00 in recognition of the additional time and responsibility.
- 5.2.2 It is understood that these provisions do not apply to those employees receiving another allowance under this agreement and/or to those employees working in non-teaching roles within the division.
- 5.2.3 After receiving confirmation from the Board that they are to be providing a workshop or other Division-directed professional development to staff or schools other than their own, it shall be the teacher's responsibility to request the honorarium payment.

ITINERANT TEACHERS

Section 6

6.1 Definition

An itinerant teacher is a teacher whose contract indicates the teacher is assigned teaching duties in more than one school as determined by Human Resources. Itinerant teachers include those providing preparation release time and those providing curriculum coaching to other teachers.

6.2 Designated Home School

Itinerant teachers shall be assigned a "home" school. A home school shall be the school where teachers spend the majority of their assigned time.

6.3 Itinerant Teachers' Reimbursement Rate

- 6.3.1 Itinerant teachers shall be paid for travel, in the performance of their duties, beginning from their "home" school.
- 6.3.2 Itinerant teachers traveling within a town or city shall be reimbursed for mileage at the rate of \$5.00 per traveling day.
- 6.3.3 Itinerant teachers traveling outside a town or city shall be reimbursed for mileage at the Board rate in effect at the time.

- 6.3.4 Itinerant teachers traveling outside of a town or city to go from one school to another school during the noon period shall be reimbursed for not having a duty-free noon period at the rate of \$15 per day when travel is required.

PART-TIME TEACHERS

Section 7

Part-time teachers shall be eligible for benefits within this Agreement in accordance with the following:

- 7.1 Part-time teachers shall be eligible to accumulate the same number of Professional Service Recognition days (Section 9) as full-time teachers.
- 7.2 Part-time teachers shall be eligible for certain benefits on a prorated basis. These benefits shall include Compassionate and Critical Illness Leave (Section 10), Special Leaves with Pay (Section 12), and Retirement Allowance (Section 18).

SUBSTITUTE TEACHERS

Section 8

- 8.1 Substitute teachers shall be paid 1/197 Min Class IV for each full day of teaching service.
- 8.2 Substitute teachers, upon the sixth (6) and continuous days, substituting for the same teacher in the same position, shall be paid salary according to their classification and experience retroactive to the first (1) teaching day. A holiday or professional development day does not constitute a break in continuous days.
- 8.3 Substitute teachers shall be paid no later than the tenth (10th) day of the month following a month in which they provided substitute service.
- 8.4 Substitute teachers will not be eligible to receive retroactive pay that teachers may receive as a result of provincial negotiations.

PROFESSIONAL SERVICE RECOGNITION (For Voluntary Service)

Section 9

9.1 Definition

Professional Service Recognition (PSR) is intended to recognize teachers for voluntary time spent with students over and above contracted instructional time. PSR is provided for:

9.1.1 Extra-Curricular Service

PSR shall be awarded for school determined and Board approved extracurricular activities.

To be eligible for credit:

- Extra-curricular activities must occur outside the required hours of instruction;
- Teachers cannot receive any other form of remuneration (i.e. teachers providing noon period supervision would not be able to claim extra-curricular supervision hours as well);
- Activities must not be for students' academic credit or support (i.e. teachers conducting study groups or tutoring to support academics would not be able to claim extra-curricular hours).

9.1.2 Noon Period Supervision

The Board recognizes that every teacher is entitled to a daily duty-free lunch period. Teachers who provide noon period supervision do so voluntarily. Noon period supervision consists of providing Board-approved supervision of students during a lunch period.

9.2 Professional Service Recognition

PSR may be applied as paid leave or paid out at specified rates. Part-time teachers shall have the same opportunity to accumulate Professional Service Recognition as full-time teachers.

