



Red Deer Catholic Regional Division Local #80

Members' Handbook

Table of Contents:

1. [General Guidelines](#)
2. [Policies Concerning Governance](#)
3. [Policies Concerning Meetings](#)
4. [Policies Concerning Expenditures](#)
5. [Policies Concerning Honoraria and President Release Time](#)
6. [Policies Concerning Scholarships and Bursaries](#)
7. [Policies Concerning Standing Committees](#)
8. [Policies Concerning Ad-Hoc Committees](#)
9. [Policies Concerning the Annual Representatives Assembly](#)
10. [Policies Concerning Summer Conference](#)
11. [Policies Concerning Technology](#)
12. [Policies Concerning Induction](#)
13. [Policies Concerning Retirement Recognition](#)
14. [Policies Concerning Gifts](#)
15. [Policies Concerning Conferences](#)
16. [Mutual Agreements With Other Parties](#)
17. [Frames of Reference](#)
18. [Local Constitution](#)
19. [Collective Agreement](#)

General Guidelines

1. At the beginning of each school year the Executive shall provide a list of all Local officers and committees of the Local for distribution to each member of the Local.
 - 1.1. This is the responsibility of the secretary.
2. At the beginning of each school year the Executive shall provide a copy of the Local Member Handbook and Local Directory to each member of the Council of School Representatives.
 - 2.1. This is the responsibility of the secretary.
3. The Local Council of School Representatives meetings shall be scheduled by the Local Executive at the first meeting of the year.
 - 3.1. This is the responsibility of the president.
4. Treasurer will provide budget guidelines and budget for the year to the CSR at the first CSR meeting.
5. All motions must be brought to the CSR or at a general meeting before action is taken on that motion. Individuals and/or sub committees may not act on behalf of the Local without direction given by the CSR or at a general meeting.

Policies Concerning Governance

1. **Signing Authority** - The Local requires two signatures be used for the chequing account for the ATA Local #80.
 - 1.1. The two signatures will be comprised of the treasurer and one of either the president or the secretary.
2. **Unable to attend CSR** - Should an elected member of the CSR not be able to attend a scheduled meeting, they are responsible to ensure an alternate from their school shall be in attendance.
 - 2.1. If a school is unable to send someone to CSR, they forfeit their voice and right to vote at that meeting.
 - 2.2. If there is no representative for a school/central office, pertinent information and/or documents will be sent to the principal/designated member for distribution to members at that location.
3. **Observer status at the Executive Meetings** - Members wishing to attend an Executive meeting shall ask the Local President at least 48 hours before the scheduled meeting.
 - 3.1. Observers shall be provided copies of the meeting agenda and may be provided copies of reports and other documents as deemed appropriate by the President.
 - 3.2. Participation at Executive meeting, such as debating, making motions, asking questions and voting, is restricted to members of the Executive only. Observers will not be asked to participate. Observers may raise matters with Executive members after the meeting.
 - 3.3. Observers are required to leave an Executive meeting when it is in closed session.
 - 3.4. The number of observers may be restricted, depending on space available.
4. **Protocol for hosting joint sessions with other Locals** - The Local recognizes the value of working cooperatively and collaboratively with other Locals and their committees to achieve common goals, effectively utilize resources, and build collegial relationships. To ensure that these ventures are successful, the following guidelines are proposed.
 - 4.1. The CSR passes a motion approving the joint participation of the proposed activity or event including information such as the contact person in each participating Local, cost sharing, responsibilities and expectations of each participating Local, and timeline for items such as information dissemination, registration, etc.
 - 4.1.1. The joint committee must consist of at least one Executive member.

- 4.2. The Executive member involved informs the CSR of the proposed event or activity and shares information regarding the full extent of the Committee's involvement and obligations, and provides adequate time for the CSR to consider all benefits to, or implications for, the Local.
- 4.3. Any information to be disseminated bearing the name or logo of the Local must be approved by the President of the Local.
- 4.4. The Committee, through the participating Executive member, must report to the CSR on the joint event or activity including information such as number of attendees, successful aspects, and suggested changes if the event or activity were to be repeated.
5. **Breakdown of the Council of School Representatives** - The number of representatives each school is permitted is governed by item [number nine from the Constitution](#) of the Local.
6. It is the responsibility of the Chair of each committee (with exception of Council of School Representatives) to collect and submit expenses and distribute reimbursement of said expenses from and to members of their committee.
 - 6.1. Travel expenses for members will be reimbursed according to the budget guidelines
 - 6.2. When necessary, meals will be provided for the meeting. No gift card honoraria will be provided for members other than at Council of School Representatives and Executive meetings.

Policies Concerning Meetings

1. **Motions** - A motion is required for the following:
 - 1.1. Adoption of the agenda
 - 1.2. Adoption of the minutes
 - 1.3. Initiating action on any matters pertaining to money or budget
 - 1.4. Initiating action on business of a committee
2. **Notice of Motion** - The intent is to have motions brought forward for consideration and deliberation one month prior to the vote on that motion, enabling CSR to get feedback from their staff.
3. **Emergent Motions** - A motion deemed to be emergent and not present on the agenda requires a vote in a favour of inclusion of at least 1/2 of the representatives present.
4. **Rules of Procedure** - The proceedings of all meetings shall be regulated by the official rules of procedure as published in the ATA Members' Handbook, except that the Chair shall have full rights to modify the rules as necessary for the benefit of the meeting and the business being done.

Policies Concerning Expenditures

1. **Donation Policy** - The Local recognizes that there are many worthy causes that need and deserve funding.

The Local does not feel member fees should be used for the purpose of donations, but rather the Local encourages individual members to organize and/or support a cause within the district or Local.

- 1.1. The Local recognizes that there are educational organizations which share the local's goals and are structured to work towards these goals.
 - 1.1.1. As per budget guidelines an amount will be given to the ATA Educational Trust on an annual basis and given at the Annual Representative Assembly.
- 1.2. The Local recognizes that there are organizations which support or lobby initiatives or concerns that parallel the Local's goals. Presently, Public Interest Alberta is one such organization and may merit a donation as per budget guidelines.
 - 1.2.1. A motion asking for a donation to such organizations be made to the CSR on a yearly basis.
- 1.3. The Local recognizes the benefits gained through educational organizations at both the provincial and the national level.
 - 1.3.1. A motion asking for a donation to an educational organization which lobbies on behalf of the local or of its provincial organization may be made by the CSR.
- 1.4. ATA Local #80 often reaps the benefit of other locals' negotiations and/or strike action and whereas the cost of a strike to a local or to individual members in a local can be financially detrimental.
 - 1.4.1. During times where other locals are experiencing hardship as a result of provincial action, the Local may decide to make a donation to the locals involved.
- 1.5. The cost of a strike by our Local may be gravely detrimental to some members of our Local, the CSR may consider a motion to help those individuals. Only funds that are set aside for such an emergency would be considered for such motion.
- 1.6. Campaign donations for Provincial Executive Council elections
 - 1.6.1. Should a motion concerning a monetary donation to a campaign be brought forward, it must pass with 2/3 vote at the CSR.

2. Local business reimbursement

2.1. Hotel, subsistence, travel, and sub costs will be reimbursed as per budget guidelines.

3. **Meeting Expense** - Council of School Representatives and Executive members in attendance for the duration of the scheduled meeting time will receive a stipend, as per budget guidelines, except where meals are provided.

4. **Christmas Gift Policy** - The Local will give the executive (President, Vice President, Past President, Secretary, Treasurer, Professional Development Chair, Convention Rep, EPC Chair, NSC Chair, LCO, and Social Chair) a gift at Christmas, as per budget guidelines

4.1. If a position is co-chaired, each person is to be given a gift.

4.2. If one person holds more than one position, only one gift is given.

5. CSR workshop policy

5.1. Substitutes for members to attend will be covered by the Local.

6. **Local President's & EPC's Cell Phone** - The Local will reimburse the President and EPC chair for use of their cell phone as per budget guidelines.

Policies Concerning President Release Time & Honoraria

1. Executive Honorarium - As per budget guidelines.

Note: the honorarium given is considered to be income and T4's may be sent out.

1.1. Co-chairs

1.1.1. If more than one person holds the executive position, the honorarium amount will be shared equally.

1.2. Double Positions

1.2.1. If one member holds more than one executive position they will receive the full honorarium of both positions.

1.2.2. If one member holds both EPC and NSC chair positions, the member can collect the full amount of both honoraria.

2. President Release Time - In order to attend to Local business, the president will be given the option of taking release time to be purchased by the Local from the board as per Collective Agreement and budget guidelines OR of taking the cash equivalent of 0.1 FTE. (class four year five).

2.1. The president's decision must be made known to the executive no later than the Sept executive meeting of the current school year.

2.2. If the cash equivalent is taken,

2.2.1. it will be paid to the president in June of the current school year.

2.2.2. no other honorarium will be paid out.

2.2.3. sub costs for the president will be deducted from the 0.1 FTE cash amount.

2.2.4. CPP and EI will be deducted from the 0.1 FTE cash amount.

2.3. If the release time is taken, the honorarium amount listed in the appendix will be given to the president.

3. Executive attendance at functions - The Local covers the cost of up to 8 tickets, for executive members and their spouses, to attend all locally sponsored ATA events.

3.1. Executive members are given first priority for the 8 tickets. Any remaining tickets are to be made available to spouses of the executive members.

