



"Learning today for tomorrow"

**AGREEMENT BETWEEN**

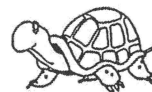
**THE TURTLE RIVER SCHOOL DIVISION**

**AND**

**THE TURTLE RIVER TEACHERS' ASSOCIATION**  
**OF THE MANITOBA TEACHERS' SOCIETY**

**JULY 1, 2018 – JUNE 30, 2022**

*Turtle River Teachers' Association*



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**TURTLE RIVER SCHOOL DIVISION**  
**AND THE**  
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**OF THE MANITOBA TEACHERS' SOCIETY**

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**ARTICLE 1 - PURPOSE**

It is the intent and purpose of the parties to this agreement to promote and improve the working relations between the Turtle River School Division (hereinafter referred to as the Division) and the Turtle River Teachers' Association of the Manitoba Teachers' Society (hereinafter referred to as the Association), to establish a salary schedule, and other conditions of engagement resulting from the operation of said schedule and also provide a basis for both parties to improve the professional and academic services rendered to the school children and citizens of Turtle River School Division.

**ARTICLE 2 - EFFECTIVE PERIOD**

This agreement shall come into force and take effect **July 1, 2018**, and shall remain in force until **June 30, 2022**. Thereafter it shall remain in force unless either party gives the other a written notice by registered mail of a desire to terminate or amend the agreement.

**ARTICLE 3 - SALARY SCHEDULE**

**3.01 – Educational Qualifications**

For the purpose of the salary schedule, members of the teaching staff shall be classified according to the classification established by the Professional Certification Section of the Administration and Professional Certification Branch of Manitoba Education.

**3.02 – Permit Teachers**

All teachers on permit will be paid on the basis of one class below the class they would be in if they were qualified. A permit teacher below Class 1 rating will be paid \$1,000.00 less than the minimum of Class 1.

**3.03 – Onus of Proof**

For the purpose of placement on this schedule, the responsibility rests on the teacher to supply confirmation from the Professional Certification Section of the Administration and Professional Certification Branch of Manitoba Education to the Division of past teaching experience including

permit teaching and of professional and academic standing as defined in Article 3.01 of this agreement by September 20th.

### 3.04 – Experience Gained on Permit

Teachers shall receive credit for experience as recognized by the Professional Certification Section of the Administration and Professional Certification Branch of Manitoba Education.

### 3.05 – Change in Classification

- a) Any teacher who improves his or her academic or professional qualifications, on or after September 1st, of the current school year and thereby qualifies for a higher salary classification shall be paid according to such improved qualifications effective the month following the date of receipt of the transcripts by the Division provided that such improved qualifications are obtained prior to April 1st of that same year.
- b) For those attaining new qualifications after April 1st, but prior to September 1st of the next school year, the new classification will become effective at the beginning of the fall term.
- c) Payment of any monies cited in both cases a) and b) will be withheld until confirmation of such change in qualifications is received from the Professional Certification Section of the Administration and Professional Certification Branch of Manitoba Education. Should there be a delay in receipt of confirmation, salary adjustments shall be retroactive for a maximum period of four months from the date of receipt of confirmation from the Professional Certification Section of the Administration and Professional Certification Branch of Manitoba Education and Training.
- d) The onus remains with the teacher to ensure the Professional Certification Section of the Administration and Professional Certification Branch of Manitoba Education provides the Secretary-Treasurer of the Division with a confirmation of improved qualifications.

### 3.06 – Salary Payments

The Division shall direct deposit the payroll for each teacher. Each teacher shall supply to the Division a void cheque drawn on the account to which the deposit is to be made. Salaries shall be paid in twenty-four (24) approximately equal semi-monthly payments, one payment on the 15<sup>th</sup> of the month and one payment on the last day of the month. If any of these days occur on a weekend or statutory holiday, payments will be made on the last immediately preceding banking day. When the contract between a teacher and the Division is terminated the unpaid salary, to the extent that this can be determined, shall be paid to the teacher upon such termination.

### 3.07 – Annual Increments

- a) Except as hereinafter provided, each teacher shall receive an increment for each year of continuous service on Turtle River School Division staff until such teacher reaches the maximum in his/her class, such increments and such maximums being in accordance with Article 3.12 on this agreement.



- b)
  - i. The anniversary date for annual increments for all teachers hired before January 1, 1988 shall be September 1st.
  - ii. The anniversary date for annual increments for all teachers hired on or after January 1, 1988 shall be September 1st or January 1st.
- c) For the purpose of annual increments, only complete years of teaching experience as described in Sections 3.04 and 3.05 will be recognized.

### 3.08 – Interest on Retroactive Pay

The Division shall pay to members of the Association, interest on the gross amount of any retroactive pay which may be paid to such members less the amount of any statutory deduction for Canada Pension, Employment Insurance and Income Tax due with respect to that pay. The interest is to be calculated from the dates on which the monies would have been due, to the date of the actual payment.

The interest shall be computed at the premium savings account rate of the Division's banker, which is in effect on the date of the signing of the collective agreement.

NOTE: For the purposes of the **2018-2022** agreement only, the interest on retroactivity is waived.

### 3.09 – Administrative Allowance

Effective Fall Term **2018** a Principal shall receive a base allowance of **\$2,135.29**, plus **\$880.80** per teacher F.T.E to an upper limit of **\$19,649.03**.

Effective Fall Term **2019** a Principal shall receive a base allowance of **\$2,165.18**, plus **\$893.13** per teacher F.T.E to an upper limit of **\$19,924.12**.

Effective Fall Term **2020** a Principal shall receive a **base** allowance of **\$2,176.01**, plus **\$897.60** per teacher F.T.E to an upper limit of **\$20,023.74**.

Effective Fall Term **2021** a Principal shall receive a base allowance of **\$2,176.01 + COLA\***, plus **\$897.60 + COLA\*** per teacher F.T.E to an upper limit of **\$20,023.74 + COLA**

***\*COLA to be determined as follows: In January 2022, or as soon as possible thereafter, when the 12-month (January to December 2021) average annual Manitoba Statistics Canada Consumer Price Index (All Items) change is made known, the increase will be applied retroactively to September 1, 2021***

Effective 2015/2016 School Year, per teacher F.T.E. shall be determined as at September 30th of each school year and shall include each teacher under contract with the Division.