Professional Service Recognition will be awarded as follows:

Extra-Curricular Activities	Noon Period Supervision
15-29 hours = 1 day	15 periods = 1 day
30-149 hours = 2 days	30 periods = 2 days
150-249 hours = 3 days	45 periods = 3 days
250+ hours = 4 days	
<i>On a designated school day, extra-curricular hours shall be determined according to actual hours of service outside instructional hours. For a non-school day, a maximum of sixteen (16) hours shall be recognized.</i>	<i>Noon periods that fall above or below the noon period supervision entitlement thresholds will be paid out at a rate of one noon period = 1/15 of 1/197 Minimum Class IV salary.</i>

9.3 Administration of Professional Service Recognition

9.3.1 Administrators may approve two (2) days of Professional Service Recognition Leave before days are actually earned. If by June 1st of the current year, the day is not earned, the teacher shall forfeit the salary related to the aforementioned days.

- 9.3.2 In any academic year, a teacher may be credited with a maximum of six (6) days of Professional Service Recognition. If an additional day is earned it will be paid out at a rate of 1/197 Minimum Class IV salary.
- 9.3.3 Professional Service Recognition shall be taken as a full morning, full afternoon, or a full day. Deductions from Professional Service Recognition will be based on the schedule of the specific workplace of the teacher.
- 9.3.4 Professional Service Recognition requests shall be approved by the school administrator after considering the availability of substitute teachers and other circumstances that may influence the school's ability to effectively deliver service. Requests may be considered in conjunction with other leaves, non-student days and school vacation periods. The impact of the request on student learning will always be of paramount importance.
- 9.3.5 The Director or Designate, in consultation with the school administrator, may approve Professional Service Recognition requests when the following conditions occur:
- Requests for Professional Service Recognition exceeding 5-day blocks of time; (With respect to part-time teachers, this shall be interpreted as being in excess of five (5) consecutive scheduled days); or
 - Requests for Professional Service Recognition days that will occur during parent teacher conferences, Chinook and School Directed Professional Development or Professional Learning Community days;

A written request must be submitted to the school superintendent at least one month prior to the leave detailing the circumstances of the request.

- 9.3.6 A maximum of three (3) unused Professional Service Recognition days will be carried forward to the next school year. All accumulated days beyond three (3) as of June 10th of a particular year, shall be paid out at the rate of 1/197 Minimum Class IV Salary with the June payroll. Additionally, teachers may choose to have any unused balance of Professional Service Recognition awards paid out.
- Teachers may continue to access PSR Leave after June 10th of the current school year providing, they have leave entitlements carried forward.
 - Temporary, replacement or teachers transitioning to retirement are not eligible to carry forward Professional Service Recognition days. Accumulated entitlements will be paid out on the employee's final payroll.

COMPASSIONATE AND CRITICAL ILLNESS LEAVE

Section 10

10.1 Definition

For the purposes of this section immediate family is defined as the spouse, partner, child, father, mother, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, great-grandparent or grandchild of a teacher or of a teacher's partner. Partner is defined as the individual with whom the teacher has been living with for at least three (3) months.

10.2 In the Event of Death

10.2.1 A teacher shall be granted leave with pay up to five (5) days per occurrence in the event of a death of a member of a teacher's immediate family.

10.2.2 Upon written submission the Director or Designate may grant compassionate leave in excess of five (5) days with or without pay.

10.2.3 Upon written submission the Director or Designate may grant compassionate leave in instances other than the immediate family with or without pay.

10.2.4 Up to a full day with pay shall be granted to act as a pallbearer or eulogist.

10.2.5 Part-time teacher days will be prorated according to the teacher's percentage of contracted time.

10.3 In the Event of Critical Illness/Critical Injury

10.3.1 In the event of Critical Illness/Critical Injury within the immediate family of a teacher or the teacher's spouse, the teacher shall be granted compassionate leave with pay to a maximum of five (5) days per occurrence. Critical illness shall be defined as a life-threatening situation. A teacher may apply for additional time with or without pay upon written application of the teacher to the Director or Designate.

10.3.2 Part-time teacher days will be prorated according to the teacher's percentage of contracted time.

EXTREME WEATHER / ACTS OF GOD

Section 11

11.1 Extreme Weather and Acts of God will be adjudicated according to Chinook Administrative Policy 805 – Weather Days and Acts of God (Section 5 a. and 5 b.).