3.2. Tickets are non-transferable.

Concerning Scholarships and Bursaries

1. High School Awards

a. The ATA Local #80 will offer a maximum of three scholarships each academic year:

- i. ATA Local #80 Member's Son/Daughter Scholarship
- ii. ATA Local #80 Student Intending to Enter the Faculty of Education
- iii. ATA Local #80 Member's Son/Daughter Mature Student Award

b. In the event that only one of the above categories is applied for, ATA Local #80 may accept two candidates rather than one to be the recipient of a scholarship.

c. Member's Son/Daughter Scholarship

- i. One scholarship to a maximum of \$1000.00 will be awarded to a graduating grade 12 student whose parent is a member of the ATA Local #80. Members of Local #80 are defined as active teachers and teachers on temporary leave.
- ii. The student must be entering a recognized post-secondary institution in the following school year. Monies will be distributed by the Local Treasurer upon receipt of confirmation of the student's registration in their program the following October.
- iii. Scholarship will be awarded based on academics and application information.
- iv. ATA Local #80 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.
- v. Applicants are to apply in the year of graduation for the study to commence the following school year.

d. Students Intending to Enter the Faculty of Education Scholarship

- i. One scholarship to a maximum of \$1000.00 will be awarded to a graduating grade 12 student from an ATA Local #80 school who intends to enter a Faculty of Education program.
- ii. The student must be entering a recognized post-secondary institution in the following school year. Monies will be distributed by the Local Treasurer upon receipt of confirmation of the student's registration in their program the following October.
- iii. Scholarship will be awarded based on academics and application information.
- iv. ATA Local #80 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.
- v. Applicants are to apply in the year of graduation for the study to commence the following school year.

e. Member's Son/Daughter Mature Student Award

- i. One scholarship to a maximum of \$1000.00 will be awarded to a mature student whose parent is a member of ATA Local #80. Members of ATA Local #80 are defined as active teachers and teachers on temporary leave.
- ii. The student must be entering a recognized post-secondary institution in the following school year. Monies will be distributed by the Local Treasurer upon receipt of confirmation of the student's registration in their program the following October.

- iii. Scholarship will be awarded based on application submission.
- iv. ATA Local #80 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.

2. Elementary, Middle, and High School Awards

- a. Monies will be allocated for the use of school decided awards in the following manner using staffing number as of March 1 of that school year:
 - i. 1-15 FTE teachers - \$150
 - ii. 16-30 FTE teachers - \$250
 - iii. 31+ FTE teachers - \$350
- b. Schools will decide what type of award will be given out with money provided.
- c. Schools will decide how they choose recipients of the awards.
- d. It is the responsibility of the Council member(s) to provide the names of the award winners to the Local Communication Officer by June 25.

Concerning Standing Committees

1. **The Professional Development and Economic Policy Committees** of the Local shall hold their initial meeting before the end of September.
 - 1.1. At its initial meeting, each of the committees of this Local shall be provided with the following:
 - 1.1.1. Copies of the Local Members' Handbook
 - 1.1.2. Copies of the committee budget for that year
 - 1.2. Prior to March 30, each committee shall review its Frame of Reference, applicable guidelines, and submit budget recommendations for the following year to the April CSR meeting.
 - 1.2.1. Any changes to the Frame of Reference will be submitted to the CSR for approval.
 - 1.2.2. The Economic Policy Committee's Frame of Reference changes must also be submitted to Barnett House for approval.

Concerning Ad-Hoc Committees

1. Committees may be created as per the Constitution article [24.6](#)

1.1. Once a committee has been struck, a budget will be submitted to CSR for approval.

Concerning Annual Representatives Assembly (ARA)

1. **Duties** - See Constitution article [23.6](#)
2. **Delegate Committee** - Delegates to attend ARA on behalf of the Local will be appointed and elected at the October CSR meeting the year prior to the ARA they are to attend.
Composition of this committee will be as follows:
 - 2.1. President
 - 2.2. A member of the Executive other than the President appointed by the Executive.
 - 2.3. Remaining allotted delegates, as per the Provincial Association allocation, from the Local (members at large, CSR, and/or Executive)
 - 2.3.1. One delegate position will be made available for a member who has not attended ARA previously.
3. **Meetings** - The Delegate Committee will meet as required to be able to do the following:
 - 3.1. Provide direction to the CSR concerning voting on ARA directives
 - 3.2. Examine the proposed budget and vote on required items concerning it
 - 3.3. Examine any proposed resolutions from the Local

Concerning Summer Conference

1. **Summer Conference Delegates** - shall be chosen according the following criteria:
 - 1.1. As per the Summer Conference guidelines from Barnett House.
 - 1.2. Priority is given to chairpersons of appropriate committees where specific training sessions are provided at summer conference.
 - 1.3. Available openings to be filled after a general announcement at the May CSR meeting. The Local Executive shall select the remaining delegates based on the Local allotment to Summer Conference and will notify delegates prior to the June CSR meeting.
2. **Reimbursement** - Delegates shall be reimbursed as per guidelines from Barnett House.

Concerning Technology

- 1 Technological devices will be made available for the positions of:
 - 1.1 President, Secretary, and Treasurer.
 - 1.2 It is the responsibility of the member to purchase and manage the device while they are in their position.
 - 1.3 The purchase price of the device must not exceed \$1500.00, and must include anti-virus protection, Microsoft Office, and a three year warranty.
 - 1.4 Should additional software be required to fulfill the position, it will be purchased at the expense of the local upon CSR approval (ie: accounting software for the Treasurer).
- 2 For a computer purchased by the Local.
 - 2.1 The value of the computer will depreciate at a rate of 1/3 of the original price per year.
 - 2.2 Purchasing additional supplies will be the responsibility of the member.
 - 2.3 Costs of equipment repairs will be the responsibility of the local.
 - 2.4 When the position terminates, or the member resigns from the position, the outgoing executive member has the first option of purchasing the device from the local at the pro-rated depreciated price for the first two years.
 - 2.5 When the position terminates, or the member resigns from the position, and the outgoing executive member decides not to purchase the device, the device will remain property of the local to be used by other executive members as required.
 - 2.6 After three years of use by the Local executive, all Local-owned devices will be put out to members of the local in a blind auction and new devices will be purchased as

replacements.

3 For members wishing to lease their personal devices to the Local.

3.1 An executive member from the list above, using their own computer for Local business will be paid compensation in the amount of \$30.00/month.

3.2 Purchasing supplies and cost of repairs will be the responsibility of the member.

3.3 Total compensation for the year will be paid in June.

3.4 Should additional software be required, it will be purchased by the Local upon approval by the CSR (ie: accounting software for the Treasurer).

Concerning Induction

1. A Committee shall be set up in September to organize and run the Local's induction ceremony.
 - 1.1. The committee shall be made up of the Local Vice President and two other members.
 - 1.2. The committee is responsible for planning and running the ceremony.
 - 1.3. The ordering of the pins, certificates and ATA materials are to be arranged through Barnett House.
 - 1.4. The committee is responsible for identifying through the CSR and Central Office all beginning teachers and providing them with an invitation.
 - 1.5. The committee will ask the school administration and CSR representative from the inductee's school to attend in support of the inductee.
2. Invitations to the Provincial ATA President, Senior administration, and Board Trustees will be sent out by the Vice President of the Local.
3. It is the responsibility of the CSR to urge inductees to invite family members.

Concerning Retirement Recognition

1. **Retirement Gift** - A gift as per budget guidelines will be given to a member upon their retirement.
 - 1.1. A minimum gift is \$50.00
2. A one year membership will be purchased from the Alberta Retired Teachers' Association for each retiree.
3. **Retirement Celebration** - The Local shall provide the Council member, or designate, from the school of the retiree with \$300 to use towards an event of the staff's choosing to celebrate the retiree.
 - 3.1. This money is given in place of the Local hosting an event for retirement.

Concerning Gifts

1. The Local recognizes the following events of a member:
 - 1.1.1. Long term illness or major operation of member
 - 1.1.2. Birth or adoption of child by member.
 - 1.1.3. Death in member's family. Family is defined as spouse, child, parent, legal guardian, brother, sister, parents of spouse, grandparents, and grandchildren.
 - 1.1.4. Marriage of a member
- 1.2. A gift, for the above events, of no more than the amount stated in budget guidelines will be given to a member in one of the following forms:
 - 1.2.1. Flowers
 - 1.2.2. Prayer card
 - 1.2.3. Donation to charitable organization
 - 1.2.4. Gift card
- 1.3. One gift per member will be given
 - 1.3.1. Births and/or deaths that take place in multiples (ex. twins) are recognized as separate events.
- 1.4. Requests for gifts will be made through the reps to the Social Chair person.
2. **Memoriam Fund** - Upon the death of an active or associate member of the Local, the CSR of that member's school will arrange an expression of condolences on behalf of the Local in an amount not to exceed \$250.
 - 2.1. The Local Communication Officer will arrange to have a remembrance piece placed in the local newspaper of the passed member.
3. **Grand Opening** - The President of the Local shall, on such occasions of a school or district office opening, present an appropriate gift, as per budget guidelines, to the school or Central Office on behalf of the Local.
 - 3.1. The President shall arrange for the delivery of framed copies of Code of Conduct and Rights and Responsibilities of Teachers from Barnett House.
4. **Christmas Card** - The Local President, on behalf of the Local, will send Christmas cards to all Trustees and one to Central Office.

5. Teachers who have completed 25 years of teaching service, shall be recognized and honoured.
 - 5.1. All certified teaching experience both in and outside of Alberta will be recognized for 25 years teaching recognition and honour.
 - 5.1.1. It is the responsibility of the Vice President or designates to determine the eligibility of teachers.
 - 5.2. A gift as per budget guidelines will be presented to those teachers who have 25 years of service.

