



THE BURNABY TEACHERS' ASSOCIATION

NEW HIRE HANDBOOK 2019/20

New Colleagues,

You are receiving this handbook because you have been hired to Burnaby and, possibly, are new to the profession. Welcome! Burnaby is a great place to work and the Burnaby Teachers' Association (BTA) and the BC Teachers' Federation (BCTF) are an important resource as you begin your teaching career in this District.

The BTA and the BCTF have been working hard to defend our rights by ensuring that our Collective Agreements are being interpreted fairly and correctly. We work in a dynamic and complex system and it is important that we continuously pursue elements that raise our ability to nurture learning communities where everyone can thrive. We can effectively set the conditions for student learning when we possess the tools and resources to do so. As the year progresses we urge you to stay informed and to seek ways to participate and to contribute to the growth of our profession.

We have many committed and creative educators among our midst. The District Professional Development Day collaboratively organized by the District and the BTA offers a great display of what Burnaby collectively accomplishes. Teachers from across the District put on over 100 interactive workshops every year on a wide variety of topics that are designed to inform your practice – a unique opportunity that occurs every February. The day provides time and space for meaningful networking and is of great benefit towards raising our collective expertise. We hope to see you there!

Our union is as strong as its members. You are encouraged to take the time to get to know your colleagues and the workings of your union. Seek out school staff representatives; ensure that the Local office has your personal contact information (bta3@bctf.ca or 604 294 8141). Your union dues contribute to ensuring that you have access to resource and support through the Local office. Daniel Tétrault, Heather Skuse, and myself Leanne Sjodin, are your full-time released table officers. We are here to assist you. Ask questions, drop by the office, give us a call, or send an email anytime.

Regards,

Leanne Sjodin, President
Burnaby Teachers' Association

BTA INFORMATION

1. Welcome!

Here is a little bit about your local union, the Burnaby Teachers' Association. With over 2000 members, we are the fourth largest local of the BC Teachers' Federation, behind only Surrey, Vancouver and Coquitlam. We have a long proud history of activism; we have documents referencing our association that go back 100 years (before it was even recognized as a union)! Locals are responsible for managing the affairs of members, including but not limited to HR related matters, grievance, Pro-D and local bargaining.

2. Committees

The BTA has a number of committees. Most of them are open to any member who wishes to join. These are the standing committees whose Chairs sit on the BTA's Executive Council (EC):

- i) *Adult Educators' Committee*
(identifies and reviews issues and concerns relating to Adult Educators)
- ii) *Bargaining/Working and Learning Conditions Committee*
(conducts surveys on bargaining and class size and composition; supports and selects the bargaining team)
- iii) *Grievance Committee*
(reviews possible grievances and gives advice to EC)
- iv) *Health and Safety Committee*
(looks at issues around health and safety and works to find solutions)
- v) *Indigenous Education Committee*
(identifies and reviews issues and concerns relating to Indigenous Education)
- vi) *Political Action/Public Relations Committee*
(writes and edits "The Whistle" newsletter; coordinates community political action)
- vii) *Professional Development Committee*
(coordinates the District Pro-D Day; organizes school Pro-D Contacts' training; discusses issues around Pro-D)
- viii) *Social Justice Committee*
(plans activities that promote Social Justice within the BTA and the community)
- ix) *Teachers-on-Call Committee*
(identifies and reviews issues and concerns relating to TOCs)

3. Table Officers and Executive Council Members for the 2019/20 school year:

Table Officers (full time in BTA office)

President – Leanne Sjodin lp41@bctf.ca

1st Vice-President – Daniel Tétrault lx41vp@bctf.ca

2nd Vice-President – Heather Skuse lx41vp2@bctf.ca

Executive Council

Past President - Frank Bonvino

Secretary – Rae Figursky

Treasurer – Patti Jukes

Elementary Representative – Renee Kerluke

Secondary Representative – Richard Storch

Elementary Member-at-Large – Jennifer Heighton

Secondary Member-at-Large – Katie Marsh

Local Representatives to the BCTF – Ditta Cross, Shanee Prasad, James Sanyshyn

Representative to the Labour Council – Krishna Sharma

The chairperson of each of the standing committees also sits on the EC.

4. Staff Representatives

Each school site has at least one Staff Rep who should be able to answer most questions you may have. There are also TOC Staff Reps! The office should be able to tell you who the Staff Rep(s) is/are at the school you're at, and there should be a bright orange sign in the office indicating when a TOC Staff Rep is teaching that day. Staff Reps attend monthly Representative Assembly meetings (RAs) and should be up to date on issues, as well as be able to bring any concerns you have to these RAs.

