

**REGINA CATHOLIC SCHOOLS
LOCAL COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN
THE BOARD OF EDUCATION FOR
THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION # 81**



AND

THE REGINA CATHOLIC SCHOOLS TEACHERS' ASSOCIATION



July 1, 2021 ~ June 30, 2024

TABLE OF CONTENTS

Table of Contents	2
Preamble	3
Article 1 – Agreement Clarification, Informal and Formal Resolution.....	4
Article 2 -Term of Agreement and Definitions	5
Article 3 - Payment of Salary	5
Article 4 - Salaries for Substitute Teachers	6
Article 5 - Special Allowances	6
Article 6 - Professional Development Fund	8
Article 7 - Negotiation Leave.....	9
Article 8 - Parenting Leave	9
Article 9 - Compassionate Leave	10
Article 10 - Special and Other Leaves	11
Article 11 - Recognition of Extra-curricular Activities	13
Article 12 - Staff Retreats	13
Article 13 -Travel Expense Reimbursement	14
Article 14 - Preparation Time.....	15
Signatories	16
Appendix #1 – General Duties of a Teacher.....	17

PREAMBLE

The Board of Education (hereto after referred to as the Board) and the Regina Catholic School Teachers Association (hereto after referred to the RCSTA) enter into this agreement with a desire for continuing harmonious relations and to promote cooperation and understanding between the Board and its teaching staff.

The Board of Education and the Regina Catholic School Teachers Association are committed to cooperating in the advancement of the mission of Regina Catholic Schools.

MISSION STATEMENT OF REGINA CATHOLIC SCHOOLS

The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.



ARTICLE 1 – Agreement Clarification, Informal and Formal Resolution

1.1 Clarification

1.1.1 Teachers who have questions/concerns regarding the application of this agreement shall consult with the RCSTA president. The RCSTA president may collaborate with designated superintendent to seek further clarification.

1.1.2 Whereby clarification with designated superintendent and the RCSTA president is not reached, the member may then move the concern to the collaborative problem-solving process.

1.2 Informal Resolution - Collaborative Problem-Solving Process:

1.2.1 For the purpose of the Article, collaborative problem-solving is without prejudice.

1.2.2 Where a disagreement arises out of the interpretation and/or application of any provision within this collective agreement, those bound by the terms of this agreement will make every effort to resolve said disagreement through informal dialogue and collaborative problem solving within thirty (30) calendar days of its discovery.

1.2.3 The member concerned may request STF and/or RCSTA representation when meeting with the designated superintendent.

1.2.4 The process may be extended by mutual agreement.

1.2.5 If no resolution is reached, the issue(s) may then be moved to the formal grievance process (Article 1.3) by either party.

1.3 Formal Resolution - Grievance Process

1.3.1 A grievance includes any difference of opinion which may arise as to the meaning, interpretation or application of a word, expression, or provision contained in this agreement.

1.3.2 A Grievance Review Committee (GRC) shall be convened upon the receipt of a grievance. The GRC shall consist of five (5) members; two (2) appointed by the RCSTA, two (2) appointed by the Director, and an individual acceptable to both the Director and the RCSTA. The mutually agreed upon individual is to act as chair.

1.3.3 The GRC shall meet within thirty (30) days and shall have the responsibility of the interpretation of the Agreement.

1.3.4 The party to the grievance has the opportunity to speak to the GRC. The GRC will have an opportunity to ask questions for clarification. Following information gathering, the committee will deliberate in closed session. The resolution will be communicated verbally to the party as soon as possible, and, in writing, within seven (7) days of the resolution.

1.3.5 If the grievance is not resolved to the satisfaction of both parties, either party may refer the matter to arbitration in accordance with the terms of Arbitration of Dispute in The Education Act, 1995, and any amendment thereto.