Concerning Conferences

1. Beginning Teachers' Conference - The Local shall cover the costs, as stated on the Local's claim form, of sending our beginning teachers to the Beginning Teachers' Conference hosted by the Provincial Association.
2. Leadership Essentials Conference - The Local shall cover the costs, as stated on the Local's claim form, of sending our beginning administrators to the Leadership Essentials Conference hosted by the Provincial Association.

Mutual Agreements With Other Parties

Agreement Concerning the Beginning Teachers' Conference

Mutual benefit arises from the participation of new teachers at the Beginning Teachers' Conference. As such, the two parties have agreed to the following terms until such notice is given to withdraw from this agreement.

1. Both parties acknowledge the benefit of this conference
2. Both parties will encourage and support the participation of teachers at this conference
3. The School Division will make arrangements for release time and cover the cost of a substitute for the teacher to attend
4. The ATA Local will reimburse the participants according to the Local's policies for expenses incurred as a result of participation

Original Signed
Mr. V. Paul Mason
Superintendent
December 10, 2012
Date

Original Signed
Mr. Brice Unland
Local President
December 10, 2012
Date

This agreement was passed by Local Council on November 13, 2012.

Agreement Concerning the Children's Christmas Party

The two parties have agreed to the following terms until such notice is given to withdraw from this agreement.

1. The ATA Local will plan and host the Children's Christmas Party.
 - a. The event will be open to all Division staff.
2. The cost associated with the Children's Christmas Party will be equally split between the two parties.
 - a. The ATA Local will cover all costs.
 - b. The Local will submit a bill for half the cost to the Division once all expenses have been paid.
 - c. Recognition of the two sponsoring parties will be evident.

Original Signed

Mr. V. Paul Mason
Superintendent
December 10, 2012

Date

Original Signed

Mr. Brice Unland
Local President
December 10, 2012

Date

This agreement was passed by Local Council on November 13, 2012.

Agreement Concerning the Leadership Essentials Conference

Mutual benefit arises from the participation of new administrators at the Leadership Essentials Conference. As such, the two parties have agreed to the following terms until such notice is given to withdraw from this agreement.

1. Both parties acknowledge the benefit of this conference.
2. Both parties will encourage and support the participation of administrators at this conference.
3. The cost associated with administrators attending this conference will be equally split between the two parties.
 - a. The ATA Local will reimburse the participants according to the Local's policies for expenses incurred as a result of participation.
 - b. The Local will submit a bill for half the cost, minus grant in aid received, to the Division once all claims have been paid.

Original Signed

Mr. V. Paul Mason
Superintendent

December 10, 2012

Date

Original Signed

Mr. Brice Unland
Local President

December 10, 2012

Date

This agreement was passed by Local Council on November 13, 2012.

Frames of Reference for all standing committees will be placed here.

Constitution

Red Deer Catholic Local #80

Name

1. The name of this local shall be Red Deer Catholic Local No 80 of The Alberta Teachers' Association.

Boundaries

2. The area served by this local association shall include Red Deer Catholic Regional School Division No 39.

Membership

3. 1) All active members of The Alberta Teachers' Association employed within the boundaries listed in section 2 are members of this local.

2) Subject to approval by the Provincial Executive Council of the Association, Associate members of The Alberta Teachers' Association who hold the highest category of membership available to them and who pay the prescribed local association fee may become members of this local association with all rights and privileges of active members.

Objects

4. The objects of this local association shall be to further the objects of The Alberta Teachers' Association as set out in section 4 of the Teaching Profession Act and The Alberta Teachers' Association General Bylaws.

Fees

5. This local association shall have the power, subject to approval of the Provincial Executive Council of The Alberta Teachers' Association, to levy fees for membership in this local association such as are determined from time to time in a general meeting of the local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly.

Rules Of Procedures

6. The proceedings of all meetings—general, special, local council and executive—shall be regulated by the official rules of procedure as published in the Members' Handbook.

Organization

7. The governing body of this local shall be a general meeting of its members; 10 per cent of whom shall constitute a quorum.

8. A general meeting of this local shall be held at least once a year to hear reports and deal with same, approve and set policy and deal with such other matters as may arise.

Local Council (CSR)

9. There shall be constituted a local council of this local consisting of:

- a. all members of the executive,
- b. staff representatives, elected in September according to the following schedule:
 - i. for staffs with 15 or fewer fulltime equivalent teachers—1 representative,
 - ii. for staffs with 16 to 39 fulltime equivalent teachers—2 representatives,
- c. for staffs with more than 40 fulltime equivalent teachers—3 representatives, convention association representatives.
- d. A person may be a member of the local council pursuant to more than one of the above articles, however, each member of the local council shall have only one vote on any issue.

10. Members of this local other than members of the local council may attend council meetings, may speak with approval of the meeting, but may not vote.

11. The duties of the local council shall be:

- a. to administer the affairs of the local association, including the adoption of an audited annual financial statement and approval of an annual budget,
- b. to appoint all ad hoc committees,
- c. to approve frames of reference for each of its committees,
- d. to hear reports from committees and decide on action to be taken, if any,
- e. to appoint representatives to the ATA Summer Conference and to other events requiring local representation on an ad hoc basis,
- f. to appoint local representatives,
- g. to hear reports and to consider recommendations from the Economic Policy Committee; and to advise the Economic Policy Committee, when necessary,
- h. to deal with other matters not inconsistent with this constitution or The Alberta Teachers' Association General Bylaws.

12. The local council shall meet at least once in each of the following months: September, October, November, January, February, March, April, May and June.

13. A majority vote of those present shall govern the decisions of the local council unless rules and regulations otherwise decree.

14. Two-thirds of local council members are required to constitute a quorum.

Executive

15. The executive of this local shall include the president, vice-president, past president, secretary, treasurer, chair(s) of professional development committee, chair of economic policy committee, convention representative, social committee chair and local communications officer.

16. It shall be the duty of the executive to prepare the agenda of business for all meetings, to exercise general supervision of the affairs of the local association, to prepare and transmit to head office of The Alberta Teachers' Association such reports and statements with reference to the affairs of the local association as may be required by the Provincial Executive Council of The Alberta Teachers' Association, and to ensure that all Association moneys are used to further the objects of the Association as set out in the Teaching Profession Act and, where time is of the essence, to assume the functions of the local council.

17. The executive shall meet monthly from September to June inclusive, or as often as local business requires.

18. Two-thirds of the executive are required to constitute a quorum.

19. Notices of intent to hold a general, special, local council or an executive meeting shall be mailed by the secretary at least seven days before such meeting is to be held, provided, however, that any meeting may, by a two-thirds vote of the total number of members on the roster, waive notice of a meeting or of any motion brought before the meeting.

20. Meetings of the local association shall be called by the president or on the request of the executive or the local council or on the written request of 25 members of the local or at the request of an officer of The Alberta Teachers' Association or the district representative of whose district this local association forms a part.

21. A officer or an executive assistant of The Alberta Teachers' Association, or the district representative of whose district this local forms a part, may attend and participate, but may not vote, in any general, local council, executive or bargaining unit meeting of this local association. If one of the persons named above is a member of this local association, he or she shall have the right to vote.

22. 1) A record of the number of members of the local association and the names of any persons not members of the local association attending a general meeting of the local association shall be kept.

2) A record of those attending local council and executive meetings shall be kept.

Duties Of Officers

23. 1) President—The duties of the president shall be

- a. to call and preside at all general, local council and executive meetings of this local association,
- b. to exercise general supervision over the affairs of this local association,
- c. to sit on the division Professional Development Committee.

2) Vice-President—It shall be the duty of the vice-president to take charge of the affairs of this local association in the absence of the president and to assist the president in the discharge of his or her duties.

- a. to be the ARA chair,
- b. to chair the Scholarship Committee.

3) Past President—The past president shall serve for one year to assist the new president with transition and provide advice as necessary.

4) Secretary—The duties of the secretary shall be

- a. to keep accurate recordings of all proceedings of this local association,
- b. to bring before the executive of this local association all communications received by the local,
- c. to prepare and send to head office of The Alberta Teachers' Association such statements and reports as may be required from time to time, and
- d. to prepare and send notices calling all meetings, whether regular, special, local council or executive, and
- e. to coordinate with the assistance of the executive, the annual CSR workshop.

5) Treasurer—The duties of the treasurer shall be

- a. to prepare at the direction of the executive, an annual budget for the local,
- b. to keep accurate records of all moneys received and collected and to take charge of same,
- c. to prepare an annual financial statement for audit purposes, and
- d. to make the necessary disbursements of the funds of this local association as authorized by the executive or local council.

6) ARA Representatives—The duties of each of this local's representatives to the Annual Representative Assembly shall be

- a. to represent this local association at all representative assemblies of The Alberta Teachers' Association,
- b. to report the proceedings of all representative assemblies of The Alberta Teachers' Association to the local council, the executive, and to such other gatherings as may be decided, and

- c. to act as a liaison between the executive and the staff representatives and the teachers of the schools to which they have been assigned.

7) Staff Representatives—It shall be the duty of the staff representatives to report on the activities of the local council to their respective staffs.

8) Communications Officer—It shall be the responsibility of the officer to carry out a communications program with the teachers in the local.

Committees And Their Duties

24. 1) Economic Policy Committee

- a. to gather and study data and prepare proposed amendments to the salary agreement for consideration of members of the bargaining unit,
- b. to report to the executive, the local council, or a general meeting, the progress of negotiations,
- c. To advise the negotiating subcommittee,
- d. to function according to the frame of reference as developed by local council and approved by Provincial Executive Council.

2) Negotiating Subcommittee (NSC)—It shall be the duty of this subcommittee of the EPC to engage in collective bargaining with the school board.

3) Professional Development Committee—It shall be the duty of this committee to assume general responsibility for all professional development activities undertaken by the local association.