5. Benefits of Getting Involved

A union is only as strong and vital as its members. Getting involved can help you feel more connected, allows your voice to be heard, and can help you make any changes you feel would be beneficial. All members are welcome, and encouraged, to attend General Meetings (GM). The dates, times, and locations are available on the BTA website.

6. The Collective Agreement

The Collective Agreement (CA) is the document that governs our relationship with our employer. It can be a bit intimidating, but has lots of important information in it. It can be found on the BTA website. Any of the Table Officers would be happy to help you navigate it!

7. Acronyms You Might Encounter

ADS	Automated Dispatch System (the phone and computer system that calls out TOCs and where unavailability is booked)
(A)GM	(Annual) General Meeting
BBE	Burnaby Board of Education (SD41, School District 41)
BCTF	British Columbia Teachers Federation
BTA	Burnaby Teachers' Association
CA	Collective Agreement
CUPE	Canadian Union of Public Employees (support staff union: custodians, office staff, grounds crew, etc)

EA	Educational Assistant
EC	Executive Council/Executive Committee
FTE	Full-Time Equivalent
LR	Local Representative
MAL	Member-at-Large
NIS	Non-Instructional Supplement (prep time for elementary teachers)
RA	Representative Assembly
TO	Table Officer (President and Vice-presidents, working full time in BTA office)
TOC	Teacher-on-Call
TRB	Teacher Regulation Branch

BCTF INFORMATION

1. How It Runs

Members

Members of the BCTF ultimately determine the decisions and directions of the BCTF in two very important ways:

- Members through locals elect delegates to the BCTF Annual General Meeting (AGM). The AGM makes key decisions for the organization and elects the Executive Committee.
- Members, through locals elect Local Representatives which make up the BCTF Representative Assembly. It is where each local union brings reps to make important provincial decisions.

Annual General Meeting

The Annual General Meeting is comprised of delegates and Local Representatives (LRs) elected by members through locals and the eleven members of the Executive Committee. There are approximately 670 voting delegates at an Annual General Meeting. The AGM elects the Executive Committee, determines the fee, approves any changes to the by-laws, establishes priorities for the next year and makes the significant policy decisions of the Federation.

Constitution and By-laws

The Constitution and By-laws establish the rules by which the organization is run. The bylaws establish the division of responsibilities among the major decision making bodies and spell out what each level of decision-making is authorized to do. The by-laws of the BCTF have to be followed by all bodies of the organization, including the AGM. Only the AGM can amend the by-laws, and only then with a 75% majority of delegates voting in favour.

Representative Assembly

The Representative Assembly (RA) meets three times a year and has the specific responsibilities of approving a budget and electing the Judicial Council and Committee of Ombudspersons. The RA also makes policy and procedure decisions for the Federation. Local Representatives attend these meetings. LRs are elected by their local at their local AGM.

Executive Committee

The Executive Committee of the BCTF is elected by the AGM and consists of eleven members. Three of them serve in a full-time capacity: the President, First Vice-President and Second Vice-President. The EC has overall responsibility for the running of the Federation. It meets monthly with additional meetings as necessary. The EC is the employer of BCTF staff and determines what work will be done in any given year. The EC also has responsibility for the creation and appointment of any advisory committees or task forces.

President

The President, First Vice President, and Second Vice President (Table Officers) of the Federation have responsibility for overall supervision of the affairs of the organization in between meetings of the Executive Committee.

2. Code of Ethics

This is an important document that outlines our guiding principles. Please find it in the Appendix.

3. Provincial Specialist Associations

PSAs are a great way to get connected and find resources that are specific to your teaching area. The complete list, and how to join, is on the BCTF website (www.bctf.ca, and select “For Teachers”, then “Provincial Specialist Associations”). You might be especially interested in the BC Early Career Teachers Association!

4. Pension

The BBE contributes to your pension every day you work (regardless if it’s as a TOC or as a contract teacher). For more information on our pension plan, go to the BCTF website (www.bctf.ca, and select “For Teachers”, then “Pensions”). Included there is a summary of our plan, and links to further details.

5. Members’ Guide

The *Members’ Guide to the BCTF* is a comprehensive document that has lots of good information including: information regarding the Federation and the constitution and by-laws of the organization. A paper copy is available at the BTA office, and it’s also available on the BCTF website.

WORKING AS A TOC

1. Availability

In order for the callout system (ADS) to run smoothly, it is important for you to enter your availability online. The default is that you are fully available; if this is not the case for you, please update it as necessary. Please note that as of 2019/20, you need to work 15 days per school year to stay on the TOC list.