ARTICLE 2 – TERM OF AGREEMENT AND DEFINITIONS

- 2.1 This agreement becomes effective July 1, 2021, and shall continue in effect until June 30, 2024 and thereafter until revised in accordance with *The Education Act, 1995* and any amendments thereto. Collective bargaining shall commence no later than one hundred fifty (150) days prior to the expiration of the Agreement.
- 2.2 The parties to the agreement may, by mutual consent, revise any provision of the Agreement during the term of the Agreement.
- 2.3 All terms and expressions used in this Agreement shall have the same meanings as are given to them in *The Education Act, 1995* and any amendments thereto.
- 2.4 No clause in this Agreement shall be interpreted so as to diminish the constitutional rights and obligations of the Board as a Separate School employer.
- 2.5 Unless otherwise provided in this Agreement, any teacher who leaves the employ of the Board, but who has taught during the term of this Agreement or part thereof, shall receive any benefit that might accrue as a result of this Agreement.

ARTICLE 3 – PAYMENT OF SALARY

- 3.1 Pay Period
 - 3.1.1 All teachers shall be paid, by direct deposit, on the last business day of the month from September to June. Should the last day of the month fall on a Saturday, a Sunday or a Statutory holiday, payment shall be advanced on the preceding banking day. In June, teachers shall be paid on the last working day. Teachers will have access to their monthly earning statement that includes storage banks for accumulated sick leave, mealtime supervision, personal day(s), extra-curricular day(s), and non-instructional days as defined in Article 10.2.2.1. Each year teachers shall receive instruction on how to access statements online.
 - 3.1.2 In any month of the school year, teachers have the option of establishing a second direct deposit account into which the Board shall deposit a portion of their pay as directed by the teacher.
 - 3.1.3 Upon termination or expiration of a contract, all monies due to the Teacher shall be paid within ten (10) days.

ARTICLE 4 – SALARIES FOR SUBSTITUTE TEACHERS

- 4.1 Except as hereinafter provided, substitute teachers shall be paid a daily salary equivalent to 1/number of working days in the RCSD current school year calendar of the minimum amount of the salary grid on the current provincial bargaining agreement for the class for which they qualify.
- 4.2 Where a substitute teacher is employed for more than ten (10) consecutive days replacing the same teacher, such substitute teacher shall thereafter be paid at the rate determined by the class and step of the Teacher on the provincial salary grid of the current provincial bargaining agreement.
- 4.3 Payments made in accordance with this article shall be deemed to include the amount payable in lieu of annual vacation.

ARTICLE 5 – SPECIAL ALLOWANCES

- 5.1 Out –Of-School Allowances
 - 5.1.1 Out-of-school teachers who are engaged as Coordinators shall receive an annual allowance equal to fifteen percent (15%) of the amount shown for the maximum salary for Class VI of the amount shown in the salary grid of the current provincial collective bargaining agreement.
 - 5.1.2 Out-of-school teachers who are engaged as Learning Consultants shall receive an annual allowance of ten percent (10%) of the amount shown for the maximum of Class VI of the amount shown in the salary grid of the current provincial collective bargaining agreement.
 - 5.1.3 Out-of-school teachers who are engaged as Coordinators and Learning Consultants .5FTE or greater shall receive one hundred percent (100%) of the allowance.
 - 5.1.4 Out-of-school teachers who are engaged as Coordinators and Learning Consultants less than .5FTE shall receive fifty percent (50%) of the allowance.
- 5.2 In-School Allowances
 - 5.2.1 An Education Leader shall receive an annual allowance of five and a half (5.5%) of the amount shown for the maximum of Class VI of the amount shown in the salary grid of the current provincial collective bargaining agreement.
 - 5.2.2 Paid Student Supervision
 - 5.2.2.1 Each Teacher who provides student outdoor supervision outside of assigned time (excluding mealtime supervision) shall receive an annual allowance as prescribed in article 5.2.2.3.
 - 5.2.2.2 Each Teacher who accepts responsibility for student indoor supervision for extra-locations, as approved by the superintendent in charge, outside of assigned time (excluding mealtime supervision) shall receive an annual allowance as prescribed in article 5.2.2.3

5.2.2.3 For every hour of supervision provided, per day, as described in article 5.2.2.1 or 5.2.2.2 a teacher shall receive an annual allowance of five and one-quarter percent (5.25%) of the amount shown for the maximum salary for Class VI of the amount shown in the salary grid of the current provincial collective bargaining agreement. The allowance paid to each teacher who supervises more or less than one hour per day shall be pro-rated accordingly.