4) Social Chair—It shall be the duty of this committee or individual to advise, and implement the gift fund for the ATA local and oversee all social activities for the local.

5) Convention Representative—It shall be the duty of the convention representative to serve the ATA local on the Convention Committee.

6) Other committees may be appointed by the executive, local council or a general meeting as the need arises.

25. 1) The president, vice-president, local communications officer, professional development chair(s), secretary, treasurer and convention reps, shall be elected annually by a vote of the members of this local.

2) Members of the Economic Policy Committees shall be elected by members at work sites in the following manner:

- a. for staffs with 15 or fewer full time equivalent teachers—1 representative,
 - b. for staffs with more than 15 full time equivalent teachers—2 representatives.
- 3) School representatives shall be elected by their respective staffs.
- 4) All persons elected under subsection (1) shall assume office on July 1 following their election. School representatives shall assume office immediately after their election.
- 5) In the case of officers to be elected under subsection (1) the past president, acting as returning officer, shall set a date for the election between May 15 and May 31 inclusive. The past president shall set a date for receiving nominations for these positions two weeks prior to the election. Notice of this date shall be sent to each staff representative at least two weeks prior to this date. Following the closing of nominations, the past president shall determine those positions for which the number of nominations is less than the number of positions. He or she shall then extend the nomination deadline at his or her discretion. The past president shall determine those positions for which the number of nominations equals the number of positions. He or she shall declare the persons elected by acclamation. The past president shall determine those positions for which there are more nominations than the number of positions. Where there is no past president an executive member not running for re-election shall be appointed by the executive to perform the above duties.

The past president shall arrange the printing of the ballots and distribute adequate ballots to staff representatives so that the ballots are received at least one week prior to the date set for the election. Each staff representative shall act as the returning officer for the teachers voting on his or her staff. The staff representatives shall return the completed ballots to the past president on or before the date set for the election. On the date set for the election, the past president shall count the ballots and declare the candidates with the greatest number of votes elected. The past president shall inform the staff representatives of those elected within one week of the date set for the election.
- 6) If the past president is nominated for one of the offices listed in subsections (1) or (2), he or she shall appoint a member of the local, not nominated for one of these positions, to act as a returning officer in the past president's place.
- 7) Staff representatives shall be elected at the regular September staff meeting in each school.
- 8) If the president should resign or be ineligible to remain in office, the vice-president shall assume the office of president. Any other vacancy on the executive shall be filled by the following method. The president shall inform all staff representatives of the vacancy. At the next local council meeting, a replacement shall be elected.
- 9) If a member of the executive misses three consecutive meetings of the executive or CSR, the president shall inform the member that he or she is ineligible to continue in office. The member so declared ineligible may appeal the decision at the next local council meeting. The local council shall hear the appeal before electing a replacement. If the local council upholds the

member's appeal, he or she shall be reinstated to the position. No election shall then be held. If it is the president who misses three consecutive meetings or the executive, the vice-president shall inform him or her that he or she is ineligible to continue in office. The president may exercise the same appeal procedure as listed above.

10) Any vacancy among staff representatives shall be filled by the respective staff at its next staff meeting.

Substitute Teachers Group

26. 1) At the request of ten or more substitute teacher members, this local shall organize a substitute teacher group.

2) Those eligible for participation in the group shall be members who substituted for one of the employing jurisdictions included in the local for a least one day during the previous twelve-month period.

3) An appropriate budget for the group shall be established.

4) The frame of reference for the group shall be as follows:

- a. its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within the local the special interests of substitute teachers,
- b. it shall have at least one general meeting per year,
- c. it shall elect a chairman, a vice-chairman, a secretary-treasurer to an executive which shall be responsible for organizing activities to promote the objectives of the group,
- d. its executive shall present to the local council an annual report of its activities and of the disbursement of its funds.

27. The financial year of this local shall be July 1 to June 30.

28. This local association shall pay all expenses as determined and authorized by local council.

29. Amendments to this constitution may be made after a two month notice of motion by a two-thirds vote at a general meeting of this local association, subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

Constitution approved by TOC on behalf of PEC 1984 03 03 and 2006 06 01

Collective Agreement

Red Deer Catholic Regional Division No 39 (2004 - 2012)

This agreement is made this 8 day of January 2008, pursuant to the School Act and the Labour Relations Code.

Between the Red Deer Catholic Regional Division No 39, hereinafter called "the Board" and the Alberta Teachers' Association, hereinafter called "the Association," acting on behalf of the teachers employed by the Board.

Whereas, the Board recognizes the Association as the sole bargaining agent for the teachers employed by the Board and

Whereas, the parties desire that these matters be set forth in an agreement to govern the following terms of employment of the teachers,

NOW THEREFORE THIS AGREEMENT WITNESSETH:

Article 1 – Recognition

(1) a) This agreement applies to those employees of the Board who, as a condition of their employment, must possess a valid teaching certificate under the authority of the Department of Education, the Province of Alberta, herein collectively called the teachers, or where the context requires, teacher.

(b) Supervisor of Support Services (this position will have access to the benefit plan provided by Alberta School Employee Benefit Plan, as outlined in Article 11).

(2) b) Exclusions: Notwithstanding clause (1), employees holding the following designations shall be excluded from this agreement:

(a) Superintendents and any other designations which include the term superintendent.

(b) Supervisor Learning and Supervisor Student Services (these positions will have access to the benefit plan provided by Alberta School Employee Benefit Plan as outlined in article 11).

(3)(a) The provisions of this agreement, other than article 11, shall be applicable to part-time teachers on a prorated basis in the same proportion as the teacher's period of actual service bears to a year of full-time service. Part-time teachers that are on a 50 percent contract or greater shall receive the full benefit of

article 11. Part-time teachers on contract of less than 50 percent shall not be eligible to enroll in the benefit plans set out in article 11.

(b) Each kindergarten class assignment shall be recognized as 0.5 of a full-time teaching assignment.

(4) Except for articles 8 and 12, none of the provisions of this agreement shall be applicable to substitute teachers.

Article 2 - Term of Agreement

(1) This agreement constitutes the entire agreement between the parties and shall become effective on September 1, 2004 and shall continue in force and effect to August 31, 2012 and shall automatically continue in full force from year to year thereafter unless in any one year not more than 180 days and not less than 60 days before the date of its expiry either party shall submit to the other written notification to amend said agreement.

(2) If amendments to this agreement are desired, the particular contents of such amendments shall be presented in writing to the other party within the time limits as specified above.

(3) At the first meeting between the parties following the submission of written amendments, the parties shall give full particulars of all amendments they seek.

(4) The wording and figures contained in the articles and schedules of this agreement shall not be changed by either party, except through mutual agreement.

Article 3 - Salary Schedule

(1) For the purpose of this agreement, a teaching day shall be defined as set forth in section 97, subsection (1) of the School Act and shall also include those days declared by the Board for teacher professional development and parent/teacher interviews.

(2) The university education of a teacher, as determined by the Teacher Qualifications Service and the length of teaching experience computed as hereinafter provided, shall together determine the salary rate to be paid during the term of this agreement to each full-time teacher employed by the Board. Tabulated as schedule I following are the annual salary rates for each recognized year of university education and for each recognized year of experience, per article 5.

(3) Provisions of this agreement in respect of salary shall be applicable to part-time teachers on a prorated basis, who shall receive only that portion of the salary that the period of actual service in a year bears to a year of full-time service.

(4) The salary grid restructuring is as outlined in Appendix ‘A’.

(5)(a) Salary Grid

September 1, 2004 – August 31, 2005

Years of teaching <u>experience</u>	<u>Years of University Education</u>				
	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
0			44,115	46,665	49,564
1			46,729	49,279	52,178
2			49,343	51,893	54,792
3-4			51,957	54,507	57,406
5			54,571	57,121	60,020
6			57,185	59,735	62,634
7			59,799	62,349	65,248

8	62,413	64,963	67,862
9	65,027	67,577	70,476
10	67,641	70,191	73,090
11	70,255	72,805	75,704
	10X2614	10X2614	10X2614

(5)(b) Salary Grid

September 1, 2005 – August 31, 2006

Years of
teaching
experience

Years of University Education

	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
0			45,262	47,878	50,853
1			47,944	50,560	53,535
2			50,626	53,242	56,217
3			53,308	55,924	58,899
4-5			55,990	58,606	61,581
6			58,672	61,288	64,263
7			61,354	63,970	66,945
8			64,036	66,652	69,627
9			66,718	69,334	72,309
10			69,400	72,016	74,991

1	49,191	51,875	54,927
2	51,943	54,627	57,679
3	54,695	57,379	60,431
4	57,447	60,131	63,183
5-6	60,199	62,883	65,935
7	62,951	65,635	68,687
8	65,703	68,387	71,439
9	68,455	71,139	74,191
10	71,207	73,891	76,943
11	73,959	76,643	79,695
	10X2752	10X2752	10X2752

(5)(d) Salary Grid

September 1, 2007 – August 31, 2008

Years of
teaching
experience

Years of University Education

	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
0			47,832	50,597	53,740
1			50,667	53,432	56,575
2			53,502	56,267	59,410
3			56,337	59,102	62,245
4			59,172	61,937	65,080
5			62,007	64,772	67,915
6-7			64,842	67,607	70,750
8			67,677	70,442	73,585
9			70,512	73,277	76,420
10			73,347	76,112	79,255

11	76,182	78,947	82,090
	10X2835	10X2835	10X2835

(5)(e) Salary Grid

September 1, 2008 – August 31, 2009

Years of teaching <u>experience</u>	<u>Years of University Education</u>				
	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
0			49,999	52,889	56,174
1			52,962	55,852	59,137
2			55,925	58,815	62,100
3			58,888	61,778	65,063
4			61,851	64,741	68,026
5			64,814	67,704	70,989
6			67,777	70,667	73,952

7-8	70,740	73,630	76,915
9	73,703	76,593	79,878
10	76,666	79,556	82,841
11	79,629	82,519	85,804
	10X2963	10X2963	10X2963

For the school years 2009/2010 to 2011/2012, salary grid adjustments will be as follows:

The Alberta Average Weekly Earnings* Index (AAWEI) percentage increase for September 1, 2008 will be calculated by comparing the average of earnings for Alberta for January 1, 2007 to December 31, 2007 to the average of earnings for Alberta for January 1, 2006 to December 31, 2006, and then applied to the salary grid in effect on August 31, 2008.

