



Teachers' Handbook Continuing Education

**(Adult Education and
Vocational Training)**

Pearson Teachers Union

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PRESIDENT'S MESSAGE

Welcome to the Pearson Teachers Union!

Public education is a pillar of our democracy, and teachers like you play a vital role in helping to shape a just and equitable society.

The union also plays a central role in promoting our public education system. Unions work to protect the rights of teachers, at both the local and provincial levels. We fight for better working conditions, and hold school boards accountable by enforcing the collective agreements. Through various committees and with union delegates in the schools and centres, the union examines matters of pedagogy, labour relations, educational policy and teacher safety. Most importantly, the union exists to help empower teachers to take charge of local decisions in the schools and centres, and to assert their authority as experts in the classroom.

At the Pearson Teachers Union office, the Professional and Administrative staff are available to assist you as questions arise or as support is needed. As a union, we are here first and foremost to support you.

This handbook was assembled to better help you understand your rights and obligations under both the Provincial Entente and Local Agreement.

At the end of the day, although there are six people working at the Pearson Teachers Union office, the union is much more than that. We are really seventeen hundred people working together towards the common goal of educating students. I look forward to continuing to collaborate with you, and to advocate on your behalf in promoting public education for all.

Matt Wilson

ROLE OF THE UNION

The Pearson Teachers Union (PTU) represents approximately 1700 teachers working for the Lester B. Pearson School Board (LBPSB). We are one of the largest English school boards in Quebec, with over sixty elementary schools, high schools, adult education centres and vocational training centres. Our mandate is to protect and improve the professional, economic and social welfare of our members.

At the centre level, when teachers encounter an issue, they should first notify the centre delegate. The role of the centre delegate will be to discuss the issue with the centre director or the Union Office. These issues may involve staffing, recall lists, seniority lists, labour-related matters and disciplinary matters. The role of the Union Office is to address these issues with the appropriate department at the school board office.



PTU Office:

Matt Wilson, President
Ann Granger, Professional Staff
Pasquale Machado, Professional Staff
Melissa Noel, Executive Secretary
Beverly Kennedy, Accounting / Administrative Assistant
Sonia Dumont, Communications Coordinator

Continuing Education Sector:

Pasquale Machado, Professional Staff

TEACHING CONTRACTS

1) What is my status?

- E1 - Regular Teacher (tenured or tenure-track year 1 or year 2)
- E3 - Part-Time Contract Teacher
- E5 - Hourly Paid Teacher
- E8 - Replacement Contract Teacher

2) Contract Teacher or Hourly Rate?

If you have your legal qualifications, you may be entitled to a part-time (E3) or full-time (E1) contract.

To have legal qualifications, you must either have a brevet or a provisional teaching license (PTL). You can also be granted a contract if the school board requests a tolérance for the position you teach.

An hourly paid teacher (E5) may be a teacher who does not hold a teaching license OR they may be a qualified teacher who has not been offered enough predetermined hours to generate a part-time contract. An hourly paid (also called hourly rate) teacher signs a letter of agreement which indicates the start date, the end date and the total number of teaching hours of their assignment.

3) Letter of Engagement a.k.a. the Contract

In Vocational Training: A full-time contract is granted to legally qualified teachers who are offered 720 predetermined hours in vocational training for the year. A full-time contract leads to tenure (E1), unless it is replacing the hours of another teacher (E8-replacement contract). The contract with the teacher is made by letter of engagement, and it does not require the teacher's signature. A teacher who has had a full-time contract for two (2) consecutive years (tenure-track year 1 and tenure-track year 2) and whose contract is renewed a third year, has acquired their tenure on the 1st day of year 3.

In Adult Education: Teachers may have a full-time workload in adult education whilst holding an E3 status. A part-time contract with a 100% workload is granted to legally qualified teachers who are offered 800 predetermined hours in adult education for the year. In adult education, the number of regular positions (E1) are calculated on an

annual basis (Provincial Entente Clause 11-8.07). The specialty in which these positions are assigned are determined by the school board.