Principals teaching two-thirds (2/3) or more of the time shall be included in the teacher count for determining the allowance.

The Vice-Principal's allowance shall be one-half (1/2) of the Principal's allowance.

- b) The Division through the Superintendent will appoint one of the staff members as Head Teacher, to act in the absence of the Principal.

c) Head Teachers

In the absence of the Principal a Head Teacher shall be paid a daily allowance as follows:

Number of students	Effective Fall Term 2018	Effective Fall Term 2019	Effective Fall Term 2020	Effective First Day January 2021
0-49	\$ 21.36	\$ 21.66	\$ 21.76	\$ 21.76 + COLA *
50-199	\$ 32.03	\$ 32.48	\$ 32.65	\$ 32.65 + COLA *
200 or greater	\$ 42.70	\$ 43.30	\$ 43.52	\$ 43.52 + COLA *

***\*COLA to be determined as follows: In January 2022, or as soon as possible thereafter, when the 12-month (January to December 2021) average annual Manitoba Statistics Canada Consumer Price Index (All Items) change is made known, the increase will be applied retroactively to September 1, 2021***

No allowance will be paid for appointments of less than one-half day.

### 3.10 - Substitute Teachers

- a) Effective **from the date of signing**, substitute teachers will be paid at the rate of **\$148.06** per day for certified personnel and **\$107.68** per day for personnel on Limited Teacher Certificates.

Effective the fall term **2021**, substitute teachers will be paid at the rate of **\$148.06 + COLA\*** per day for certified personnel and **\$107.68 + COLA\*** per day for personnel on Limited Teacher Certificates.

***\*COLA to be determined as follows: In January 2022, or as soon as possible thereafter, when the 12-month (January to December 2021) average annual Manitoba Statistics Canada Consumer Price Index (All Items) change is made known, the increase will be applied retroactively to September 1, 2021***

- b) When a substitute teacher remains in the same teaching position for more than three days, beginning on the fourth day, he/she shall be paid according to the basic schedule. The above rates include vacation pay credits that should become effective the date on which the agreement is signed.
- c) The Manitoba Teachers' Society fees and Turtle River Teachers' Association fees shall be deducted from a substitute teacher's pay monthly. These fees shall be pro-rated on the basis of the number of days worked in a given month.

The Association shall provide the Division with at least two (2) weeks advance notice of any change in Association fees.

The Association shall indemnify and save harmless the Division from any and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim

or legal action arising from the deduction of local Association fees or Manitoba Teachers' Society fees.

- d) In-service days or Administrative days, shall not constitute a break in substitute teaching.

In addition, where during a teaching assignment of longer than four (4) consecutive days in the same position, the substitute teacher becomes unavailable to work due to attending what would be described as a family related emergency or for the death or serious illness of the substitute teacher's family or for attending to Association or MTS business as a representative of the Association, and where the substitute teacher returns to the assignment immediately thereafter such unavailability, such days of unavailability as noted above shall not constitute a break in substitute teaching.

Note: Definition of family for the above clause to be applied consistent with the current collective agreement in place for Teacher General and Limited Term Teacher General Contracts.

- e) A substitute teacher who is called to work for an assignment for one half (1/2) days or less shall be paid one half (1/2) of the daily rate. A substitute teacher, who is called to work for an assignment of greater than a half day but less than a full day, shall be paid the daily rate. Notwithstanding the above, where the substitute is replacing a teacher whose contractual assignment is more than 50% time but less than full time, the substitute shall be paid for a period equivalent in time to the assignment of the teacher being replaced.
- f) Pay relating to the salary earned by substitute teachers during any month shall be forwarded to those teachers not later than the fifteenth (15th) day of the following calendar month.
- g) A substitute teacher who is called to work and reports for the assignment finding that his or her services are not required shall be offered an alternative assignment of not less than a half (1/2) day.
- h) A substitute teacher who has been employed for at least twenty (20) days of extended substitute teaching shall, on the twenty-first (21st) day, be signed to a Limited Term Teacher - General contract, unless the return of the regular teacher or conclusion of the substitute assignment is immediately imminent.
- i) The timetable for a substitute teacher in any assignment shall normally be the same as the timetable of the teacher who is being replaced.
- j) A substitute teacher who has been employed for at least nine (9) consecutive days of substitute teaching in a school year shall be entitled to one (1) day of sick leave with pay for each nine (9) days taught in that assignment. Sick leave shall not accumulate from one substitute teacher assignment to another.

The use of a sick leave day with pay shall not constitute an interruption of the substitute teaching assignment.

- k) The following articles of the current collective agreement shall apply to substitute teachers:



Article 1: Purpose

Article 2: Effective Period

Article 3: Salary Schedule (3.01, 3.02, 3.03, 3.04, 3.05, 3.10, and 3.12)

Article 7: Complaints Against Teachers

Article 8: Settlement of Difference

Article 13: Access Agreement

Article 12: Involuntary Absence Due to Inclement Weather (Only for substitute teachers who have remained in the same teaching position for more than three days)

Article 14: Duty Free Lunch Period

Article 15: Freedom From Violence

- l) The provisions of the Collective Agreement do not apply to substitute teachers except as expressly provided for in Article 3.10, Substitute Teachers.
- m) The only matters which may be grieved under Article 8 (Settlement of Differences) by a substitute teacher or the Association on behalf of a substitute teacher are the provisions of this Article, and the substantive rights and obligations of employment-related and human rights statutes, to the extent that they are incorporated into this collective agreement.

### 3.11 – Coordinators' Allowance

The Coordinators shall be paid according to the basic schedule, 3.12. In addition, they shall receive a supervisory allowance as follows:

Effective Fall Term **2018** commencing the first year, an allowance of **\$2,969.87** per annum will be paid; the second year an allowance of **\$3,382.70** per annum; the third and every year thereafter, a maximum allowance of **\$5,536.94** per annum.

Effective Fall Term **2019** commencing the first year, an allowance of **\$3,011.45** per annum will be paid; the second year an allowance of **\$3,430.06** per annum; the third and every year thereafter, a maximum allowance of **\$5,614.45** per annum.