11.2 When buses are not running, schools are always open. When possible, we expect our teachers and support staff to report to work in these instances.

- 11.3 No employee shall experience a loss of pay when absent from work due to highway closures or "Acts of God". Part-time employees shall be paid per scheduled time missed. Any employee in this situation shall notify his/her superintendent or immediate supervisor.
- 11.4 If a teacher feels that his/her safety on these days is at risk when he/she is required to travel in extreme weather, the teacher should contact his/her Superintendent of Schools or immediate supervisor for further direction. In addition, the option of reporting to the assigned alternate school site to work for the day is available.
- 11.5 Upon written request to the Superintendent of Schools, a teacher may request leave for weather days and this request may be granted with or without pay considering each specific circumstance.
- 11.6 Our division believes that in order for a teacher to access section 11.1 Extreme Weather/Acts of God in the LINC contract, the teacher must be in the division and prepared to work or be away on a Board approved activity.
- 11.6.1 If a teacher has chosen to travel out of the division for personal matters such as appointments, shopping, vacation, sports (non-school) and adverse weather develops preventing them from going to work in the division they must take either an earned PSR or 12.1 day for the leave.
- 11.6.2 If teachers have previously booked PSRs, medical appointments, or other leaves and extreme weather occurs, those leaves will be used as requested and cannot be changed to a weather day.

SPECIAL LEAVES WITH PAY

Section 12

12.1 Definition

Special Leaves shall be defined as non-accumulating days that are considered insurance days rather than an entitlement, which shall be utilized when unavoidable events occur. Events may include family illness; parenting emergencies; convocation/graduation (self/spouse/child); health related appointments for an immediate family member; attendance at funeral of non-family; wedding (self/child); serving as executor; and thesis defense. These days are to deal with pressing personal matters that shall be granted with notification to the Principal/Superintendent. It is the expectation that teachers will schedule appointments or events in such a way as to minimize the period of absence.

12.2 Allocation

The total number of paid leave days in this section is five (5) per full academic year. Employees employed less than a complete academic year shall have his or her special leave allocation prorated based on the number of school days included in the teacher's

contract of employment relative to the number of school days in a year. Part-time teacher days will be prorated according to the teacher's percentage of contracted time.

As a guideline these days are to be used one (1) day per occurrence.

12.3 Exceptional Circumstances

Upon request, the Director or Designate may grant additional days with or without pay or consider other exceptional circumstances.

LEAVES OF ABSENCE WITH SUBSTITUTE FEES DEDUCTED

Section 13

13.1 Teachers involved in activities where their presence or participation is vital to the conduct of that activity (e.g. community organizations, cultural, athletic activities), may be granted leave with pay less substitute teacher costs upon application to the Superintendent of Schools. The leave shall not exceed one (1) day in any school year.

LEAVES OF ABSENCE WITHOUT PAY

Section 14

14.1 The Director or Designate, on behalf of the Board, may grant leave of absence without pay for a period of one (1) day to fourteen (14) months.

14.2 For leaves greater than one (1) month, a teacher shall make application four (4) months prior to the commencement of the leave by:

- applying in writing to the Director or Designate; and
- agreeing to notify the Director or Designate of his/her intention to return to work or to resign by March 15th.

14.3 To be eligible for an unpaid leave of more than four (4) months, a teacher must have been in the employ of the Board for a minimum of five (5) years.

14.4 A teacher shall, after consultation with the Director or Designate, return to the same or a comparable teaching position within the school division upon the conclusion of his/her leave.

MATERNITY / PARENTING / ADOPTION LEAVE

Section 15

15.1 A teacher shall be granted maternity leave, parenting leave and adoption leave in accordance with *The Saskatchewan Employment Act* and the Provincial Collective Bargaining Agreement. However, the teacher shall qualify for leave without pay as specified in *The Saskatchewan Employment Act*.