The Alberta Average Weekly Earnings* Index (AAWEI) percentage increase for September 1, 2009 will be calculated by comparing the average of earnings for Alberta for January 1, 2008 to December 31, 2008 to the average of earnings for Alberta for January 1, 2007 to December 31, 2007, and then applied to the salary grid in effect on August 31, 2009.

The Alberta Average Weekly Earnings* Index (AAWEI) percentage increase for September 1, 2010 will be calculated by comparing the average of earnings for Alberta for January 1, 2009 to December 31, 2009 to the average of earnings for Alberta for January 1, 2008 to December 31, 2008, and then applied to the salary grid in effect on August 31, 2010.

The Alberta Average Weekly Earnings* Index (AAWEI) percentage increase for September 1, 2011 will be calculated by comparing the average of earnings for Alberta for January 1, 2010 to December 31, 2010

to the average of earnings for Alberta for January 1, 2009 to December 31, 2009, and then applied to the salary grid in effect on August 31, 2011

Note: If the AAWEI calculation results in a negative number, the current salary grid in effect at the time shall continue in effect for the subsequent school year.

* The average weekly earnings for Alberta (based on the Statistics Canada Survey of Employment, Payrolls and Hours), unadjusted for seasonal variation, by type of employee for selected industries classified using the North American Industry Classification System (NAICS), monthly (Dollars) (281-0026).

Article 4 - Additional Allowances

(1) In addition to the basic salary rate, there shall be paid administration allowances in accordance with the following schedule:

(2) A teacher who has successfully completed the certificate in theological studies, the certificate of Religious Education program, the certificate in Catholic school administration, or the graduate diploma in religious education, as recognized by the Board, will be paid an additional \$1,050 per year, provided that these courses are not recognized by Teacher Qualification Services for grid placement.

(3) Principals - the basis for principals' allowance shall be the number of students registered, inclusive of students enrolled in early childhood services classes, at the school on September 30 of each school year.

First 100 students or less - 24.5 percent of minimum salary rate for four years of teacher education.

101-300 students - .06 percent of minimum salary rate for four years of teacher education per student.

301+ students - .04 percent of minimum salary rate for four years of teacher education per student.

Notwithstanding, no principal shall receive an allowance which is less than the highest vice principal's allowance plus one per cent.

(4) Vice-Principals - A vice-principal shall be appointed in schools with a student population of 350 or greater. The vice-principal shall have a minimum of 50 percent time free for administrative duties. The vice-principal shall be paid at 50 percent of the principal's allowance.

(5) Assistant Principals - The Board may appoint an assistant principal in schools where such a position is deemed necessary by the Board. The assistant principal shall have a minimum of 25 percent time free for administrative duties. The assistant principal shall be paid at 25 percent of the principal's allowance.

(6) Where a major shift occurs, lasting at least a calendar month, the administrative allowance of the principals involved shall be adjusted upwards or downwards to reflect the new student count. A major shift is 15 percent. Such adjustments are effective in the calendar month following the shift. The total principal package shall remain the same.

(7) The principal of a school shall designate one (two) staff member(s) to be relief principal(s). The relief principal(s) will assume the authority and responsibility of the principal in the absence of the principal, vice-principal and assistant principal. The relief principal will be paid 10 percent of the principal's allowance in a school that has neither a vice-principal nor an assistant principal. The relief principal will be paid 2.45 percent of minimum salary rate for four years of teacher education in a school that has either a vice-principal or an assistant principal. If two staff members have been designated as relief principal, the allowance will be split equally between the two. In addition, for functioning in this capacity for an extended time, 1/200 of the principal's allowance will be paid for each day in excess of 20 accumulated days in a school year.

(8) The provisions of article 4 shall apply to part-time teachers on a prorata basis as specified in article 1(3).

(9) Coordinators - The Board may appoint coordinators for the division where such positions are deemed necessary by the Board. The coordinators shall be paid a salary equal to their grid placement plus 37.54 percent of the average principal's allowance annually. Current coordinators are as follows:

- i) Coordinator of Planning
- ii) Coordinator of Faith Development
- iii) Coordinator of Curriculum
- iv) Coordinator of Special Education

(10) Director of Special Education - The Board may appoint a director of special education. The director of special education shall be paid a salary equal to his/her grid placement plus 70 per cent of the average principal's allowance annually.

(11) Department Heads - A teacher designated by the Board to be a department head shall be paid an allowance equivalent to 14.29 percent of the average principal's allowance as determined on September 30 of the school year. If the teacher's full time equivalency (FTE) is less than 1.0, their allowance will be calculated by multiplying their FTE by the allowance.

(12) New Designations/Allowances - Any new position/classification not specified in the collective agreement, to which a teacher will be designated and an allowance paid, shall have the allowance for the new position determined through negotiation with the negotiating subcommittees of the Board and the Alberta Teachers' Association. This process shall occur prior to the creation, advertisement, and filling of said position. New positions/classifications are identified as any other than the following: principal, vice-principal, assistant principal, coordinators, division principal, director of special education and department heads.

(13) Effective February 1, 2008, when a teacher attends professional development activities outside the set Division calendar period or during earned lieu time, when these duties have been assigned, an equivalent amount of time will be given in sub days to be used for that teacher's personal professional development. This time does not include after school PD sessions or associated Saturday conference time. If the request for professional development comes from the Board, then it will be the Board's responsibility to pay for the reimbursed sub time. If the request is that of the school, it will be the school's responsibility to pay for the reimbursed sub time.

Article 5 - Teaching Experience

(1) A teacher that has been employed with the Board under a temporary, interim, probationary or continuous contract and who provides active teacher service with the Board for a minimum of 120 full-time equivalent teaching days shall be eligible for one teaching experience increment. When the 120 day requirement has been met, the teacher will then start over in their accumulation of credit towards another increment. A teacher will not receive more than one increment per 12 calendar months. Substitute

teaching with the Board shall be counted as teaching experience, provided that the 120 full-time equivalent teaching days are accumulated within the last three year period in relation to the date of the current collective agreement.

(2) A teacher entering the employ of the Board shall be granted teaching experience increments in accordance with 5(1) above. The parties agree that previous teaching experience in a home schooling, post-secondary institution or substitute teaching with another Board shall not count as teaching experience for salary purposes.

(3) The adjustment date for changes in the number of years allowed for teaching experience shall be on the first teaching day of the school year, February 1 or on commencement of employment.

(4) No teacher shall receive increments for experience gained while not holding a valid teaching certificate or letter of authority.

(5)(a) The onus of substantiating previous teaching experience rests with the teacher.

(b) Proof of previous experience or proof of having applied for same must be submitted to the Board within 45 calendar days of commencement of employment.

(c) If such evidence as referred to in clause (b) is submitted within the 45 calendar days, salary shall be paid according to this experience effective the date of commencement of the school year or the date of commencement of employment, whichever is applicable. If such evidence is not submitted within the aforementioned 45 days, the teacher shall be placed in the salary schedule according to the most recent acceptable statement of experience or at the minimum of his category according to years of university education and salary shall be adjusted effective the beginning of the month following submission of such evidence.

Article 6 - Vocational Education Teachers

(1) At the time of hiring, the Board or its agents, in consultation with the ATA or its agent, may place a teacher at any step of experience or education on the salary grid provided that:

(a) This original placement is justified on the basis of trades or other specialized training and/or experience in business, trade or industry.

(b) Advancement after original placement will be on the basis of professional training under article 7 and teaching experience under article 5.

(c) Training - one year education on grid for journeyman certificate or diploma related to their teaching assignment on original placement. Second ticket \$1,000/year.

Experience -

(1) one year for each year of vocational experience up to maximum of 4 years.

(2) one year for every two years after that.

(3) Both (1) and (2) only if valid journeyman or diploma.

Article 7 - Teacher Education

(1) The evaluation of teacher education for salary purposes shall be determined by a statement of qualifications issued by the Alberta Teachers' Association Teacher Qualifications Service in accordance with the principles and policies established by the Teacher Salary Qualifications Board pursuant to the memorandum of agreement dated March 23, 1967, among the Department of Education, the Alberta School Trustees' Association and the Alberta Teachers' Association.

(2) Adjustment dates for changes in the grid placement shall be September 1 and January 1 for the full years of teacher education completed by August 31 and December 31 respectively.

(3) Each teacher commencing employment with the Board shall supply satisfactory evidence of teacher education or proof of having applied for same to the Board within 45 calendar days from the date of commencement of employment. Each teacher claiming additional teacher education shall supply satisfactory evidence of the increase in teacher education within 45 calendar days of receipt of proof of completion of the courses from the educational institution in which they were enrolled. If satisfactory evidence is not submitted within 45 calendar days, salary shall be adjusted effective the beginning of the month following submission of satisfactory evidence or proof of having applied for same. Should the teacher supply the required proof as described above, their salary will be adjusted retroactively.