Effective Fall Term **2020** commencing the first year, an allowance of **\$3,026.51** per annum will be paid; the second year an allowance of **\$3,447.21** per annum; the third and every year thereafter, a maximum allowance of **\$5,642.53** per annum.

Effective Fall Term **2021** commencing the first year, an allowance of **\$3,026.51 + COLA\*** per annum will be paid; the second year an allowance of **\$3,447.21 + COLA\*** per annum; the third and every year thereafter, a maximum allowance of **\$5,642.53 + COLA\*** per annum.



### 3.12 – Basic Salary

Effective Fall Term 2018				Annual Family Premium \$3,102			
Years	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
0	35,235	39,272	44,609	53,700	57,526	60,611	63,694
1	36,702	41,241	46,928	56,753	60,736	63,941	67,148
2	38,171	43,220	49,247	59,812	63,941	67,267	70,597
3	39,644	45,191	51,568	62,869	67,144	70,603	74,059
4	41,105	47,157	53,888	65,924	70,347	73,930	77,517
5	42,572	49,139	56,215	68,983	73,558	77,262	80,962
6	44,043	51,106	58,544	72,032	76,764	80,590	84,418
7	45,504	53,078	60,650	75,093	79,965	83,917	87,870
8	46,975	55,047	62,777	78,150	83,175	87,251	91,324
9	46,975	55,047	63,781	81,207	86,380	90,586	94,790
10	46,975	55,047	63,783	84,266	89,582	93,908	98,235

Effective Fall Term 2019				Annual Family Premium \$3,144			
Years	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
0	35,729	39,824	45,235	54,453	58,333	61,461	64,587
1	37,217	41,820	47,586	57,549	61,588	64,837	68,090
2	38,707	43,827	49,938	60,651	64,837	68,210	71,586
3	40,201	45,825	52,291	63,751	68,086	71,593	75,097
4	41,682	47,819	54,644	66,848	71,333	74,967	78,603
5	43,170	49,828	57,004	69,950	74,589	78,345	82,097
6	44,661	51,823	59,365	73,042	77,840	81,720	85,602
7	46,143	53,822	61,500	76,146	81,086	85,094	89,101
8	47,634	55,819	63,658	79,245	84,341	88,474	92,604
9	47,634	55,819	64,676	82,345	87,591	91,856	96,118
10	47,634	55,819	64,678	85,447	90,837	95,224	99,612

Effective Fall Term 2020				Annual Family Premium \$3,060			
Years	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
0	36,008	40,122	45,561	54,825	58,724	61,868	65,010
1	37,503	42,129	47,924	57,936	61,996	65,261	68,530
2	39,000	44,146	50,288	61,054	65,261	68,651	72,044
3	40,501	46,153	52,652	64,169	68,526	72,050	75,573
4	41,990	48,158	55,017	67,282	71,789	75,441	79,096
5	43,485	50,177	57,388	70,400	75,062	78,836	82,607
6	44,985	52,181	59,761	73,507	78,329	82,228	86,129
7	46,473	54,191	61,908	76,627	81,591	85,619	89,646
8	47,972	56,198	64,076	79,741	84,862	89,016	93,167
9	47,972	56,198	65,099	82,856	88,129	92,415	96,698
10	47,972	56,198	65,101	85,974	91,391	95,800	100,209

**Fall Term 2021 Salary Schedule to be adjusted by COLA \* and adjustments as provided by the applicable Collateral agreement for the MPSE Dental and Extended Health Plan.**

***\*COLA to be determined as follows: In January 2022, or as soon as possible thereafter, when the 12-month (January to December 2021) average annual Manitoba Statistics Canada Consumer Price Index (All Items) change is made known, the increase will be applied retroactively to September 1, 2021***

#### **ARTICLE 4 - GROUP LIFE INSURANCE**

- a) The Division shall administer the Manitoba Public Schools Employees Group Life Insurance Plan according to the terms and conditions of the Master Policy of the said Plan and subject to the limitations set out in Article d).
- b) All employees shall be provided with the basic insurance of 200% of salary with premiums to be shared equally between the employee and the Division. Where employees opt for additional levels of insurance coverage, the premiums associated with such additional coverage shall be borne exclusively by the employee.
- c) All employees coming on staff after the effective date of the implementation of the plan in the Division shall be required to participate in the Plan.
- d) The Division's responsibility with respect to the administration of this Plan shall be limited to the following:
  - i) deducting premiums from the employees;
  - ii) enrolling newly hired employees in the Plan;
  - iii) maintaining records of the employees who are and are not insured, including maintaining files of application cards, late applicants, employees whose coverage was rejected on late application, beneficiary designations, and employees whose coverage has terminated on leaving the Division;
  - iv) completing a premium statement to accompany premium remittances;
  - v) providing claim forms to employees or beneficiaries on request;
  - vi) completing and submitting the Employer Claim Submission for claimants;
  - vii) conducting periodic re-openings from Accidental Death and Dismemberment applications.
- e) The Association shall indemnify and save harmless the Division from and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim or legal action arising from the deduction of premiums or exercise of other responsibilities with respect to the Group Life Insurance Plan.

#### **ARTICLE 5 - DISABILITY BENEFITS PLAN**

- a) The Division shall deduct from teachers' salaries the full premium costs prescribed by the Plan and shall forward such premiums on a monthly basis to the Plan.

- b) All teachers shall be enrolled in the Plan and shall participate in the Plan, in accordance with the terms and conditions of the Plan.
- c) Any teacher entering the Division's employ shall be enrolled automatically in the Plan and shall have deducted monthly from his/her salary the amount of premiums specified by the Plan.
- d) The Division's responsibility with respect to the administration of this Plan shall be limited to the following:
  - i. deducting premiums from the teachers;
  - ii. enrolling newly hired teachers in the Plan;
  - iii. maintaining records of the teachers who are and are not insured, including maintaining files of application cards, late applicants, teachers whose coverage was rejected on last application, beneficiary designations, and teachers whose coverage has terminated on leaving the Division;
  - iv. completing a premium statement to accompany premium remittances;
  - v. distributing plan information to teachers from time to time;
  - vi. completing a Disability Notification Form and submitting it to the Plan after a teacher has been absent ten (10) consecutive teaching days and where the sickness or disability may result in the filing of a claims or benefits;
  - vii. reporting to the Plan salary changes for teachers in receipt of benefits.
- e) Save and except for the express responsibilities set out in d) of this article, the Association acknowledges and agrees that the Division neither has nor assumes any responsibility whatsoever with respect to any aspect of the Disability Benefits Plan.
- f) The Association shall indemnify and save the Division from any and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim or legal action arising from the deduction of premiums or exercise of other responsibilities with respect to the Disability Benefits Plan.