- 15.2 A teacher shall, after consultation with the Director or Designate, return to the same or a comparable teaching position within the school division upon the conclusion of his/her leave.
- 15.3 Leave of up to two (2) days with pay shall be granted to a parent at the birth of or adoption of his/her child. This leave shall not apply to any employee receiving SEB plan benefits during this time.

PROFESSIONAL DEVELOPMENT

Section 16

The Board of Education and Chinook Teachers' Association believe that professional development is necessary in order to improve teaching and learning. Professional development includes a variety of experiences that provide an opportunity for professional growth as well as an opportunity to be part of a Chinook School Division vision.

16.1 Professional Development Funding

16.1.1 In every school year, the Board shall make budgetary provision for professional development in the amount of 1.5% of teacher salaries excluding allowances. The calculation shall be based on the annual salary of teachers as of August 31st of the year prior.

16.1.2 The budgetary provision for professional development shall be allocated to funds in the following manner:

- i. School-based - 70%
- ii. CTA Directed - 10%
- iii. Leaves and Awards - 20%

16.2 Chinook Leaves and Awards Committee

16.2.1 A selection committee for bursary awards, educational leaves and sabbatical leaves shall be comprised of the following members:

- i. Director or Designate (Committee Chair)
- ii. One other Educational Leadership Team member appointed by the Director of Education
- iii. Two teachers appointed by the CTA Executive

16.2.2 The Chinook Leaves and Awards Committee shall create the criteria/forms necessary for the awarding of the bursary awards, educational leaves, and sabbatical leaves. Teachers can access all appropriate forms by contacting the Committee Chair.

16.2.3 A written application for bursaries and/or educational/sabbatical leaves, accompanied by appropriate forms, is to be submitted by the applicant to the Chinook Leaves and Awards Committee.

16.3 School-Based Professional Development

16.3.1 Definition

School-based professional development shall include those activities that advance the identified priorities of the school and system or the identified professional growth priorities of the teacher. Examples of school-based professional development may include, but are not limited to, conferences, professional exchanges, seminars, purchasing professional resources, accessing speakers, workshops, and short courses. School based professional development may also include the utilization of substitute teachers to create professional development release time for Professional Learning Communities and other such teacher professional development. Additionally, professional development could also include all activities that are considered Supports For Student Learning (SFL) where a teacher is growing professionally about student learning leading to the enhancement of his/her practice.

SFL activities may also include but are not limited to the following examples: Teacher Assistance Teams (TATS), Assessment bench marking sessions, F and P and VIN assessments, school transition meetings, EYE and EDI assessments.

This will not include teacher convention days granted to the CTA.

16.3.2 School-Based Committee

A committee comprised of teachers and administrators at the school shall annually, in consultation with staff, determine criteria and timelines related to applications for school-based professional development and make decisions with respect to awards. Teachers assigned to Chinook Education Centre and Hutterian Schools shall determine respective committees to make such decisions.

16.3.3 Teachers assigned to Hutterian Schools

Due to the limited number of teachers at each Hutterian school, all teachers assigned to Hutterian Schools shall be combined to serve as one school for the purpose of creating a sufficient pool for school-based professional development funding.

16.3.4 Teachers assigned to Chinook Education Centre

All teachers assigned to Chinook Education Centre (non-school based STF personnel) shall be combined to serve as one school for the purpose of creating a sufficient pool for school-based professional development funding.

16.3.5 Allocation of Funds

The school-based portion of the overall professional development budget shall be allocated based on the actual number of teachers in each school in the division. Such numbers shall be determined by the September 30th staff complement from the year previous.

16.3.6 Carry Forward of Funds – Parameters

A school may carry forward a positive amount equal to one and one half (1 1/2) times the annual allotment or a negative amount equal to one-half (1/2) the annual allotment. Should the positive limit be exceeded, the excess amount will be used to supplement the CTA directed professional development fund.

16.4 CTA Directed Professional Development

16.4.1 Definition

CTA directed professional development shall include those activities that advance the jointly identified learning priorities of the CTA Executive and Chinook School Division. Examples of CTA directed professional development may include, but are not limited to, conferences, professional exchanges, seminars, speakers, workshops and short courses.