A part-time contract is granted to legally qualified teachers who are offered a predetermined number of hours (200 in Adult Education and 144 in Vocational Training) in a semester or school year.

4) How does a teacher become legally qualified?

Teachers can obtain information about legal qualifications at the following address:

<https://www.quebec.ca/en/employment/trades-occupations/exploring-trades-occupations/teaching-general-education-youth-sector-vocational-training-adult-education/becoming-teacher>

5) How are teaching hours granted?

- Teaching hours are first assigned to the regular teachers (E1s – tenured and tenure track)
- Teaching hours are then offered to the teachers in decreasing order on the Recall List who have the most teaching hours in the specialty concerned.



VACATION PERIOD FOR REGULAR TEACHERS

As per the Provincial Entente, regular teachers (tenured & tenure-track) in the continuing education sector work 200 days and are entitled to the following vacation time:

Adult Education (Clause 11-14.03): Minimum of 4 weeks between July 1-August 30.

Vocational Training (Clause 13-15.06): The 4 weeks shall be taken in July.

The remaining weeks are to be determined by the employer. Teachers may be asked for their preferences, but there is no obligation for the school board to agree to those requests.

THE WORKDAY*

The teacher's work shall be carried out within an 8-hour daily span (not including the meal time). This means that if you start at 8 am and have an hour lunch, you must not finish later than 5 pm. When you are assigned to teach later in the afternoon / evening...If you start at 1:30 pm and have an hour-long meal, you must not finish teaching later than 10:30 pm.

Teachers usually have a preference to either work during the day or evenings. However, unless you have declared yourself unavailable for certain times (only recall list teachers), you may be offered day, afternoon, and/or evening hours. Your schedule may even consist of days that are "early" starts and others that have "late" starts. The school board must respect the 8-hour span.

*This does not apply to hourly paid teachers.

PEDAGOGICAL DAYS

In the Continuing Education sectors, there are 9 pedagogical days per year. If you are an hourly paid teacher, you are paid for the hours that you attend on those days (if the centre director expects you to attend).

Pedagogical days for contracted teachers with a full workload (voc: 720 hours; adult: 800 hours) are 324 minutes = 5h24mins.

For part-time contract teachers, you are expected to pro-rate the pedagogical days according to your percentage. There are two options that you should discuss with your administrator:

- 1) You attend all ped days according to your percentage. For instance: An 80% contract would be required to attend 259 minutes (4h19mins) on each ped day (80% of the day)
- 2) You attend the percentage of total ped days. For instance: 80% of 9 days = 7 days.

STAFF/DEPARTMENT MEETINGS AND CONTRACTUAL EVENINGS

Staff/Department Meetings (10) and Contractual Evenings (3)

If you are an hourly paid teacher, you are paid for the hours that you attend any type of meeting (if the centre director expects you to attend).

Staff/Department Meetings are held outside of the 32 hours.

They are not more than 75 minutes long, to start right after students' dismissal.

The meeting notice must be sent 48 hours prior to the meeting along with the agenda.

For contracted teachers with a full workload, you must attend the 10 staff meetings your centre director holds per year. Those teachers are credited an hour per week off from their presence as compensation. If you are a part-time contracted teacher and you receive the full credit, you attend all meetings. However, if your credit has been pro-rated, you must have the discussion with your administration as to whether you pro-rate the meeting's length or the number of meetings you will attend. This is similar to the ped day scenario above.

In addition to the 10 staff/department meetings, you must attend 3 contractual evenings. If you are a part-time contracted teacher, you pro-rate the evenings in the same manner as the ped days and staff/department meetings.

SENIORITY AND EXPERIENCE

1) What is seniority?

Seniority is the period of employment (i.e. days, years) with the same employer (i.e. school board).