2. Sick Pay

TOCs accumulate and have access to sick days. Please find more information in the Appendix.

3. Keys

Having access to the key(s) for the classroom(s) you'll be teaching in are an important health and safety issue. Please ask if you're not given them when you check in, and contact the BTA if you don't receive them.

4. No Day Plan?

In the unlikely event that there is not a day plan provided, you can do a number of things: contact the teacher you're replacing (the office should be able to provide this information), talk to another teacher or an administrator, see if the previous day's plan could be expanded or followed up on, or improvise with your own materials or lesson plan.

5. Working with Educational Assistants

EAs are a valuable resource to your workday – they often know a great deal about students' routines and preferences. If you're in a classroom with EA(s), introduce yourself to them and find out how you can best work together.

6. Teacher Regulation Branch Fee

The BBE automatically deducts the annual TRB fee from your pay each spring. It must be paid for you to work as a public school teacher in BC.

7. Expectations

It is important to know what is expected of you as a TOC, and what is expected of the contract teacher being replaced. Please find the document describing these in the Appendix. One thing to note particularly is that you are entitled to the prep/NIS time of the teacher you're replacing (CA: D.22.3f).

8. Moving Up the Pay Scale

Clause C.4.1b and C.4.2 of the CA indicates that 170 days of TOC experience equals one year of experience, and you'll move up one step on the first of the month following the month that you worked your 170th day.

GETTING A CONTRACT JOB

***Please note that if you work 20 school days in the same assignment (i.e. for the same teacher), you will be given a temporary contract – please see C.23.1e of the Collective Agreement.

1. Process

In Burnaby, teaching positions are posted on a weekly basis. Postings open on Thursday and close on the subsequent Tuesday at 4 pm. You can apply to postings through the School District website by visiting the following page <https://burnabyschools.ca/staff/> and clicking on the “Job Posting” link. You will require your login and password provided upon hire to access these internal postings.

If you are short-listed for an interview you will receive a call from someone from HR to attend an interview with the principal of the school. If you are the successful candidate...congratulations! HR will then set you up with a contract, which includes Extended Health Benefit coverage and Dental benefits.

Priority for Accessing Postings

There are different priority levels for accessing postings, whether they be for mid-year postings (jobs posted from September to mid-April for the current school year) or for the year-end process (jobs posted from the end of April to the end of August for the following school year).

An important piece to know are the three priority levels in terms of employment security:

Continuing Contract Teachers

In order to achieve a continuing contract, the highest priority for filling year-end vacancies, you can do so by either:

- a) Appointment to a 1.0 FTE assignment in one school year by the end of September until the end of June; or
- b) By accumulating 20 FTE months of contract experience in a 40-month window.

Temporary Teachers

Temporary contract teachers possess at least 10 FTE months of accumulated contract experience over multiple school years.

Teachers on Call

Teachers that have accumulated less than 10 months FTE contract experience in the Burnaby.

Mid-Year Postings (Postings from September to Mid-April)

Continuing contract teachers that have not been laid off are generally not considered for mid-year postings. These teachers will already have been assigned a position (either their “old” position or a new one that was accessed) during the year-end posting and filling process that occurred between the end of April to the end of August.

The priority for teachers that are able to access mid-year postings is as follows:

- Any continuing teacher that was laid off at the end of the previous school year and has yet to be recalled, that meets the necessary qualifications*, will have first priority in order of seniority (recall from layoff always done in order of seniority).
- Teachers that have had at least 10 months of contract experience (temporary teachers) will be the next to access temporary postings, should they meet the necessary qualifications of the position, in order of seniority (temporary seniority rights).
- Teachers with less than 10 FTE months of contract teaching experience are the next priority to access postings, with the necessary qualifications. Seniority plays no factor in the determination of which teacher is the successful applicant.

Mid-year postings are advertised, at the latest, until June 30 of a given school year. Any vacancy that continues into the next school year must be re-posted.

Year End-Postings

Year-end postings begin in the last week of April and continue until the last week of August, with a short break between the middle of July and the middle of August for summer. The exact dates will vary depending on when the “Thursdays” and “Tuesdays” fall within a given calendar year. Check with the BTA for the specific dates for the teacher staffing process each Spring. The priority for teachers to access year - end postings is as follows:

- Continuing contract teachers that have not been laid off and meet the necessary qualifications will have the first priority for filling vacancies. These teachers include those that currently “own” a position, those returning from approved leaves, and those that have completed a term position that ended at the end of the school year – seniority is not the determining factor for determining the successful applicant. *These teachers remain the priority for filling year-end postings until July 1.*
- Continuing contract teachers that have been laid off and meet the necessary qualifications* are the next priority for accessing postings. Before July 1 a teacher in this category can only access a posted position if there are no continuing teachers with the necessary qualifications that have applied. These teachers are “recalled” in order of seniority. *After July 1 these teachers are first priority to access posting in order of seniority, should they possess the necessary qualifications**