16.4.2 Allocation of Funds

The CTA directed based portion of the overall professional development budget shall be allocated to, and administered by, the CTA Executive.

16.4.3 Carry Forward of Funds-Parameters

The CTA may carry forward a positive amount equal to one and one-half (1 1/2) times the annual allotment or a negative amount equal to one-half (1/2) the annual allotment. Should the positive limit be exceeded, the excess amount will be used to supplement the Leaves and Awards fund.

16.5 Leaves and Awards

Leaves and Awards applies to the following: Bursaries, Educational Leave and Sabbatical Leave.

16.5.1 Bursary Awards

16.5.1.1 Definition

A bursary is a professional development opportunity that relates to the development of one's professional capacity and often involves credit courses toward a degree or diploma or a summer short course. A bursary does not require a teacher to be away from the classroom. Thesis or Dissertation Maintenance fees will NOT be eligible for consideration by the Chinook Leaves and Awards Committee.

16.5.1.2 Service Requirement

To be eligible to receive a bursary, a teacher must have completed two (2) consecutive years of service with the school division.

16.5.1.3 Adjudication

Bursary applications shall be administered by the Chinook Leaves and Awards Committee as outlined in Section 16.2.1.

16.5.1.4 Requests for Funding

Teachers who are planning to take or who have taken courses for which they intend to make a bursary application may submit requests to the Committee Chair prior to the following dates: September 30th and March 31st. The Chinook Leaves and Awards Committee will meet, where possible in October and April of each school year to consider bursary requests.

16.5.1.5 Aggregate Limits and Conditions

The Chinook Leaves and Awards Committee will determine annual and aggregate limits and conditions. Bursary award funds will be forwarded to teachers upon proof of payment and successful course completion as outlined in the awards letter.

16.5.2 Educational Leave and Sabbatical Leave

16.5.2.1 Definitions

16.5.2.1.1 Educational Leave

An educational leave is a period of time during which a teacher undertakes a program of study to meet a need in the school division. The leave must not exceed fourteen (14) months in length, but may be structured in other than consecutive months, subject to committee approval.

16.5.2.1.2 Sabbatical Leave

A sabbatical leave is leave taken for a period of up to fourteen (14) months for the purpose of study or research, personal renewal or travel.

16.5.2.2 Leave Provisions

16.5.2.2.1 Deadline

The application deadline for an educational or sabbatical leave for the upcoming school year is January 31st.

16.5.2.2.2 Terms of Leave

The teacher, who has been approved for an educational or sabbatical leave, and the Chinook Leaves and Awards Committee shall sign an agreement that outlines the terms of the leave.

16.5.2.2.3 Service Requirement

To be eligible for an educational leave, the teacher must have been in the employ of the Board for a minimum of two (2) years. To be eligible for a sabbatical leave, the teacher must have been in the employ of the Board for a minimum of five (5) years.

16.5.2.2.4 Award

A teacher who is granted leave may be awarded an amount equivalent up to 80% of basic salary (exclusive of allowances).

16.5.2.3 Return Service Requirement

16.5.2.3.1 Teachers granted leave must provide return service of two (2) years if the award is for 50% or more of basic salary and one (1) year if the award is less than 50% of basic salary.

16.5.2.3.2 A teacher shall, after consultation with the Director or Designate, return to the same or a comparable teaching position within the school division upon the conclusion of his/her leave.