## **ARTICLE 6 - DEDUCTIONS OF PROFESSIONAL FEES**

The MTS membership fees and the Local Association fees shall be deducted from every teacher who has not given written notice to the Division within twenty (20) days of the start of the current school year that he/she is not a member of the MTS or the Local Association.

In consideration of the Division making the compulsory check-off of Association dues as herein provided, the Association agrees to and does hereby indemnify and save the Division harmless for all claims, demands, actions and the proceeding of any kind from all costs which may arise or be taken against the Division making the compulsory check-off of Association dues provided for in this Article.

The deduction for the MTS fees will be made in ten equal monthly installments commencing with the September cheque, according to the scale of fees established by the Manitoba Teachers' Society. Each monthly installment shall be remitted to the Manitoba Teachers' Society. The deduction for local Association fees will be made in October of the current school year, or the month following employment, prorated for the balance of the year. If employment is terminated



during a school year, the onus is on the teacher to make the necessary arrangements with the Association for rebates of deductions.

The Association shall also notify the Secretary-Treasurer as to the person on the Executive of the Association to whom the sum of dues are to be remitted.

## **ARTICLE 7 - COMPLAINTS AGAINST TEACHERS**

- a) When a complaint is made against a teacher, every reasonable attempt will be made to resolve the matter informally, through discussion with the teacher against whom the complaint is made.
- b) If these attempts to resolve the matter are not successful, before the Board or Superintendent considers any complaint further, the complaint must be committed to writing and signed by the complainant. At least one week prior to any action being taken by the Board or Superintendent, the teacher concerned shall be given a copy of the complaint and the Association President shall be informed of the complaint, together with the name of the teacher in question.
- c) Sub-sections a) and b) shall apply under all circumstances except in the case of an urgent situation affecting the welfare of the Division, or of a student or students, or of a teacher.
- d) The Division and Association and their respective agents shall act fairly, reasonably and in good faith in dealing with complaints.
- e) For the purpose of this Article, complaint shall mean an issue not related to the employer/teacher relationship.

## **ARTICLE 8 - SETTLEMENT OF DIFFERENCE**

Where there is a dispute between the parties to or persons bound by the agreement or on whose behalf it was entered into, concerning its content, meaning, application, or alleged violation, the aggrieved party shall, within 45 teaching days of the event giving rise to the dispute or alleged violation, or within 45 teaching days from the date on which the grievor became aware of the event giving rise to the dispute or alleged violation, which ever is later, shall notify the other party in writing, stating the nature and particulars of the dispute and the solution sought.

If the dispute is not settled within ten (10) teaching days from the date when the Association takes the matter up with the Division or the Division notifies the Association in writing of its desire to have the differences negotiated, the dispute shall upon written request of either party be submitted to arbitration.

Each of the parties to the dispute shall, within ten (10) teaching days of the date of the written request for arbitration, appoint an arbitrator and shall notify the other party of such appointment.

The two arbitrators, within a period of ten (10) days following their appointments, shall meet and select a chairperson mutually satisfactory to both. Should the two arbitrators fail to agree upon a



chairperson within the required ten (10) days, either party may request the Manitoba Labour Board of the Province of Manitoba to appoint a chairperson.

Nothing herein shall prohibit the parties from agreeing on a single arbitrator.

Except as herein provided the provisions of the Labour Relations Act shall apply.

## ARTICLE 9 – LEAVE

- a) Full-time Teachers shall be entitled up to two days leave of absence for personal reasons (pro-rated for part-time & term teachers) at no deduction in any one school year provided that a substitute satisfactory to the Division can be secured. One of the days may be carried forward to be used in the subsequent school year for a maximum of three days in any one school year.

Personal leave cannot be used to extend the Summer breaks nor can it be taken on days designated for teacher in-service, parent teacher conferences, administration or pupil evaluation. No more than one teacher in any one school shall be entitled to leave at the same time unless approved by the Superintendent. Teachers shall, if possible, notify the principal at least one week in advance of taking such leave.

The maximum leave under this clause when combined with Extracurricular Leave (under Article 11) shall be no more than three consecutive (3) days at any one time.

- b) In all cases of absence from teaching duties other than for illness (Section 93, sub paragraphs 1, 2, 3, and 4, Sections 94 and 95 of the Public Schools Act), personal leave as provided in paragraph “a” and compassionate leave, authorization of the Division shall be obtained and any teacher thus absent from duty shall be deducted the per diem rate of the teacher’s annual salary.

Wherever in this Agreement deduction of salary during a leave of absence or payment of salary is to be made at the per diem rate, the amount of the deduction or payment shall be calculated in accordance with the appropriate formula set out below:

- i. Payment at Per Diem Rate

$$\frac{\text{No. of days which payment is due}}{\text{No. of school days in the school year as defined by the Minister of Education}} \times \text{Teachers' Current Salary}$$

- ii. Deduction at Per Diem Rate

$$\frac{\text{No. of days without pay}}{\text{No. of school days in the school year as defined by the Minister of Education}} \times \text{Teachers' Current Salary}$$

- c) The Division recognizes that situations other than those referred to may arise in which leave of absence may be required. In such cases, the Division will consider the request on

application by the teacher and the amount of salary deduction shall be determined prior to the leave being granted.

- d) In all cases of absence, the substitute shall be approved and paid by the Division.

#### 9.01 – Compassionate and Bereavement Leave

##### a) Compassionate Leave

Each teacher shall be allowed Compassionate Leave without loss of salary up to but not exceeding the day(s), in each case of terminal illness of any member of the family of the teacher outlined below:

- i. 4 days for immediate family to include: father, mother, sister, brother, son, daughter, spouse, common-law spouse or same gender partner,
- ii. 3 days for mother-in-law, father-in-law, grandparents.