Seniority is used in the application of security of employment provisions (see Chapter 5 of the Provincial Entente). If excess is declared by the school board, the teacher in that specialty with the least seniority is declared excess.

2) What is experience?

Experience is used solely for establishing the step on the salary scale. It consists of all periods of employment teaching in any school board. In addition, up to a maximum of 10 years of experience may be granted to vocational training teachers who worked in their industry. Documentation must be submitted to the school board. Please contact Samantha Parr of the Human Resources Department.



SALARY SCALE

Teachers working a full school year will receive their annual salary in 26 payments.

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

Teachers shall be granted the starting step corresponding to their experience:

Increased by 2 steps if their schooling is evaluated at 17 years;

Increased by 4 steps if their schooling is evaluated at 18 years;

Increased by 6 steps if their schooling is evaluated at 19 years

HOURLY RATES

As of the 141st workday of the 2019-2020 school year	As of the 141st workday of the 2020-2021 school year	As of the 141st workday of the 2021-2022 school year	As of the 139th workday of the 2022-2023 school year
\$56.49	\$57.62	\$58.77	\$61.27



SICK DAYS & SPECIAL LEAVE DAYS*

Regular and Teachers with Contracts*:

- In your first year of service, you receive six (6) non-moneyable sick days. These are an emergency bank of sick days that are used should you run out of sick days during the school year. Please note that once they are used, they are not replenished. Any leftover upon retirement are not reimbursed.
- The board will credit you with six (6) sick days annually. Any unused sick days will be reimbursed at the end of the contractual year.
- There are a maximum of eight (8) special leave days granted per year. These days may only be used for specific reasons listed in the Local Agreement in clause 5-14.02. Please refer to Appendix A, Section 5-14.02 of the Local Agreement (at the end of this booklet) for a complete list of the events covered by this clause.

* These days are pro-rated to your contract's percentage.

Hourly Paid Teachers:

- Two days paid for illness or family responsibilities (if you have 3 months of uninterrupted service with the school board).
- 2 of 5 days paid in the event of the death or to attend the funeral of their spouse, child, parent or sibling.
- 2 of 5 days paid in the event of the birth, adoption or miscarriage (after 20th week of pregnancy) of their child.



SALARY INSURANCE

What happens when a teacher becomes disabled (on sick leave)?

The first five (5) days of illness is covered by the bank of sick days paid at 100% of your salary (this is called the waiting period) after which you will receive 75% of your salary for a period of fifty-one (51) weeks.

For a regular or tenure-track teacher, if the illness continues beyond this period, your salary will be paid at $66 \frac{2}{3}$ for an additional fifty-two (52) weeks.

Salary insurance ceases on June 30th of the 1st year for the teacher on a part-time contract. If the teacher with a part-time contract obtains a new part-time contract, the teacher continues to receive sick leave benefits.

The teacher continues to participate in the pension plan (RREGOP). After the termination of the waiting period (5 days), the school board automatically waives the teacher's contributions to the pension plan.

GROUP INSURANCE

The following plans are offered:

- Basic health insurance (compulsory for regular full-time or part-time teachers UNLESS the teacher can establish that they are insured under another similar group insurance plan, i.e. spouse's plan).

This plan covers the teacher, both regular full-time and part-time, throughout the year. Insurance coverage for a part-time teacher terminates on the end date of their contract. Insurance coverage for a part-time teacher whose contract terminates at the end of June continues for the summer months. If the part-time contract is not renewed for the fall, the insurance coverage terminates.

- Long-term disability (compulsory for the full-time teachers and optional for the part-time teachers).
- Life insurance (optional for all teachers)

Please refer to the insurance booklet from Industrial Alliance available on QPAT's website <https://qpat-apeq.qc.ca/wp-content/uploads/2019/05/QPAT-Active-Teachers-Insurance.pdf> or for other information, consult the PTU website.

PROFESSIONAL IMPROVEMENT

1) What is P.I.C.?

