

# Haida Gwaii Teachers' Association

## Overview:

HGTA is the local union representing teachers from Haida Gwaii. We have about 60 members, including TTOC's, working at 6 different work sites. There is one full-time released table officer, the President, who works out of the HGTA Office.

**Who's in the Office:** Tammy Gates: *President*

**Hours of Operation:** Monday to Friday – text or email 24 hours/day but feel free to call as early as 7am and as late as 10pm if an emerging issue arises, and, anytime over the weekends!

## Our office:

2053 Teal Boulevard, Box 92, Masset, BC, VOT 1M0

If unavailable, leave a message or email as soon as possible. Since the office is my home, I may be at school worksites or the Board Office and we do not have an administrative assistant to take messages.

**Contact Information:** (250) 250-3981 (cell), [lp50@bctf.ca](mailto:lp50@bctf.ca) or [tgates2053@gmail.com](mailto:tgates2053@gmail.com)

**WEBSITE:** <http://www.haidagwaiiteachers.com> – the website lists all the contact information for the executive committee members, meetings and other important dates. It also has important information that needs to be conveyed to members as well as links to resources.

## PROFESSIONAL DEVELOPMENT:

You can access personal Pro-D funds to attend professional development activities or take online workshops/courses. You complete the PD Form 1 for pre-approval and PD Form 2 for reimbursement after the event or purchase; signed by your school PD rep. Please submit a copy of Form 1 two weeks early to your principal, if a TTOC is required. Each teacher is eligible to PD funds on an FTE basis. School committees also have their own policies regarding the managing of these funds and each school needs an active rep to access the funds for their school staff. You are expected to engage in Pro-D activities and planning, prepping, marking etc does NOT fulfill these duties. The SD/Ministry Day is the only day that is not optional for teachers, **all** must attend the full day, regardless of assignment. Contact your school pro-d rep for more information.

## SICK LEAVE:

As a contract teacher, you accumulate 15 sick days per year pro-rated based on teaching contract. If you're unable to work, phone your principal **as soon as possible**. You also use sick days to attend medical appointments (i.e. dentist, specialists, etc) not available within working hours and/or on-island, but *not* for travel to off-island appointments. Complete the "leave of absence" form as soon as you know and attach the DR note or appointment confirmation and travel plans to your leave request form, prior to travelling!!

If you run out of sick days, you can apply for the **Salary Indemnity Plan (SIP)** from the BCTF. The plan is operated by the BCTF Income Security Division. Your sick days must be used before you are eligible for SIP. Let the president know to have the SIP link information sent to you.

If you worked within another public school district within BC, you can transfer up to 60 sick days to your SD50 sick days bank.

## DISCRETIONARY LEAVE:

If you have completed at least two (2) years of service to the District, you have one paid day and five (5) or more years of service, you have two paid days. Find this in **Articles G.5 and G.22.4**. Any contract teacher can use **three** days of personal leave per year but you must complete a Leave of Absence Request form with two weeks notice and TTOC costs are deducted from your pay.

## STAFF REPS:

Every school should have a staff rep. The staff rep is encouraged to attend HGTA Meetings to represent you and your colleagues. Your staff rep also provides you with representation when asked to attend a meeting with your principal. Every member has the **right of representation** and cannot be denied that right. Call the HGTA office if there any concerns and/or questions. The President is also available to represent members if needed. All information is confidential.

## PRO-D REPS:

HGTA also asks each staff to elect a rep for the Joint Pro-D Committee. They usually meet after school via videoconference. Their responsibilities are to help convey information between the District/HGTA committee and their staff. Each school has their own Pro-D committee chaired by their rep. They are responsible for planning and facilitating PD activities relevant to their staff. The Pro-D dates are listed on the SD50 school website and the HGTA newsletter posted in your staff room. You are required to check in with your school committee for approval. Examples of NON Pro-D activities are: planning, prepping, marking, doing report cards, etc; Pro-D activities are opportunities OUTSIDE your regular job duties. The SD/Ministry run day is NON-OPTIONAL for ALL staff, regardless of PT/FT assignment and everyone is expected to attend the full day.

## BCTF HEALTH AND WELLNESS PROGRAM:

This is voluntary program that helps teachers who are missing work or having trouble maintaining their position due to a medical condition. They also help teachers with a return to work plan. If you are accepted into the BCTF Health and Wellness Program, a professional will consult with your health care providers, and meet with the representatives from your local and school district to explore return to work options and help coordinate services. Everything is confidential.