(4) Until the teacher submits satisfactory evidence, the teacher shall be placed on the salary schedule according to the most recent acceptable statement of qualifications or according to the minimum education requirements for his teaching certificate.

(5)(a) In the event of an appeal or request for re-evaluation by a teacher of an aforementioned TQS evaluation, salary will be adjusted to the appropriate grid step in schedule I as determined by the years of education recognized as a result of the appeal and years of teaching experience determined as per article 5, retroactively to the date of the evaluation which is being appealed or re-evaluated, providing such action is initiated by the teacher within 15 calendar days of the date of said TQS evaluation. Written proof of such an action by the teacher is required by the Board to substantiate a claim under these provisions.

(b) If an appeal or re-evaluation is not launched by a teacher within the said 15 days, salary shall be adjusted effective the beginning of the month following submission of the result of the action by the teacher.

Article 8 - Substitute Teacher

(1) A substitute teacher shall be paid at the following rates:

\$151.54 per day, and \$83.35 per half day, effective September 1, 2004;

\$155.48 per day, and \$85.52 per half day, effective September 1, 2005;

\$159.52 per day, and \$87.74 per half day, effective September 1, 2006;

\$164.30 per day, and \$90.37 per half day, effective September 1, 2007;

\$173.00 per day, and \$95.16 per half day, effective September 1, 2008.

Effective September 1, 2009 to September 1, 2011, increase all dollar amounts by the same increases on the same dates as the salary grid.

These rates are inclusive of a vacation pay allowance in accordance with the Employment Standards Code.

(2) After five consecutive substitute teaching days in the same position, a substitute shall be paid 1/200 of his/her grid position effective the sixth day and every consecutive day thereafter.

Effective February 1, 2008, after two consecutive substitute teaching days in the same position, a substitute shall be paid 1/200 of his/her grid position effective the third day and every consecutive day thereafter.

(3) When a teacher is absent, a certificated substitute teacher will be hired to replace the teacher whenever possible. The Board will establish a system to reward teachers who substitute internally when the Board is unable to book a substitute for the absent teacher.

Article 9 - Sick Leave

(1) Sick leave benefits are sponsored by the Board and will be granted with pay for the purpose of obtaining necessary medical or dental treatment or on account of injury, illness or disability to the extent hereinafter provided.

(2)(a) In the first year of service with the Board, a teacher shall be credited with 20 days sick leave at the beginning of the school year.

(b) During the second and subsequent years of service, annual sick leave with full salary will be granted for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness or disability, for 90 calendar days.

(c) A teacher who has more than one year of service and has been absent due to medical disability shall, upon return to full-time duty and upon presentation of a medical certificate, be entitled to an additional sick leave benefit of 90 calendar days.

(d) For the purpose of this agreement, an interrupted sick leave for the same illness shall be counted as one illness.

(e) Should the Board request a teacher to undergo a medical examination by a physician named by the Board, the Board will reimburse the teacher for the expenses incurred for such medical examination.

(3) Before any payment is made under the foregoing provisions, the teacher shall provide:

(a) A statement, in a form approved by the Board, signed by the teacher substantiating any absence.

At the request of the Board, a certificate from the teacher's attending medical or dental practitioner where the absence is for a period of more than three days.

(4)(a) Teachers shall be eligible for sick leave from the onset of injury, illness or disability to the extent of sick leave credited to them or for 90 consecutive calendar days, whichever is less.

(b) When a teacher is eligible for extended disability benefits contained elsewhere in the agreement, the provisions for sick leave shall be suspended.

- (5) Provisions of this article shall not be applicable when a teacher is on another leave (other than sick leave or complications arising out of a pregnancy) without pay or while on strike.
- (6) In the event that a teacher wrongfully claims sick leave benefits or abuses the privileges, he/she shall be considered absent without leave.
- (7) The provision of this article shall apply to part-time teachers on a prorated basis as specified in article 1(3).
- (8) A teacher shall be entitled to use four days of accumulated sick leave per year for the illness of a child, spouse or household member.

Article 10 - Educational Subsidy Program

- (1) The Board will commit 1/2 of one percent of the previous year's total instructional salary expenditures as gathered in account 210 of the Board's classification of accounts for the purpose of implementing the educational subsidy program.
- (2) The Board will pay 75 percent of costs incurred for tuition fees and text books, to a teacher for successfully completed Alberta courses approved by the Board.
- (3) For non-Alberta courses, the reimbursement will be 75 percent of the cost of the course (tuition fees and books) or 75 percent of the equivalent cost of an Alberta undergraduate or graduate course, whichever is least.
- (4) The first priority will be given to teachers applying to take courses pertinent to their role as a teacher in the division. The second priority will be given to university courses aimed at meeting the requirements of post-graduate certificate or degree.
- (5) Application must be made in writing to the superintendent of schools or designate before enrolment.
- (6) The subsidy will be paid upon proof of successful completion and presentation of documents relating to the cost of the course.
- (7) The teacher shall return to the Board any subsidies received should he or she fail to work out the remainder of the school year.
- (8) Any unused educational subsidy monies in any year shall accumulate as an educational subsidy surplus fund to a maximum of two percent of the previous year's total instructional salaries, as in article

10(1) above. Should the Board receive requests that exceed the amount of allocation in article 10(1), a portion of the educational subsidy surplus fund may be re-allocated to the education subsidy program as described in article 10(1). This re-allocation is subject to approval of ATA Local No 80 Council of School Representatives.

(9) The Board will pay an applicant approved by the Board, from the educational subsidy surplus fund, for the purpose of upgrading educational qualifications. Payment under this clause shall be granted at the rate of 65 percent or as otherwise mutually agreed between the teacher and the Board, of the annual grid salary for the year which leave is granted, based on the average full-time equivalency of the teacher during the five years prior to the year of leave payable at the rate of 1/12 of the leave allowance so determined, for each month of leave, with payments to commence on the last day of the first calendar month of the leave. AHC and ASEBP privileges will remain in effect during the leave, however, will be paid by the teacher during the sabbatical.

When professional improvement leave is granted for periods of less than a full year, payments under this clause shall be at the rate of 65 percent or as otherwise mutually agreed between the teacher and the Board, of annual grid salary for the year in which leave is granted, computed for the number of teaching days on leave in ratio to 200, payable in equal monthly instalments, for each month of leave, with payments to commence on the last day of the first calendar month of the leave.

A teacher receiving benefits under this clause shall not be eligible to receive benefits under clause 10(2). A teacher who taught with the Board for less than five years shall not be eligible for benefits under this clause.

Application for leave under this clause shall be submitted prior to March 1 for leave commencing September 1 and June 1 for leave commencing January 1.

Each application for leave shall be considered on its own merits by the Board and the applicant(s) must be notified of the Board's decision within 30 days of the above submission dates.

A teacher who is granted leave shall, upon his/her return, be given a position no less favorable than the one he/she had before the leave and experience increment will be allowed.

A teacher who is granted leave shall agree in writing to serve the Board for a period of not less than one year for each semester taken.

Article 11 – Benefit Plan

(1) The Board shall make available group insurance to its employees and employee participation shall be a condition of employment.

(2) The Board shall subscribe to the insurance policies made available by the Alberta School Employee Benefit Plan (ASEBP).

(3)(a) The Board shall make available to its employees participation in the Alberta Health Care Insurance Plan and the Extended Health Care Benefit Plan of ASEBP. Only those employees insured in similar plans by their spouses may be exempted from participation.

(b) The Board will make available participation in ASEBP Dental Plan 3. Participation in this plan shall become a condition at commencement of employment after October 1, 1983, unless covered by a spousal plan.

(4) The Board shall pay 100 percent of the premiums of ASEBP Schedule II Life Insurance, of the Extended Health Care Benefit Plan I, of the Alberta Health Care Insurance Plans, of the Extended Disability portion of ASEBP Plan D and of ASEBP Dental Care Plan 3. It is understood that the payment of premiums of the aforementioned benefit plans shall permit the Board to retain and not pass on to teachers any rebate of premiums otherwise required under EI regulations. Should Alberta Health Care premium costs (currently \$44.00 single and \$88.00 per family per month) be reduced during the term of this agreement, 25 per cent of the Alberta Health Care premium dollar savings shall be added to the Health Spending Account of each teacher. Effective February 1, 2008, the Board shall contribute an additional \$35 per month per teacher to the current contribution to the Health Spending Account.

(5) The Board will contribute annually to an individual Health Spending Account (through ASEBP) for each teacher:

- .71 per cent of category IV max salary effective September 1, 2004
- .92 per cent of category IV max salary effective September 1, 2005
- 1.10 per cent of category IV max salary effective September 1, 2006.

(6) Notwithstanding sections (1) through (5), a teacher employed under a contract by the Board that is in receipt of ATRF pension, will receive reimbursement for the costs of their ASEBP retirement benefit plan.

(7) When a teacher on continuous contract leaves the employ of the Board on June 30, payment of benefits in July and August will continue in accordance with clause 11(4).

Article 12 - Grievance and Arbitration

(1) A grievance is defined as any difference between an employee covered by this agreement and the Board or as in the proper case between the ATA and the Board concerning the interpretation, application, operation or alleged violation of this agreement. All grievances, including any dispute as to whether the difference is arbitrable, shall be dealt with as follows without stoppage of work or refusal to perform work:

(2) If the respondent fails to comply with the provisions of the grievance procedure, the grievance may be processed to the next step. If the grievor fails to comply with the provisions, the grievance shall be considered abandoned.

(3) The time limits specified in this article shall not include Saturdays, Sundays and other holidays. Although time is of the essence, the time limits may be extended by the consent of both parties in writing.