The P.I.C. "Professional Improvement Committee" exists in each centre to administer the decentralized funds.

One of its roles is to assist staff members and administration in planning and implementing local professional goals.

It should also provide staff members with information regarding conferences, subject associations and other available professional improvement activities.

It is important to find out who is the chairperson of this committee in your centre in order to obtain information about accessing funds to attend conferences or workshops.

2) What is C.T.P.C.?

The C.T.P.C. "Centre Professional Training Committee" is a sub-committee of the in-centre Professional Improvement Committee. Its mandate is to administer the funds allocated by the board for technical training, conferences and curriculum reform training in the Continuing Education Sector.

The School Board shall ensure that an annual amount of \$18,000 be available and distributed equitably to all the centres as per clauses 11-7.00 (b) and 13-8.00 (b) of the Local Agreement.



STAFF COUNCIL

General Principles:

The Union and Board believe in the importance of the centre-level consultation process in the effective operation of a centre. The Staff Council should be committed to implementing and supporting meaningful and efficient consultation in each of the board's centres.

Please consult the PTU website under the "Handbooks" section for the information booklet including the timelines and how to run effective meetings.



QUEBEC EDUCATION ALPHABET SOUP

PTU is a member of the Québec Provincial Association of Teachers (QPAT). QPAT negotiates with the *Comité patronal de négociation pour les commissions scolaires anglophones* (CPNCA) which represents the Québec English School Board Association (QESBA).

QPAT - remember them? They are in a cartel with the *Centrale des Syndicats du Québec* (CSQ). This group includes more than just teachers; it's made up mostly of public sector workers. The group that we have the biggest tie to as members of QPAT and within the CSQ is the *Fédération des syndicats des enseignants* (FSE). For contract negotiations, we are all part of what is known as the *Secrétariat intersyndical des services publics* (SISP) which is part of the Common Front, and finally through our membership in QPAT, we are also part of the Canadian Teachers Federation (CTF).

Some other letters you might need to know:

CARRA	Commission Administrative des Régimes de Retraite et d'Assurances
IEP	Individual Educational Plan.
LTD	Long Term Disability Income Insurance.
MEQ	Ministère de l'Éducation du Québec.
Ped	Short for anything pedagogical
PD days	or Ped Days.
PIC or CPIC	Professional Improvement Committee or Central Professional Improvement Committee
QEP	Québec Education Program
QPIP	Québec Parental Insurance Plan
QPP	Québec Pension Plan
RREGOP	Régime de retraite des employés du gouvernement et des organismes publics
LRC	Labour Relations Committee
CSNPC	Central Special Needs Parity Committee
EPC	Educational Policies Committee

CENTRES - GENERAL INFORMATION

Cartier Adult Centre (Adult)

PTU Delegates:
Rami Kamel, Michael Grumberg & William Gray

Tel : 514-694-8500
Fax : 514-694-3590

Gordon Robertson Beauty Academy (Vocational)

PTU Delegates:
Pamela Bachner & Martine Gaudreau

Tel: 514-426-5096
Fax: 514-426-4854

Pearson Adult and Career Centre (Adult)

PTU Delegates:
Marguerite Prince & David Ayala

Tel: 514-798-5588
Fax: 514-364-1953

Pearson Adult and Career Centre (Vocational)

PTU Delegates:
Marc Vézina, Christine Allen, Vedrana Radmila Gregov,
Donna Marie Stephens & Éric Dufresne

Tel: 514-363-6213
Fax: 514-363-5295

Pearson Electrotechnology Centre (Vocational)

PTU Delegates :
Johanne Dion, Shimon Mikhail & Adrian Darius Ulfig

Tel: 514-798-1818
Fax: 514-634-8146

Sources Adult and Career Centre (Adult & Vocational)

PTU Delegates:
Christian Diaz

Tel: 514-798-8798
Fax: 514-421-0627

Verdun Adult and Vocational Centre (Vocational)