Leave beyond this amount on compassionate grounds may be granted at the discretion of the Division. In all cases, the teacher shall notify the Division prior to taking leave.

##### b) Bereavement Leave

For a Bereavement Leave, full salary of the teacher will be paid during the absence as follows:

- |      |  |        |
|------|--|--------|
| i.   | Death of a spouse, common law spouse or same gender partner: | 5 days |
| ii.  | Death of a child or grandchild:                              | 5 days |
| iii. | Death of a parent or step-parent:                            | 5 days |
| iv.  | Death of a sister, brother, mother-in-law or father-in-law:  | 3 days |
| v.   | Death of a grandparent:                                      | 3 days |
| vi.  | Death of a brother-in-law or sister-in-law:                  | 1 day  |
| vii. | Death of a spouse's grandparent:                             | 1 day  |

#### 9.02 - Maternity and Parental Leave

- a) Every female teacher shall be entitled to maternity leave and every teacher shall be entitled to adoptive leave and parental leave in accordance with this article.
- b) Every teacher shall be entitled to unpaid parental leave.
- c) Except as otherwise provided herein the Manitoba Employment Standards Code will apply.
- d) The teacher and the Division may mutually agree to extend the length of leave if the teacher so desires. Any such arrangements shall be confirmed in writing by the Division.

- e) Effective July 1, 2015, a teacher taking Maternity Leave and/or Parental/Adoptive Leave pursuant to this article shall be entitled to receive pay equivalent to ninety percent (90%) of the teacher's gross salary at the time the leave commenced plus any subsequently negotiated salary adjustments for up to one hundred and thirty-five **(135) teaching days**, which pay will include any employment insurance benefits received in accordance with this article.
- f) Effective July 1, 2015 the Division shall pay a teacher on Maternity Leave and/or Parental/Adoptive Leave:
  - i. if the teacher's two (2) week or ten (10) day waiting period falls entirely on teaching days, ninety percent (90%) of the teacher's gross salary plus up to seventy-five (75) teaching days of Maternity Leave Top-Up calculated at the difference between the teacher's employment insurance benefit and ninety percent (90%) of the teacher's gross salary provided the teacher remains on either maternity or parental leave and continues to receive employment insurance benefits;
  - ii. if the teacher's two (2) week or ten (10) day waiting period falls partially or entirely within a non-teaching period, ninety percent (90%) of the teacher's gross salary for any teaching days and up to eighty-five (85) teaching days of maternity leave top-up calculated at the difference between the teacher's employment insurance benefit and ninety percent (90%) of the teacher's gross salary provided the teacher remains on either maternity or parental leave and continues to receive employment insurance benefits;
  - iii. up to fifty (50) teaching days of parental/adoptive leave top-up calculated at the difference between the teacher's employment insurance benefit and ninety percent (90%) of the teacher's gross salary provided the teacher remains on parental/adoptive leave and continues to receive employment insurance benefits.

For greater certainty, a teacher who is receiving employment insurance benefits shall be entitled to:

- i. one hundred and thirty-five (135) teaching days of pay and/or top-up benefits if the teacher takes both maternity leave and parental/adoptive leave;
- ii. eighty-five (85) teaching days of pay and/or top-up benefits if the teacher only takes maternity leave;
- iii. fifty (50) teaching days of pay and/or top-up benefits if the teacher only takes parental/adoptive leave;

Unless the teacher takes a shorter period of maternity leave or parental/adoptive leave in which case, the pay and/or top-up will be pro-rated to reflect the actual number of teaching days taken. The parties acknowledge that the top-up payments made by the Division for maternity leave may extend into the period of time that the teacher is on parental leave but the payment is intended to be a top-up of maternity leave benefits.

g) Non-Application

This article shall not apply to any teacher who is employed on a term contract during the teacher's first year of employment. All other teachers shall be eligible to receive the top-up benefits once they have been employed for a period of seven (7) months by the Division.

9.03 – Sick Leave

- a)
  - i. Where a teacher is sick, he or she shall be entitled to sick leave during his or her sickness and be paid his or her salary during such sick leave; but such leave shall not exceed twenty (20) teaching days in any school year.
  - ii) Where the employment of a teacher is continued for more than one year, the non-used portion of the sick leave in any year(s) shall be carried forward and accumulated from year to year to a maximum of forty (40) days in the second year; sixty (60) days in the third year; eighty (80) days in the fourth; one hundred (100) in the fifth, and one hundred and twenty days (120) (Effective September 2017 increase to one hundred and twenty-five days (125)) in the sixth and subsequent year.
- b) Teachers employed on a part-time basis with the Division shall be granted sick leave with pay prorated based on full-time equivalents.
- c) Teachers employed on a fixed term contract shall be entitled to sick leave during the term of the contract under the same terms and conditions as a teacher regularly employed by the Division. Sick leave shall accrue to a maximum of one hundred ten (110) days, when a teacher is employed by the Division on successive term contracts. Contracts shall be deemed to be successive when:
  - i. a teacher is employed under separate fixed term contracts in successive school years;
  - ii. the interruption between term contracts is less than a school year.
- d) Sick Leave is not payable to a teacher:
  - i. who, while receiving sick leave benefits, is engaged in employment for wage or profit with another employer, except when such employment occurs as a result of a program of rehabilitative employment approved by the Disability Benefits Plan; or
  - ii. who, in respect of injury resulting from a motor vehicle accident, is receiving wage-loss replacement benefits from the Manitoba Public Insurance ("M.P.I.") to the extent that such benefits and paid sick leave exceed the teacher's normal salary and up to the maximum number of sick leave days accumulated by the teacher. In such cases, the teacher shall reimburse the Division the amount of benefit received from M.P.I.



- e) The Unemployment Insurance Commission rebate shall be shared between the Division and the Association with the Division receiving 7/12 and the Association receiving 5/12 effective January 1, 1978.
- f) The Division shall provide sick leave entitlement to a pregnant teacher who, as a result of her condition either before or after delivery, is unable to be at work and perform her regular duties for a valid health related reason(s). The pregnant teacher shall follow claim procedures for sick leave entitlement as determined by the Division.
- g) The Division may require teachers to produce reports from a duly qualified health care practitioner(s) on matters related to their sickness or injury and absence from the workplace.