(4) The grievance shall be in writing and must include a statement of the following:

(a) the name(s) of the aggrieved;

(b) the nature of the grievance and the circumstances which gave rise to the grievance;

(c) The remedy or correction the Board is requested to make;

(d) The section(s) where the agreement is claimed to be violated.

(5) An earnest effort shall be made to settle a grievance in the manner hereinafter described:

Step 1 - The written grievance shall be promptly submitted to the superintendent of the Board and to the secretary of the ATA Local as the case may be, within 20 days from the date of the incident giving rise to the grievance or from the date the grievor first had knowledge of the incident, whichever is the later.

A Board grievance may be filed in writing within 10 days of the event giving rise to same and shall be submitted to the ATA Local EPC chair.

The superintendent shall meet with the grievor who may appear with or without a representative within 10 days of the receipt of the grievance in order to resolve the dispute and the superintendent shall render his decision in writing within five days of the aforementioned meeting.

Step 2 - Failing satisfactory settlement and within 10 days after the superintendent's response in step 1, the written grievance may be submitted to an interpretation committee, which shall be comprised of two members of the Board and two members of the Alberta Teachers' Association. The committee shall meet the grievor within 10 days following the receipt of the grievance and shall endeavor to resolve the dispute and shall render its decision within 10 days of the meeting.

If the interpretation committee reaches a unanimous decision as to the disposition of the grievance, that decision shall be final and binding.

Step 3 - In the event the interpretation committee does not meet within the time prescribed in step 2 or in the event the said committee does not reach a unanimous decision, the grievance may be processed by either of the parties to arbitration as hereinafter provided.

(6) The party seeking arbitration may, within 10 days of the date of being advised that the interpretation committee failed to resolve the dispute or that the committee failed to meet as provided, request the formation of a board of arbitration by notifying the other party in writing by registered mail, of its desire to arbitrate and at the same time, shall submit the name of the person nominated by them to be their appointee on the arbitration board.

(7) Within five days the party receiving the above notice shall notify the above appointee and the other party of its appointee to the board. If the party receiving the notice fails to make an appointment, the other party may request the Director of Mediation Services to make the necessary appointment.

(8) The two appointees so selected shall, within a period of five days, select a third person to act as chairman. If the appointees fail to agree on a third person to act as chairman within five days, the appointment shall be made by the Director of Mediation Services upon the request of either party.

(9) The arbitration board shall determine its own procedures, but shall give full opportunity to all parties to present evidence and to be heard.

(10) The arbitration board shall conduct its hearings as soon as possible following the appointment of the chairman. The written award of the arbitration board shall be given to the parties as soon as possible following completion of the hearing.

(11) The decision of the board is final and binding upon the parties and upon any employee affected by it. The decision of a majority of the board members is the award of the arbitration board, but if there is not a majority, the decision of the chairman governs and it shall be deemed to be the award of the board.

(12) The arbitration board:

(a) Shall not have power to alter or amend or modify the provisions of the collective agreement or to substitute any provision or to give any decision inconsistent with the terms of this agreement;

(b) Shall have jurisdiction to determine whether the grievance presents an arbitrable issue;

(c) Is limited in its jurisdiction to determine upon only those matters specifically raised in the grievance;

(d) Shall not entertain any matter submitted to arbitration which has not been properly carried through all the requisite steps of the grievance procedure.

(13) Each party to the difference shall bear the expense of its respective appointee to the arbitration board and the two parties shall bear equally the expenses of the chairman.

Article 13 - Policy Advisory Committee

(1) Both parties to this collective agreement agree to establish a policy advisory committee consisting of the following membership:

(a) Three teachers employed by the Red Deer Catholic Regional Division No 39;

(b) Two trustees;

(c) The superintendent of schools.

The Board agrees to consult with the policy advisory committee on proposed changes, which directly affect teachers, to the policy manual prior to implementing such changes.

(2) No more than one trustee sitting on the Board's negotiating committee and no more than one teacher sitting on the Association's economic policy committee may sit on the policy advisory committee.

Article 14 – General

(1) Nothing herein shall reduce the salary of a teacher below the amount payable immediately prior to the effective date of this agreement.

This clause shall be suspended for the term of this agreement.

(2) Noon hour supervision shall be the responsibility of each individual school. Each school shall have the right to hire personnel to perform noon hour supervision. Notwithstanding, all teachers shall have a 1/2 hour duty-free lunch break each day.

(3) Prior to the establishment of the school year, the Board will submit a draft of the proposed school year calendar to the policy advisory committee for their input and recommendations.

(4) It is recognized that parent/teacher conferences may be scheduled after 4:00 pm. When a teacher participates in scheduled conferences after 4:00 pm, an amount of time free of duties equal to that scheduled, to a maximum of one school day for each set of parent/teacher conferences, shall be provided to the teacher on the day following the scheduled parent/teacher conferences.

(5) A teacher on a continuous full-time contract who volunteers for a part-time assignment shall, at the commencement of the subsequent school year, revert back to a full-time assignment (1.0 FTE) unless, prior to April 1, the teacher requests and receives a continuous part-time assignment. The teacher will be required to sign a continuous part-time contract at this time.

(6) Teachers on a continuous part-time contract shall not have their full-time equivalent status vary more than plus or minus .2 FTE without mutual consent of both parties.

Article 15 - Leaves of Absence

(1) The Board may grant additional leaves not covered elsewhere in this agreement with pay and benefits, without pay and benefits or without pay and with benefits.

(2) For personal reasons, a teacher may inform the superintendent, in writing, preferably one week in advance, of the personal leave days to be taken, to a maximum of two days per year. Such leave is contingent upon the availability of a substitute teacher. One unused day may be accumulated and carried forward to allow a teacher three days for personal leave per year. The provisions of this article shall apply to part-time teachers on a prorata basis as specified in article 1(3).

Effective February 1, 2008, for personal reasons, a teacher may inform the Superintendent, in writing, preferably one week in advance, of the personal leave days to be taken, to a maximum of two days per year. The first day shall be at no cost to the teacher. One unused day may be accumulated and carried forward to allow a teacher three days for personal leave per year. Only one day each year shall be at no cost to the teacher. The provisions of this article shall apply to part-time teachers on a pro-rata basis as specified in Article 1(3).

No reasons need be provided under this clause.

In case of emergency, application may be made to the superintendent by phone, with confirmation in writing later.

Under this clause, deductions will be made from the teacher's salary to cover the cost of a substitute teacher for the day or days, in question. Such deduction(s) will be made from the salary of any school based professional personnel, whether or not a substitute teacher is required.

a) Effective February 1, 2008, such leave shall be granted pending availability of substitute teacher at the time of request.

(3)(a) Teachers shall be entitled to the provisions of maternity leave (15 weeks) and parental leave (37 weeks) as outlined in the Employment Standards Code. The Board will make available the combined leave provisions for adoption (52 weeks).

(b) When a teacher is unable to attend work and perform duties for reasons associated with her pregnancy, the teacher shall be eligible for one of the following options:

(i) If the absence begins prior to 10 weeks before the estimated date of delivery and continues without return to work, the teacher shall be placed on sick leave until such point as the teacher is eligible to apply for extended disability benefit.

(ii) If the absence begins within the 10 week period before the estimated date of delivery or on the date of delivery, the teacher shall choose either (a) or (b) below. Such choice shall apply until the teacher returns to work following delivery or until the teacher returns to work from maternity leave.

(a) The Board shall implement and maintain a supplementary unemployment benefit (SUB) plan which shall provide teachers on maternity leave with 95 percent of their weekly salary under the SUB plan

during 13 weeks of leave. The Board shall pay the portion of the teacher's benefit plan premiums specified in article 11 of the collective agreement for the 13 week period.

(b) The teacher may access sick leave entitlement with pay as specified in clause 9(4) of the collective agreement for the period of sickness or disability.

(c) The teacher will be eligible to apply and shall apply for extended disability benefits should the illness-related absence due to pregnancy extend beyond the 13 week period.

(d) The Board shall implement and maintain a supplementary unemployment benefit (SUB) plan, which shall provide teachers on adoption leave with 95 percent of their weekly salary under the SUB plan during 13 weeks of leave. The Board shall pay the portion of the teacher's benefit plan premiums specified in article 11 of the collective agreement for the 13-week period.

(4) A teacher is entitled to a maximum of five teaching days for each occurrence because of critical illness and a maximum of five teaching days due to the death of a spouse, child, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brother-in-law, sister-in-law or a relative who is a member of the teacher's household, and up to three teaching days to attend the funeral of aunts or uncles of the teacher or spouse or nieces or nephews of the teacher or spouse or close personal friends.

(5) Effective February 1, 2008, the Superintendent or designate may grant a leave of absence with pay and benefits where a teacher is prevented from traveling from the teacher's usual place of residence to work because of impassable roads due to inclement weather. Impassable roads mean roads temporarily closed by municipal or provincial authorities or, a reasonable effort to travel to work has been made by the teacher, but due to road conditions, the teacher was unable to attend at work. Where roads are reopened or become passable during the workday, the teacher is expected to attend at their place of work.

(6) Effective September 1, 2007, each teacher is entitled to two days of parental leave to attend to the birth or adoption of their child at no cost to the teacher.