PTU Delegates:

Tel: 514-798-0405

West Island Career Centre (Vocational)

PTU Delegates:
Kirsten Scheede, Elizabeth Soraya Harewood & Jeff Labelle

Tel: 514-620-0707
Fax: 514-620-5335

CONTACTS AT THE SCHOOL BOARD

Lester B. Pearson School Board
Human Resource Department
1925 Brookdale Avenue, Dorval (Quebec) H9P 2Y7
Tel : 514-422-3000 / Fax : 514-422-3009 / www.lbpsb.qc.ca

<u>Title</u>	<u>Name</u>	<u>Extension</u>
Director, Human Resources	Alana Quinn-Leroux	31101
Assistant Director, Human Resources	Anne-Marie Lavoie	31103
Director, Continuing Education (Adult & Vocational)	Maggie Soldano	31501
Payroll-Continuing Education	Katherine Brown	31150
Group Insurance	Marcia Chalen	31135
Maternity/Paternity/Adoption/Parental Leave	Patricia Bouchard (A to K)	31137
	Melissa Osborne (L to Z)	31136
CNESST/Salary Insurance	Jennifer Monk	31146
Legal Qualification/Scholarship/Deferred Sabbaticals	Samantha Parr	31107
Pension	Patricia Bouchard (A to K)	31137
	Melissa Osborne (L to Z)	31136

Other Contacts

Desjardins (Credit Union)
Caisse de l'Éducation
Tel: 1-877-442-3382
www.caisseeducation.ca

QPAT
(Quebec Provincial Association of Teachers)
Tel: 514-694-9777
President: Heidi Yetman
www.qpat-apeq.qc.ca

Industrial Alliance (Health Plan)
Tel: 514-499-3800
Toll Free: 1-800-647-7734
Group Policy #97001

APPENDIX A – SPECIAL LEAVES, CLAUSE 5-14.02

The following is the local arrangement between the board and the union regarding the distribution of the eight (8) days of special leave granted by virtue of clause 5-14.01 of the Provincial Entente. It shall therefore replace clause 5-14.02 of the Provincial Entente.

DEFINITIONS: For the purposes of this clause:

IMMEDIATE FAMILY shall mean: child, step-child, spouse, parent, brother, sister, grandchild; also any person permanently domiciled in the house of the teacher.

EXTENDED FAMILY shall mean: parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, aunt, uncle, niece, and nephew.

A teacher shall be granted an **annual maximum of:**

- a) five (5) consecutive workdays for death in the immediate family. Up to two (2) more days may be used in case of required travel (more than 500 km). Two (2) of the five (5) days may be used at a later date for burial, memorial service, estate settlement, etc. If a second death occurs, up to three (3) days of any days remaining of the eight (8) days may be taken.
- b) five (5) consecutive workdays for the marriage of the teacher, provided that such a leave does not extend the Christmas break, the Spring break or the summer vacation;
- c) four (4) urgent personal business days to cover the events listed below which oblige the teacher to be absent from work:

a maximum of one (1) day per school year for:

- i) graduation from university in the immediate family, including the teacher – the day of the event;
- ii) a moving day (for the purposes of moving their furniture or personal effects to a new domicile) – the day of the event. A change of address notification must be attached to the absence certificate;
- iii) the teacher becoming a Canadian citizen – the day of the event;
- iv) an unavoidable circumstance such as fire, flood, disaster, etc. which obliges the teacher to be absent from work;