#### 9.03A – Family Medical Leave

Each teacher shall be entitled to use up to five (5) days of sick leave per school year to attend to the illness, injury or medical appointments of his or her immediately family including the spouse, children, or parents of the teacher or spouse. Every effort shall be made to schedule medical appointments outside of school hours.

#### 9.04 – Jury Duty

Any teacher required to be absent from duties due to attendance at a court of law for the purpose of acting as a juror, or a when subpoenaed as a crown witness or a witness in any case related to the teacher's teaching duties, shall do so without loss of pay. In a situation related to a teacher's teaching duties, travel to and from court shall be deemed to be traveling for division purposes. Any monies received by the teacher as a result of the aforementioned shall be paid directly to the board upon receipt. Any teacher required to be absent for these purposes shall submit details at the earliest possible date and keep the Division informed on the teachers anticipated absence and return date.

#### 9.05 – Leave for MTS Executive Duties

A teacher, being a member of the Manitoba Teachers' Society Executive Committee or of the Executive of any branch thereof, or of any special committee of the Society, or being appointed as an official representative or delegate of the Society or any branch thereof, and being authorized by the Executive Committee of the Society to attend the meetings of the Committee of which he/she is a member, or to act as a delegate or representative, shall be excused from school duties for either purpose or both purposes for not more than a total of ten (10) teaching days in any one school year, provided that a substitute satisfactory to the Division can be secured and that the cost of the substitute teacher be borne by the Society.

Maximum days allowed the Association in combined total shall not exceed forty (40) days in any school year. One teacher for every ten (10) teachers per school or fraction thereof, will be allowed leave on any given day.

Leave of absence up to twenty (20) days in the school year shall be granted to the President of the Association and not be counted within the forty (40) day overall maximum.

The above notwithstanding, leaves of absence from school duties for the purpose of attendance at interest arbitration hearings shall not be counted in the individual or group maximum days of leave of absence.

The teacher shall notify the Division a minimum of seven (7) days prior to taking such leave. In exceptional circumstances, the Division has the right to waive the limitation on the number of teachers per school and the notice period.

#### 9.06 – Leave of Absence without Pay

Any teacher may request a one year leave of absence without pay. A teacher on such leave shall be regarded as still on staff but shall not earn an increment during that year of absence.

- a) All applications for leave of absence shall be submitted to the Secretary of the Division before April 1st with full particulars concerning the reasons for the leave.
- b) The Division may limit the number of teachers on leave of absence to one in any one year.
- c) Approval or rejection by the Division of such leave shall be decided before May 1st of the year of application for such leave by the teacher.
- d) The onus is on the Division to notify any teacher who is being employed to replace a person away on a leave of absence that there may be no position open to him/her when the other teacher returns.
- e) Upon return from leave of absence a teacher shall be placed in the same or in an equivalent position with no less than the same salary and benefits, if the original position no longer exists.

#### 9.07 – Religious Leave

- a) A teacher under contract shall be given leave of absence up to a maximum of three (3) days per school year without loss of pay for major religious holy days observed by the teacher and designated as a day of obligation by the teacher's religion.

Teachers shall not absent themselves from duty for reasons of religious holy days without first notifying the Superintendent or designate.

The following notification period shall apply:

- i. Teachers on staff requiring religious holy leaves during the school year shall provide notice in writing on the prescribed form as soon as possible after the start of the school year, however, not later than September 30<sup>th</sup>.
- ii. In instances where religious holy leave is required prior to September 30<sup>th</sup> in the school year notice shall be given within ten (10) working days after the start of the school year, unless the holy day falls within the first ten (10) working days of the school year where the notice shall not be less than five (5) working days.

- iii. Where the appropriate notice has not been given, religious holy day leave will be provided and the substitute teacher rate will be deducted from the teacher's regular salary in the teacher's salary classification.
- b) The parties agree that this Article constitutes reasonable accommodation for religious holy leave.

## **ARTICLE 10 - LAY-OFF**

- a) When it is determined by the Division that a lay-off is necessary and where natural attrition, transfers, and leaves of absence do not affect the necessary reduction in staff, the Division shall give first consideration to retaining teachers having the greatest length of continuous service with the Division.
- b) Notwithstanding the foregoing, the Division shall have the right to disregard the length of service of any teacher in the event of a lay-off, if such teacher does not have the necessary training, academic qualifications or experience for a specific teaching assignment after taking into account special subject, program and administrative needs of the Division.
- c) The Division shall provide the Association with a seniority list and shall post the seniority list in each school in the Division prior to February 1st of each year. Teachers shall have until February 28th to protest in writing any alleged omission or incorrect listing to the Division. The seniority list, as provided or amended, must be certified prior to March 7th by both parties in writing to be correct.
- d) Definitions

- i. Training

Instruction received as preparation for the profession of teaching which leads to the development of a particular skill or proficiency with respect to a particular subject or subjects.

- ii. Qualifications

Refers to the classification in which the teacher is placed by the Professional Certification Section of the Administrative and Professional Certification Branch of Manitoba Education.

- iii. Experience

The practical application of the training over a period of time with respect to the particular subject or subjects.