Article 16 - Job Sharing

- (1) Where two or more teachers wish to share one full-time teaching position, they may apply to the Board for a shared job assignment. Such application must be made no later than April 30 of the school year immediately preceding the year in which the job sharing is to take place.
- (2) A shared job assignment may be granted by the Board in accordance with the following terms.
 - (a) The proportion of a full-time position taught by each teacher shall be mutually decided by the teachers and must be agreeable to the Board.
 - (b) Notwithstanding any other clause in this agreement, the cost of premiums for benefits for which the teachers are eligible under the terms of this agreement (article 11) shall be shared between each teacher and the Board. The Board shall be responsible for the proportion of benefit costs equal to the proportion of the full-time position taught by each teacher. Where a teacher has a job share and part-time position, benefits shall be prorated based on the total full-time equivalency.
 - (c) On approval of the application of the teachers, the Board shall grant the shared job assignment for a guaranteed period of one school year. By April 30 in the school year of the shared job assignment, the teachers involved must advise the Board that they wish to return to their former status or they must apply for a continuation of the shared job assignment.

Article 17 - Involuntary Transfer

- (1) A Board requiring a teacher to transfer to another school exceeding a distance of 55 km from Montfort Centre shall pay the reasonable moving expenses necessarily incurred by his/her family as a result of such transfer, providing such transfer requires a change of residence.
- (2) Where the Board initiates the transfer of an administrator or an adjustment of school attendance areas, his/her salary will be red circled for three years. The administrator will receive the higher: his/her current salary frozen at the June 30 rate; or the salary of the school he/she has been designated to. After the three-year period, the administrator's salary will be governed by article 4 of this agreement.

Article 18- Payment for Teachers in Year-Round Education

- (1) Year-round education means the organization of a school in which students are provided with instruction for a maximum of 200 days as per the School Act. The school year shall be divided into four instructional periods of approximate equal duration, separated by vacation or intercessional periods.

- (2) The year-round education school year shall begin on or about August 1 and end on or about June 30.
- (3) For teachers teaching in a year-round education program, their annual salary shall be computed on the same basis as all teachers covered by the collective agreement.
- (4) For those teachers in a year-round education program, employed by the Board or with another school jurisdiction in Alberta prior to their start of teaching in the year-round education program, their salary will be paid in 12 equal monthly installments for the months of September to August in any given year.
- (5) For those teachers, teaching in a year-round education program, new to the teaching profession in Alberta, their salary will be paid in one of two ways:
 - (i) Salary and benefits shall be paid in 12 equal installments from August to July in each year;
 - (ii) Salary and benefits will be paid in 12 equal installments from September to August in each year. An advance is available in the month of August in the first year of employment with the Board and will be recouped equally from the September, October and November cheques. Teachers will be eligible for benefit coverage effective August 1 in the year of employment with the Board.
- (6) The vacation or intercession periods shall be deemed as non-instructional periods for teachers assigned to the year-round education program.

Article 19-Administrator Lieu Time

- (1) In recognition of the administrative responsibilities and time commitments required of principals and vice-principals, it is acknowledged that a degree of flexibility should exist with respect to the work schedules of school based administrators.
- (2) Principals shall be eligible to be absent from duty for two operational days during each school year, and vice-principals shall be eligible to be absent from duty for one operational day during each school year.

Effective February 1, 2008, principals shall be eligible to be absent from duty for two operational days during each school year, and vice-principals shall be eligible to be absent from duty for two operational days during each school year. Such lieu time shall be at no cost to the administrator.
- (3) These absences will be with full salary and benefits. These absences require the notification and approval of the superintendent of schools.

Article 20-ATA President Lieu Time

Subject to operational requirements and the approval of the superintendent, a teacher who is elected president of Local 80 shall be granted a 0.2 FTE release time for one year without pay, and the local shall reimburse this cost to the Board, with no cost to the Board.

Article 21-Professional Development

(1) Effective September 1, 2005, the Board will allocate an amount of \$500 per teacher per year for personal professional development. The \$500 per year can be accumulated to a maximum of \$1,000. Substitute teacher costs for the teacher while attending a professional development activity will be reimbursed from their personal professional development fund.

a) Effective September 1, 2008, the Board will allocate an amount of \$500 per teacher per year for personal professional development. The \$500 per year can be accumulated to a maximum of \$1,500. Substitute teacher costs for the teacher while attending a professional development activity will be reimbursed from their personal professional development fund.

(2) A teacher's absence for any professional development activity will not exceed two teacher days per year, unless approved by the teacher's principal. The professional development activity shall adhere to the goals of the division professional development plan.

Article 22-Date of Agreement

This agreement shall enure to the benefit of, and be binding upon, the parties and their successors.

LETTER OF UNDERSTANDING

BETWEEN the Red Deer Catholic Regional Division No 39 and the Alberta Teachers' Association Local No 80.

Classroom Learning Conditions and Pupil Teacher Ratio

The Board of Trustees of the Red Deer Catholic Regional Division No 39 has been and continues to be committed to providing the best possible learning conditions for its students. The Board and its teachers

acknowledge and recognize that lower class size (lower learning group size) play a significant role in the establishment of optimal teaching and learning environments.

The Board has dedicated instructional funding to address classroom sizes. This was achieved through increasing the complement of teachers in the Division. This initiative resulted in an increase of full-time equivalent (FTE) teachers from 265.09 to 283.85 and a reduction in the division pupil teacher ratio (PTR) from 17.53:1 in 2000/2001 to 17.33:1 in 2001/2002. The result was an overall decrease in class size within the system, especially in K-3 grades. Furthermore, the Board continues to be committed to make a reasonable effort, given resources to:

- i) Maintain the current pupil teacher ratio for grades K-3; and
- ii) Sustain or reduce the division PTR.

APPENDIX ‘A’

Grid Restructuring Appendix – Roll-up Step 0 to 1 (11 step grid to 10 step grid)

	<u>Sept</u> <u>2001</u>	<u>Sept</u> <u>2002</u>	<u>Sept</u> <u>2003</u>	<u>Sept</u> <u>2004</u>	<u>Sept</u> <u>2005</u>	<u>Sept</u> <u>2006</u>	<u>Sept</u> <u>2007</u>	<u>Sept</u> <u>2008</u>	<u>Sept</u> <u>2009</u>	<u>Sept</u> <u>2010</u>	<u>Sept</u> <u>2011</u>
0											
1	0-1	0	0	0	0	0	0	0	0	0	0
2	2	1-2	1	1	1	1	1	1	1	1	1
3	3	3	2-3	2	2	2	2	2	2	2	2
4	4	4	4	3-4	3	3	3	3	3	3	3
5	5	5	5	5	4-5	4	4	4	4	4	4
6	6	6	6	6	6	5-6	5	5	5	5	5
7	7	7	7	7	7	7	6-7	6	6	6	6
8	8	8	8	8	8	8	8	7-8	7	7	7
9	9	9	9	9	9	9	9	9	8-9	8	8
10	10	10	10	10	10	10	10	10	10	9-10	9

LETTER OF UNDERSTANDING

BETWEEN the Red Deer Catholic Regional Division No 39 and the Alberta Teachers' Association Local No 80

(1) Instructional Time

- a) A teacher will not be assigned instructional duties in excess of 906 hours per year.
- b) The 906 hours has been agreed to in the context of the 2004-05 instructional hour requirement of Alberta Education. If this requirement changes, the Board and ATA agree to revisit this Letter of Understanding.

(2) Extra-Curricular Activities

- a) Extra-curricular activities are a beneficial aspect of school life to both the teacher and the student.
- b) It is recognized that there are circumstances in a teacher's life that may exclude them from participation in extra-curricular activities.

This Letter of Understanding is in effect for the term September 1, 2004 to August 31, 2012.

LETTER OF UNDERSTANDING

BETWEEN the Red Deer Catholic Regional Division No 39 and the Alberta Teachers' Association Local No 80

Lieu Days Resulting From Parent/Teacher Conferences

The parties agree that notwithstanding Article 14(4) of the Collective Agreement and for the 2008/09 school year only, the time free of duties for the specific occurrence of parent/teacher conferences scheduled on October 1 & 21, 2008 at St. Patrick's and on November 5 & 6, 2008 for the remaining Division schools, shall be provided to the teachers on November 10, 2008.

This letter shall expire and have no further force and effect as of November 11, 2008.

ADDENDUM

Addendum to the 2004-2012 Collective Agreement between Red Deer Catholic Regional Division No 39 and the Alberta Teachers' Association

Rates Effective September 1, 2009—5.99 per cent increase

3(5) Salary Schedule

Years of teaching <u>experience</u>	<u>Years of University Education</u>		
	<u>Four</u>	<u>Five</u>	<u>Six</u>
0	52,994	56,057	59,539
1	56,135	59,198	62,680
2	59,276	62,339	65,821
3	62,417	65,480	68,962
4	65,558	68,621	72,103
5	68,699	71,762	75,244

6	71,840	74,903	78,385
7	74,981	78,044	81,526
8/9	78,122	81,185	84,667
10	81,263	84,326	87,808
11	84,404	87,467	90,949

8(1) A substitute teacher shall be paid \$182.02 per day and \$100.12 per half day.

ADDENDUM

Addendum to the 2004-2012 Collective Agreement between Red Deer Catholic Regional Division No 39 and the Alberta Teachers' Association

Rates Effective September 1, 2010—2.92 per cent increase

3(5) Salary Schedule

Years of teaching <u>experience</u>	<u>Years of University Education</u>			
		<u>Four</u>	<u>Five</u>	<u>Six</u>

0	54,541	57,694	61,278
1	57,774	60,927	64,511
2	61,007	54,160	67,744
3	64,240	67,393	70,977
4	67,473	70,626	74,210
5	70,706	73,859	77,443
6	73,939	77,092	80,676
7	77,172	80,325	83,909
8	80,405	83,558	87,142
9/10	83,638	86,791	90,375
11	86,871	90,024	93,608
	10X3233	10X3233	10X3233

8(1) A substitute teacher shall be paid \$187.34 per day and \$103.04 per half day.