## **EMPLOYEE FAMILY ASSISTANCE PROGRAM: (EFAP) 1-800-667-0993**

EFAP provides all employees and their families with confidential counselling. The EFAP provides professional assistance for a wide range of issues like personal and work-related stress, couple & marital relationships, childcare & parenting issues, eldercare concerns, depression & anxiety, alcohol & drug misuse, family matters, bereavement, legal issues, financial concerns, career issues, crisis counselling/trauma and other concerns. The program is a paid partnership between BCPSEA and the school district, and your call is confidential, so the district **does not** receive any information about individuals accessing the service.

## **INTERNAL MEDIATION SERVICES:**

A confidential and helpful BCTF resource to support any of your professional relationships that have been severed. This service is confidential and NO ONE knows that you have reached out to them for support. They meet with all members and staff, including CUPE and/or Administrators. Contact Sherry Payne at BCTF: 1-800-663-9163 or [spayne@bctf.ca](mailto:spayne@bctf.ca)

## **HEALTH, SAFETY & WELLNESS:**

**Health and Safety Reps** – All sites have a Joint Health and Safety Committee that meets monthly to discuss safety issues. There is also a Health and Safety bulletin board at every worksite with information and the minutes of the H&S meetings.

**Violent Incident Report** - If you or your students are involved in a violent incident you need to complete the district **Violent Incident Report** form. If you can't find one at your school, you can find it on the district website. If you are injured, attacked, threatened or bullied you also need to follow the steps listed below for reporting at WorksafeBC:

### **WORKSAFE BC (*Workers' Compensation Board*)**

**If you are injured at work or have symptoms of a work-related illness, you must:**

**Step 1:** Report it to your employer immediately.

**Step 2:** Seek medical attention and tell your doctor your injury is work related. Your employer is responsible for your transportation costs from your workplace to a doctor's office or hospital.

**Step 3:** Start a claim by reporting it to Worksafe BC as soon as possible.

### **Rights of Workers:**

- The right to know (about any hazards or potential hazards in your work environment)
- The right to participate (in the Health and Safety process)
- The right/responsibility to refuse unsafe work (this can be done on your or a colleague's behalf)
- The right to no discrimination (for taking part in the Health and Safety process)

## **BCTF ADVANTAGE:**

The BCTF has a program to provide savings to members in a number of areas. Information can be found on the BCTF Member Portal. Contact [helpdesk@bctf.ca](mailto:helpdesk@bctf.ca) if there are any problems accessing the Portal.

## **BCTF WEBSITE & PHONE NUMBER:**

The BCTF has a variety of supports, services, and information for teachers. You can call the BCTF at: 1-800-663-9163 or visit their website at [www.bctf.ca](http://www.bctf.ca)

**Members' Only Portal** – you can find the most current BCTF updates on the portal. To sign up, click on the My Portal link and use your non-district email and password generated by the BCTF tech team. Contact them for set-up information or support.

## **PORTABILITY OF SENIORITY:**

Once you obtain a **continuing** contract, you are able to port up to 20 years of seniority from another public school district in BC. Please contact HR to complete the seniority confirmation forms. **Article G.1**

## **LEAVES, TRANSFERS AND REDUCTION IN ASSIGNMENT:**

March 31<sup>st</sup> is the deadline to request a leave of absence, a school transfer and/or a reduction in FTE assignment. You email your request to the Superintendent and cc Tammy Gates, Union President.

## **12 MONTH PAYROLL SAVINGS PLAN:**

As a contract teacher, you are paid your salary over 10 months. One option to save for the summer is our **Payroll Savings Plan**. A form from the Board Office is available for sign up. Payroll will deduct \$\$ and you will receive two direct deposits throughout the summer (July 15 & August 15). You earn the interest that the fund generates from September to June at a rate of 2.5% less than prime. The deadline to apply is June 30 for the following school year. **Article B.8**

If you are interested in this option, call Ken Evans, payroll clerk, at the School Board Office.

**Please read through the Collective Agreement and familiarize yourself with local and provincial clauses that are important to you!**

**IF IN DOUBT CALL THE HGTA OFFICE!!**