- iv. Seniority



- (a) All employees of the Turtle River School Division who have a teaching certificate and have a Teacher - General Contract shall accrue seniority while performing duties for the Division and shall be placed on the teachers' seniority list. Employees with a teaching certificate hired on a Limited Term Teacher - General Contract or contracts prior to being hired on a Teacher-General Contract shall have their continuous employment with the division recognized to the first day employed on previous Limited Term Teacher - General Contracts. They shall be placed on the seniority list with the date of hiring as per the first Limited Term Teacher - General Contract. Continuous employment shall be defined as Limited Term Teacher - General Contracts which fall within one year of the previous Limited Term Teacher - General Contract. The Superintendent and Assistant Superintendent of Student Services shall have their seniority recognized as per Letter of Understanding to be attached to the collective agreement.
- (b) Where the teachers have the same length of continuous teaching experience as defined in d) iv. (a), the order of the seniority list shall be determined on the basis of the total length of employment with the Division.
- (c) Where teachers have the same seniority as defined in (a), (b) the order of seniority shall be determined on the basis of total recognized teaching experience in Manitoba.
- (d) Where teachers have the same seniority as defined in (a), (b), and (c), the order of seniority shall be determined on the basis of total recognized teaching experience recognized by the Province of Manitoba for classification purposes.
- (e) If the length of teaching experience as defined in (a), (b), (c), and (d), is equal, the teacher to be declared surplus shall be determined by the Division.
- (f) A teacher shall retain and accrue seniority if absent from work because of:
1. illness or accident up to the maximum days accumulated under the provisions of the collective agreement;
  2. a leave of absence up to thirty (30) calendar days;
  3. maternity leave under the provisions of the Employment Standards Code.
- (g) A teacher shall retain but not accrue seniority if the teacher is:
1. on leave of absence in excess of thirty (30) calendar days;
  2. laid off for a period of time less than that set out in (h) (3) hereof;
  3. absent because of illness or accident for more than the maximum number of days accumulated under the provisions of the collective agreement;
  4. absent because the Division has granted maternity leave beyond the requirements of the Employment Standards Act.
- (h) Without limiting the generality of the foregoing, a teacher who is laid off shall lose recall rights for any of the following reasons;



1. a teacher resigns
  2. the teacher becomes employed by another school division except in the case of employment under a Limited Term Teacher-General Contract not to exceed one year;
  3. the teacher is not re-employed within one (1) calendar year after September 30th following the date of lay-off;
  4. the teacher's contract is terminated for cause;
  5. the teacher on a re-employment list who refuses to accept a position for which the teacher has the necessary training, qualifications and experience to perform the work in the position(s) offered shall forfeit all right of seniority and re-employment and subject to the exception contained in (h) (2.) hereof. In circumstances as outlined in (h)(2.), any teacher who refuses to accept employment shall forfeit all claims to the position(s) offered.
- e) In the event of a lay-off, three (3) Division representative shall meet with three (3) the Executive representatives of the Association to discuss the implications of the lay-off and shall provide the Association with a list of teachers to be laid off.
- f) Notice of lay-off and a copy of this Article shall be given to the teacher by registered mail no later than the 10th day of May of any school year. The teacher, within fifteen (15) calendar days of receiving notice of lay-off, shall indicate, in writing by registered mail, his/her wish to be placed on the re-employment list. Notwithstanding anything else in this Article, failure to respond within the time limit specified in this paragraph shall relieve the onus on the Division for that teacher's placement on the re-employment list and the teacher shall lose seniority.
- g) If after lay-offs have occurred and for a period of one calendar year after the 30th day of September following the date of lay-off, teachers who have been laid off and have given written notice that they wish to be recalled shall be offered the position(s) first, when position(s) become available and provided such teachers have the necessary training, qualifications and experience for the position(s) available. Seniority with the Division will be used to determine the order in which laid off teachers are offered the available position(s) provided that the said teachers have the necessary training, qualifications, and experience.
- h) It shall be the responsibility of the teacher to report an address to which a recall notice can be delivered. Recall notices will be delivered by registered mail to the last reported address given by the teacher and a teacher who is recalled from lay-off shall be required to indicate, notwithstanding any other time limits in this collective agreement, within ten (10) calendar days of the registered letter being sent, his/her intent to return to work on the date set out in the notice which date shall not be less than fourteen (14) calendar days following such notification, unless by mutual agreement.
- i) If a teacher is recalled as provided in g), the following will not be affected:
- i. accumulated sick leave

- ii. seniority gained prior to being laid off, but seniority shall not be accrued for the period of time of the lay-off.
- j) Notwithstanding any other provisions in this Article, the foregoing procedure shall not apply to teachers who are not tenured (as defined by the Public Schools Act) or to teachers employed on a Limited Term Teacher - General Contract where during that term the teacher is employed on the express written understanding that such teacher will not, after the completion of such term, be employed by the Division.

## **ARTICLE 11 – EXTRA CURRICULAR**

- a) Extra-curricular activities for the purpose of this collective agreement means student-related athletic, social, recreational and cultural activities, occurring with the approval of school administration outside the normal school day, but does not include activities related to academic or instructional matters or curriculum subjects outside the normal school day, whether such occur alone or with students, parents or administrative staff, such as (without limitation) staff meetings, parent/teacher meetings, committee work, in-service sessions, marking and setting examinations, or marking school assignments.
- b) The parties acknowledge the importance of extra-curricular activities as an integral part of each student's educational experience.
- c) An eligible extra-curricular activity is an activity which has received prior approval from the school principal.
- d) In any school year (as per the Minister of Education and training's definition) a teacher will be entitled to a paid leave of absence up to two (2) days. A teacher will be entitled to earn a paid leave of absence up to four (4) half days per school year, provided that he or she:
  - i. performs 50 hours of eligible extra-curricular duties during a school year; a teacher will be entitled to paid leave of absence of one-half day for each twenty-five (25) hours of eligible extra-curricular duties during a school year, for each paid leave entitlement; and
  - ii. the date for such leave shall be agreed upon between the principal and the teacher and approved by the Superintendent. Such additional day shall not be cumulative beyond the current school year for any reason other than the exception outlined below.
- e) The maximum leave taken under this clause when combined with Personal Leave (under Article 9a) shall be no more than three consecutive (3) days at any one time.

A teacher who accumulates at least 50 hours under clause d) and where such 50 hours are not accumulated until after April 30<sup>th</sup>, such teacher shall be entitled to carry forward one (1) day of leave into the subsequent school year. A teacher who accumulates up to two (2) half day(s) under clause d) and where these day(s) are not accumulated until after April

30th, such teacher shall be entitled to carry forward up to these two (2) half day(s) of leave into the subsequent school year.

#### **ARTICLE 12 – INVOLUNTARY ABSENCE DUE TO INCLEMENT WEATHER**

A teacher who is absent from duties due to inclement weather and related travel conditions shall not suffer a reduction in salary provided the R.C.M.P. has closed the highway within the Division, which is between the teacher's residence and assigned school.

#### **ARTICLE 13 – ACCESS AGREEMENT**

Manitoba Teachers' Society Staff Officers, Society Executive Members, and Association Representatives shall be entitled to visit the workplace of any teacher at all reasonable times for the purpose of communicating with teachers.