- v) medical appointment – required specific tests, a specialist consultation, or a day surgery for the teacher or a member of the immediate family. A medical certificate may be requested by administration;
 - vi) other medical reasons – can be taken only when all annual sick days have been used. A medical certificate may be requested by the administration;
 - vii) urgent confidential business, **must not extend a holiday**
- d) up to three (3) workdays where the critical illness of a member of the teacher’s immediate family requires their presence during working hours at either the medical institution or the domicile where the critically ill person is being tended to. A medical certificate shall be provided which demonstrates the need for the presence of the teacher during working hours. If used for a surgical procedure, it is for the day of the surgery only when there is a general anesthetic involved. These days may also be used to visit a care facility with a view to placement. Appropriate documentation may be required;
- e) one (1) more day for other medical reasons can be taken only when these days: v) medical day vi) other medical reasons and d) the three (3) critical illness days, have been used.
- f) three (3) workdays for a death in the extended family – two (2) of the three (3) days may be used at a later date for burial, memorial service, estate settlement; up to two (2) more days may be used in case of required travel when more than 500 km;
- g) a maximum of three (3) workdays for the observance of the following religious Holy Days provided the teacher is an active follower of that religion, and providing that they have notified the school administration in writing within one (1) week of the first (1st) working day for teachers, or the signing of this clause, using the authorized form (Appendix H) available in their school office.

Jewish Faith: Rosh Hashanah, Yom Kippur

Eastern Orthodox Christian – Julian Calendar: Christmas Day, Good Friday

Eastern Orthodox Christian – Gregorian Calendar: Feast of Annunciation, Good Friday

High Holy Days of other recognized organized religions to which the teacher can prove affiliation;

- h) one (1) day for a marriage or civil union in the immediate family;

- i) one (1) day for the birth of a grandchild;
- j) the day of the baptism (similar religious event) of a child in the immediate family;

Where a clause indicates consecutive workdays, this type of leave can only be used once per school year – it cannot be taken one (1) day at a time with the exception of items (a) and (f) above.

A teacher making use of special leaves shall provide the school administrator with as much advance warning as possible. An advance notice of a minimum of twenty-four (24) hours shall be given except in emergencies.

Specific reasons for the absence shall be provided on the absence certificate by the teacher except for the one (1) day allotted for urgent confidential business.

All special leave days may be utilized as **either half days or full days only.**



APPENDIX B – GENERAL DUTIES – ADULT SECTOR

Article 11-14.02 – Provincial Entente

It shall be the teacher's duty to provide learning and developmental activities to students. In this context, his/her main responsibilities are:

- a) to prepare and present courses and lessons within the guidelines of the authorized programs;
- b) to assist the adult in determining his/her educational profile in relation to his/her career plans and knowledge;
- c) to assist the adult in choosing learning methods and in determining the time to be devoted to each program and to point out to him/her the difficulties which must be overcome in order to achieve each stage;
- d) to follow the adult's progress and to ensure the validity of the student's learning process;
- e) to supervise and evaluate experimental projects and workplace internships;
- f) to prepare, administer and correct tests and examinations and to complete the reports inherent to this duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of adults, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities;
- h) to monitor the late arrivals and absences of his/her students;
- i) to participate in meetings related to his/her work;
- j) to perform other duties usually assigned to teaching personnel.

APPENDIX C – GENERAL DUTIES – VOCATIONAL TRAINING SECTOR

Article 13-15.02 - Provincial Entente

The teacher shall provide learning and developmental activities to students. In this context, his/her main responsibilities are:

- a) to prepare and present courses and lessons within the guidelines of the authorized programs;
- b) to assist the student in determining his/her educational profile in relation to his/her career plans and knowledge;
- c) to assist the student in choosing learning methods and in determining the time to be devoted to each program and to point out to him/her the difficulties which must be overcome in order to achieve each stage;
- d) to follow the student's progress and to ensure the validity of the student's learning process;
- e) to supervise and evaluate experimental projects and workplace internships;
- f) to prepare, administer and correct tests and examinations and to fill out reports inherent to this duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of students, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities and, if need be, student supervision;
- h) to look after the equipment used in his/her teaching;
- i) to monitor the late arrivals and absences of his/her students;
- j) to attend meetings related to his/her work;
- k) to perform other duties usually assigned to teaching personnel.