- 16.5.2.3.3 As a condition of an educational leave, should the teacher fail to successfully complete the approved program, the teacher shall undertake to refund the full amount of the payment made together with the interest at the prime bank rate prevailing at the time the leave was granted. The refunding shall commence no later than one (1) year following the date of the teacher's return to the employ of the Board. Should the teacher successfully complete the educational requirements of the approved program during the first year of return service, no repayment of the funds shall be required. In the event of partial completion of the approved program, the Board may waive in full or in part the repayment of funds within this section.
- 16.5.2.3.4 Return service shall begin following the leave as stated in the Leave Agreement. Should the teacher fail to complete the return service, the teacher shall refund the full amount of the payment made with interest at the prime bank lending rate prevailing at the time the leave was granted. In the event that there is partial compliance regarding return service, the amount of the refund shall be determined pro-rata.
- 16.5.2.3.5 Should the teacher die or be disabled to a degree that would render the teacher unable to fulfill the return service requirements of the leave, there shall be no liability on any person or estate for refund of payment outstanding.
- 16.5.2.3.6 Should the teacher's contract be terminated by the Board before the full return service is complete, the teacher shall be relieved from financial obligations as outlined above.
- 16.5.2.3.7 Leave of absence under this section shall not constitute a break in service.

16.5.3 Carry Forward of Funds – Parameters

The Leaves and Awards fund may carry forward a positive amount equal to one and one-half (1 ½) times the annual allotment or a negative amount equal to one-half (1/2) the annual allotment. Should the positive limit be exceeded, the excess amount will be used for purposes deemed necessary by the Board.

17.1 Purpose

The purpose of the dispute resolution and grievance procedure is to deal with any questions regarding the interpretation, application, or alleged violation of any section or subsection of this agreement. Resolution processes shall be consistent with the principles and procedures outlined in *Good Practices and Dispute Resolution* (The Report of the Joint Committee of the Parties to the Provincial Collective Bargaining Agreement).

17.2 Disputes between a Teacher and the Board**Informal**

Step 1: The teacher involved shall first attempt resolution by seeking information and clarification from those individuals who are most likely able to provide such information and clarification. This may include but is not limited to a LINC representative, the Teacher LINC Chairperson, the CTA president, the Superintendent of Schools and the Director of Education.

Step 2: If after such discussions a dispute still exists, the teacher(s) involved shall refer the dispute to the LINC Chairperson and shall seek resolution by using (a) or (b) below:

- a) The LINC Chairperson receives the complaint, gathers information and makes known his/her interpretation to the individual(s) involved.
- b) The LINC Chairperson follows the process outlined in (a) but meets face-to-face with the individual(s) involved before making a final interpretation regarding the dispute.
- c) In each of (a) and (b), the LINC Chairperson shall have fifteen (15) calendar days to make known his/her interpretations of the dispute.

Formal

Step 1: If a dispute still exists, the dispute now becomes a formal grievance and shall be written by the individual(s) involved setting forth:

- a) The section(s) of the agreement infringed upon or claimed to have been violated.
- b) The nature of the grievance and the circumstances out of which it has arisen.
- c) The resolution being sought.

The written grievance shall be submitted to the Director or Designate within ninety (90) days of the individual(s) having access to the information that would make them aware of the alleged act causing the grievance. The Director or Designate shall gather

information as appropriate and shall make known his/her decision to the aggrieved within fifteen (15) days of receipt of the grievance.

Step 2: If the aggrieved is still dissatisfied, the individual may within fifteen (15) days submit the grievance to arbitration as provided for in Sections 261-263 of *The Education Act, 1995*.

Step 3: Arbitration.

17.3 In the event the initiator of the grievance fails to follow the procedure and the time limits established in this section, the grievance shall be deemed to be abandoned.

17.4 Where the recipient of the grievance fails to respond within the time limits prescribed, the grievance shall proceed to the next step.

TRANSITION TO RETIREMENT/RETIREMENT ALLOWANCE **Section 18**

18.1 Teachers who have ten (10) years of immediate prior continuous and active service with the Chinook School Division shall be granted superannuation/retirement recognition subject to the following conditions:

- teachers who intend to superannuate on June 30th of the current school year must submit their application, in writing, to the Director or Designate by March 15th;
- teachers who intend to superannuate on a date other than June 30th, shall provide a minimum of three (3) months written notice to the Director or Designate;
- teachers must meet eligibility requirements to superannuate; and
- teachers who have already received an allowance from a legacy division will not qualify for these retirement options.

18.2 Teachers who meet the requirements related to superannuation/retirement as stated in Section 18.1 shall be eligible for benefits associated with Section 18.3 or 18.4.