#### **ARTICLE 14 – DUTY FREE LUNCH PERIOD**

Effective September 2004, except in cases of an emergency, each teacher is entitled to a daily, uninterrupted lunch period of fifty-five (55) minutes.

#### **ARTICLE 15 – FREEDOM FROM VIOLENCE**

The parties recognize the principle that all teachers should have a working environment free from physical violence, verbal abuse or the threat of physical assault and both parties shall make reasonable efforts to maintain this goal.

This section is subject to the Public Schools Act and Regulations thereto and is not intended to abrogate any management rights with respect to the student disciplinary process.

Teachers shall not have the right to grieve individual student disciplinary decisions made by the school administration.

#### **ARTICLE 16 – CONSULTATION**

A Liaison Committee shall be appointed, consisting of three (3) representatives from the Association and three (3) representatives from the Division. The Committee shall meet at the request of either party for the purpose of discussing matters of mutual concern. The Committee shall not have jurisdiction to interpret and/or amend any of the terms and conditions contained in the collective agreement. A summary of discussions will be recorded and a copy provided to each member of the Committee, as well as a copy posted on each school bulletin board.

#### **ARTICLE 17 - PREFERENTIAL HIRING**

When a teaching position becomes vacant within the Division, preference shall be given to any part time teacher currently employed by the Division pursuant to a Teacher-General agreement who applies for the vacant position (the internal applicant) over any applicant from outside the Division provided the internal applicant has the training, academic qualifications and experience



to fill the position and has training, academic qualifications and experience which are equal, or superior to any outside applicants.

When more than one part time teacher from the Division applies for a full time vacant position, and all of those part time teachers have the necessary training, academic qualifications, and experience to fill the position, preference shall be given to the teacher having the most seniority in accordance with Article 10.

## **ARTICLE 18 – HOURS OF WORK**

Effective June 30, 2007, and thereafter, within the instructional day the Division shall provide a minimum of one hundred fifty (150) minutes of preparation time for each full time teacher per five (5) day cycle. Preparation time shall be scheduled in blocks of not less than fifteen (15) minutes, and shall be exclusive of recess.

Part-time teachers shall be provided preparation time on a pro-rated basis based on their percentage of contract.

## **ARTICLE 19: - MANITOBA PUBLIC SCHOOL EMPLOYEES DENTAL AND EXTENDED HEALTH BENEFITS PLAN**

- a) The Division will participate in the administration of the Manitoba Public School Employees Dental and Extended Health Benefits Plan(s), MPSE Dental and EHB Plan(s) in accordance with the terms and conditions of the Agreement entered into by the Division and the Association attached hereto as the (*collateral agreement*).
- b) All Employees covered by this Collective Agreement that are eligible under the terms of the MPSE Dental Plan and EHB Plan(s) shall be required to participate in the MPSE Dental and EHB Plan(s) unless entitled to elect out of the Dental and/or EHB Plan(s) as may be permitted under the terms thereof.
- c) The cost of the MPSE Dental and EHB Plan(s) will be paid by the Division in accordance with the terms and conditions of the Dental and EHB Plan(s) Agreement.
- d) The Division agrees that the Division's monthly contribution to the MPSE Dental and EHB Plan(s) on behalf of each Employee will be the monthly rate for family coverage (that is, entitlement to coverage for an Employee, his/her spouse, and his/her dependent children, having regard to the definition of spouse and dependent children in the Dental and EHB Plan(s). Provided that an Employee may elect, in prescribed form, for reduced coverage as permitted under the terms of the Dental and EHB Plan(s) in which case the Division agrees to make monthly payments to the Employee as follows:
  - i) An Employee with only one dependent (spouse or child) who is entitled to and does so duly elect to opt down from family coverage under the Dental Plan to coverage for Employee and one other family member only, shall receive an amount equal to the difference in the monthly rate between family coverage and coverage for an Employee and one dependent only; or



- ii) An Employee with neither spouse nor dependent children who is entitled to and does so duly elect to opt down from family coverage under the Dental and Extended Health Plan to coverage for an Employee only, shall receive an amount equal to the difference in the monthly rate between family coverage and coverage for an Employee only; or
- iii) An Employee who is entitled to and does so duly elect to opt out of all coverage on the basis that the Employee's spouse has group Dental and/or Extended Health Plan coverage, shall receive an amount equal to the monthly rate for family coverage.

## **ARTICLE 20: SHORT TERM DISABILITY**

- a) The Board shall deduct from teachers' salaries the full premium costs prescribed by the Plan and shall forward such premiums on a monthly basis to the Plan.
- b) All eligible teachers shall be enrolled in the Plan and shall participate in the Plan, in accordance with the terms and conditions of the Plan.
- c) Any teacher entering the Division's employ shall be enrolled automatically in the Plan and shall have deducted monthly from his/her salary the amount of premiums specified by the Plan.
- d) The Board's responsibility with respect to the administration of this Plan shall be limited to the following:
  - i) Deducting premiums from the teachers;
  - ii) Enrolling newly hired eligible teachers in the Plan;
  - iii) Completing a premium statement to accompany premium remittances;
  - iv) Distributing plan information to teachers from time to time;
  - v) Completing a short Term Disability Notification Form and submitting it to the Plan when a teacher has been absent and where the sickness or disability may result in the filing of a claims or benefits, as per the requirements of the plan.
- e) Save and except for the express responsibilities set out in d) of this article, the Association acknowledges and agrees that the Board neither has nor assumes any responsibility whatsoever with respect to any aspect of the Short Term Disability Plan.
- f) The Association shall indemnify and save the Division from any and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim or legal action arising from the deduction of premiums or exercise of other responsibilities with respect to the Short Term Disability Plan.
- g) The Division shall refund to the Association 100% of the additional premium rebate under the Employment Insurance Commission Act as a result of the implementation and continuation of the Short Term Disability Plan.

SIGNED AND AGREED on behalf of the School Division of Turtle River this 30 day of

**\*\*Originals signed by Karey Wilkinson Board Chair and Shannon Desjardins Secretary Treasurer\*\***

SIGNED AND AGREED on behalf of the Turtle River Teachers' Association this 30 day of  
April A.D. 2021.

**\*\* Originals signed by Vern McMichael President and Marilyn Shamuyarira Secretary\*\***