- Teachers with at least 10 FTE months (temporary teachers) of contract experience, that possess the necessary qualifications*, are the next priority to access posted positions. Seniority is a determining factor for qualified teachers in this area to access a given posting.
- Teachers with less than 10 FTE months of contract experience are the lowest priority to fill internal vacancies. Qualified teachers in this category include teachers that have received contracts totaling less than ten FTE months in the past, including those that may not have accessed temporary appointments in the past. Seniority is not the determining factor for filling these vacancies.

*Qualifications are interpreted differently for teachers that have been laid off and are being recalled.

2. Mentorship Program

The mentorship program pairs new teachers with more experienced colleagues who provide guidance and support during the sometimes challenging first years on the job. Currently the mentorship program is a cohort type model where groups meet together a number of times over the course of the year to explore a variety of topics. Time is also available for one to one support when needed. To be part of the mentorship program you can apply by going the BBE website (<https://burnabyschools.ca/staff/> then “MySD41Portal”).

3. Professional Growth

This process involves contract teachers submitting a Professional Growth Plan to their school administrator by November of each school year (see Article C.30 of the Collective Agreement) to form the basis of ongoing professional conversations between the teacher and the administrator. In addition to this professional conversation between the administrator and the teacher about the teacher's self-directed Professional Growth Plan, funding in the form of a release day is available for teachers to pursue the goals of their developed Professional Growth plan. This time can be used for you to be freed up from your teaching duties (the District provides a TOC to cover your class) to allow you to pursue your Professional Growth Plan goals, which may include activities such as going to another school to observe another teacher with a great idea or to collaborate with a colleague on a unique project.

It is important to note that this Professional Growth model is unique to Burnaby and is in place as an *alternative* to the formal evaluation that is common in other Districts in the Province. This collaborative model of conversation and support replaces a formal supervision and evaluation by a principal. It is a great model and one that should not be taken for granted. For more details on the Professional Growth Program visit <https://burnabyschools.ca/staff/> then “MySD41Portal”.

HEALTH AND WELLNESS

1. BCTF Program

The BCTF has a comprehensive Health and Wellness Program that you can access if you need. Its vision is as follows: The BCTF will assist teacher-members who are unable to maintain, or return to, their teaching positions due to a medical illness or disability by funding an early intervention rehabilitation program. This program is offered on a voluntary basis. The BCTF will promote wellness initiatives in districts and at individual work sites. You can refer yourself to this program through the BCTF. It's important to take care of yourself.

2. WorkSafe

You have the right to be safe at work. If you are injured (or even think you might have been, or think it is not very serious), please fill out a WorkSafe form at the office, on the day the injury occurs.

CONTACT INFO

1. Burnaby Teachers' Association

The staff at the BTA office is Colleen Pawson (Office Manager), Charmaine Eger, Karla Reilander and Kirsty Whyte (Administrative Assistants). If you have a general inquiry, email bta3@bctf.ca, or call 604-294-8141. The office is located at #115-3993 Henning Drive in Burnaby (near Gilmore Skytrain Station), and is open from 8:30am-4:30pm. No question is too big or too small! You can also visit burnabyteachers.com.

2. Burnaby Board of Education

"Inside 41" is a comprehensive guide to the people who work at the BBE. Please find it in the Appendix. The most up to date version can be found on the Board's website (<https://burnabyschools.ca/contact-sd41/>).

3. District Resource Support

There are a number of people at the District level who are available to help you in specific subject areas, and can provide in-class support. They are:

- *Literacy*: Tanis Anderson 778-879-4447
- *Early Learning*: Angela Meredith 604-760-7845, Tracy Healy 604-970-1532, Teresa Toth 604-317-4087
- *Advanced Learning*: Kathryn Wood 604-760-5684; Emily Ginter 604-760-6867; Jennifer Carson 604-760-5472; Elizabeth Merkel 604-760-4108
- *English Language Learning*: Kiran Abraham 604-296-6936
- *Learning Technologies*: Janet Chow 604-760-1603

APPENDICES

- Sick pay info for TOCs
- The Relationship Between Contract Teachers and TOCs: Roles and Responsibilities
- Inside 41
- BCTF Code of Ethics
- BTA/CUPE Agreement
- FAQ sheet for Class Size and Composition
- District TOC Callout Process