18.3 Transition to Retirement

A teacher eligible for superannuation may request to enter into a retirement agreement with Chinook School Division. Such agreement will offer a teacher the opportunity to superannuate then be re-employed by the Division for up to one year at the discretion of the Human Resources Superintendent.

18.4 Retirement Allowance

18.4.1 A teacher may choose to retire and receive an allowance of \$3000.00.

18.4.2 Teachers who have previously reached their superannuation eligibility may access this benefit.

18.4.3 Teachers who have worked on a part-time basis within the past ten (10) years shall have the allowance prorated based on their average percentage of full-time employment during that time.

TRANSFERS

Section 19

19.1 In accordance with *The Education Act, 1995*, the Board will place staff to meet academic and program needs of a school. Transfers may be either Board or teacher requested.

19.2 With respect to a Board requested transfer, financial support to a maximum of \$1,000.00 shall be provided to assist with moving expenses (receipts are required).

DEFERRED SALARY LEAVE PLAN

Section 20

20.1 Definition

The Deferred Salary Leave Plan (DSLPL) shall enable a teacher to schedule and finance a one-year leave of absence. The one-year leave of absence shall be taken with pay, provided by deferring a percentage of his/her salary for a specified number of preceding years.

20.2 Eligibility

The DSLPL shall be available for teachers on a permanent contract employed in Chinook School Division.

20.3 Restrictions

The DSLPL shall be restricted to a one-year leave of absence called the leave period. Salary will be set aside in each of the preceding three (3), four (4) or five (5) years called the deferral period. The participant shall choose one of the three available deferral periods.

20.4 Leave Period

The leave period shall be one (1) school year from the commencement of school in August or September to June of the following calendar year.

20.5 Deferral Period

The deferral period of three (3), four (4) or five (5) years shall be each of the three (3), four (4) or five (5) school years preceding the leave period.

20.6 Applications

20.6.1 Applications must be completed by the teacher prior to March 1st preceding the school year in which the deferral period is to begin. Applicants shall be notified within forty-five (45) days of receipt of their application as to whether or not their application has been approved.

20.6.2 When the application is approved, the teacher shall be required to sign a deferred salary contract supplied by the Board. The deferred salary contract must be completed prior to June 1st of the school year proceeding the first year of the deferral period.

20.7 Withdrawal from Plan

Teachers shall be required to take the planned leave of absence if they have not withdrawn from the plan prior to March 1st of the school year proceeding the leave period.

20.8 Premature Termination of DSLP

If the plan is terminated prior to the completion of the leave period, the remaining balance of the fund shall be paid to the participant, to the participant's designate, or the estate of the participant in the case of death.

The reasons for termination are as follows:

- the participant dies;
- garnishee or other legal right accesses the funds in the trust;
- the participant ceases to be employed as a teacher in the school division;
- the teacher is classified as redundant;
- the participant requests in writing prior to March 1st of the year preceding the leave year; or
- the participant requests in writing after March 1st of the year preceding the leave year except that the participant must complete the leave of absence period from the school division. In this case, the money will be paid out in a lump sum rather than over the term of the leave period.

20.9 Leave Period and Payment

20.9.1 The leave period shall be the fourth (4th), fifth (5th) or sixth (6th) school year of the plan depending upon which deferral period the participant has chosen.

20.9.2 The leave period shall commence with the beginning of the school year immediately after the end of the last school year of the deferral period.

20.9.3 The leave period cannot be taken immediately before retirement as per *Canada Revenue Agency – ATR (Advance Income Tax Ruling) -39*.

- 20.9.4 The leave payments shall be the amount of money in the bank account at the beginning of the leave period divided by the number of pay periods during the leave period.
- 20.9.5 Leave payments shall be made to the employee's banking institution of choice.
- 20.9.6 In extenuating circumstances, participants may request in writing not less than six months in advance of the date established for the Leave of Absence to withdraw from the plan. The participant will receive a lump sum payment of the total deferred amount upon consent of the Board. Deductions shall be made in accordance with requirements of the *Income Tax Act*.
- 20.9.7 The participant may not receive any other payments from Chinook School Division during the leave period.

20.10 Return to Work

- 20.10.1 The participant shall be guaranteed a position of employment in the first school year after completing the leave of absence except in the event of termination as outlined in 20.8.
- 20.10.2 The position cannot be for less time than the period of the leave (i.e. for one school year).
- 20.10.3 The position shall be at the discretion of the Director or Designate.

20.11 Limitation to the DSLP

There shall be no more than ten (10) participants on a deferred salary leave plan at any one time.

PREPARATION TIME

Section 21

- 21.1 Preparation time is assigned non-teaching time within the school day for preparation and organization of professional responsibilities. Potential uses include:
- preparation for classes
 - student assessment/evaluation
 - contacting parents
 - organizing/clean-up /maintenance
 - additional student assessment
 - meetings: student, parent, administration
 - extracurricular preparation
- 21.2 The parties acknowledge that all schools within the Chinook School Division have been allocated staff in accordance with the Chinook Staffing Guidelines to provide preparation time for teaching staff. Nonstudent contact days in Chinook are not calculated as part of

a school's allocated preparation time. Through the Chinook Staffing Guidelines, preparation time is embedded consistently in the school staffing allocation; these guidelines are consistently applied throughout the division.

- as much as possible use of preparation time should be directed by teachers;
- preparation time is created by timetabling and optimal class sizes;
- preparation time should be determined at the school level. The administration should consult with staff to make decisions that are best for each school; and
- Hutterite religious days are considered additional preparation time for Hutterian teachers and for Hutterian principals to use for administrative time and other division assigned duties.

REVIEW CLAUSE

Section 22

- 22.1 The parties agree to meet each spring for an annual review of the contract or upon written request to either party with thirty (30) days' notice to discuss issue(s) and to clarify the intent of items that may arise from this contract.

MEMORANDUM OF AGREEMENT - Re: Preparation Time

The parties to this agreement acknowledge the value of teacher preparation time. In recognition of this, it is understood that the non-student contact day traditionally referred to as "Turnaround Day" shall be utilized by the division as a teacher preparation day for the term of this agreement.

MEMORANDUM OF AGREEMENT – Re: Professional Development Surplus Funds

The parties acknowledge the value of utilizing professional development resources made available through this agreement. The parties recognize that, at the end of the 2019/2020 fiscal year, the amount of unspent professional development funds that have accumulated throughout the term of the agreement held in restricted reserve will be re-deployed to supplement legitimate alternative professional development initiatives within the Chinook School Division. The parties agree further that, during the 2020/2021 fiscal year, the Board will access a portion of these legacy funds to develop a technology-centered professional development initiative that may include, but is not limited to, the purchase of technological hardware for teacher use.

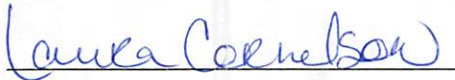
Dated this 21st day of January, 2021 A. D.

CTA LINC Bargaining Team

Signed on Behalf of Teachers



Neal Boutin, LINC Chair



Laura Cornelson
CTA LINC Member



Jason Steinley
CTA LINC Member



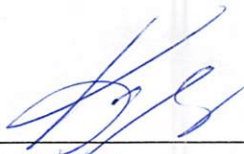
Trisha Carleton
CTA LINC Member



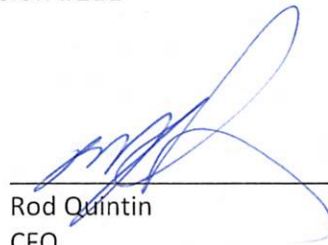
Talena Scott
CTA LINC Member

Chinook Administrative Bargaining Committee

Signed on Behalf of the Board of Education
Of Chinook School Division #211



Ken Garinger,
Superintendent of Human Resources



Rod Quintin
CFO



Mark Benesh
Superintendent of Schools



Shauna Lacher
Supervisor of Employee Compensation