5.2.2.4 By the end of the first full week of classes each fall all paid supervision schedules shall be submitted for approval to the designated Education Services Superintendent.

5.2.3 Mealtime Supervision

5.2.3.1 Each Teacher who accepts responsibility for mealtime supervision shall be paid at the rate of \$11.49 for each thirty (30) minutes of mealtime supervision during the noon recess.

5.2.3.2 The rate specified in 5.2.3.1 shall be adjusted by the same percentage increase as the maximum of Class IV of the provincial salary schedule.

5.2.3.3 Each Teacher who accepts the responsibility for mealtime supervision may have the option of accessing paid leave in place of payment. For every seven and one half (7.5) hours of mealtime supervision, a teacher may take one half (1/2) day of paid leave in place of payment. The paid leave earned is limited to two (2) days per year. Supervision banks in excess of thirty (30) hours shall be paid out on the last pay period in June.

5.2.3.4 Teachers may carry forward up to two (2) days earned into the following school year.

5.2.3.5 Subject to operational feasibility teachers shall be granted the paid leave as requested.

5.2.3.6 Pay periods for mealtime supervision shall be paid with the December, March and the final pay period at the end of the June.

5.2.3.7 Where sufficient teachers do not volunteer for mealtime supervision, non-teaching personnel may be hired and assigned to this position.

ARTICLE 6 – PROFESSIONAL DEVELOPMENT FUND

- 6.1 The Division shall provide an amount equal to 0.59% of lines 1-2-12-115-101 School Administration Salaries (Principal/VP), 1-2-12-115-103 Teacher Contract Salaries - School Based Teachers, and 1-2-12-115-104 Supportive Instructional Salaries-Teacher Contract of the previous year's audited financial statement as a Professional Development Fund.
- 6.1.1 The following committees will be established to create guidelines and manage expenses.
- Pre-Kindergarten to Grade 12 teachers
 - School-Based Administrators (Principal/VP)
 - Coordinators and Consultants
- 6.1.2 The allocation of the funds shall be distributed on the following basis:
- Pre-Kindergarten to Grade 12 teachers – fifty seven percent (57%)
 - At least seven percent (7%) of these funds will be designated to Pre-K to 12 teacher wellness.
 - School-Based Administrators (Principal/VP) – sixteen percent (16%)
 - Coordinators and Consultants – two percent (2.0%)
 - School Division Director – twenty five percent (25%)
- 6.1.3 A summary of expenditures of funds will be reported at the end of each fiscal year. These reports will be from, and accessible to, each committee in accordance with 6.1.1.
- 6.2 Costing
- 6.2.1 The school division shall provide, upon request, to the Executive of the RCSTA a statement indicating expenditures incurred and balances remaining in the Professional Development Fund as well as an annual summary of expenses and balances within one hundred twenty (120) days after the fiscal year end.
- 6.2.2 The following shall be charged against the Professional Development Fund.
- 6.2.2.1 Educational Awards (Educational Awards are grants of money to teachers for the completion of classes taken at an educational institution outside of school hours or while a teacher is on leave of absence without pay, or while a part-time teacher is not on duty.
- 6.2.2.2 Expenses related to conferences, conventions, seminars, wellness initiatives, educational awards, and in-services may be approved by the applicable teacher committee under the authority of the Director.
- 6.2.2.3 Cost of substitutes where required.
- 6.2.2.4 Other non-salary expenses incurred by the Teacher including but not limited to, lodging, travel, meals, that are reimbursed by the Division.
- 6.3 Any amount remaining in the Professional Development Fund at the end of the fiscal year shall be carried forward into the next fiscal year to a maximum of twenty five percent (25%).
- 6.4 Liability
- 6.4.1 Notwithstanding anything herein contained, no legal liability shall attach to a teacher or to a teacher's estate if, due to disabling illness or other disability or death, the Teacher is unable to fulfill commitments made pursuant to this Article.

ARTICLE 7 – NEGOTIATION LEAVE

- 7.1 Teachers, not exceeding six (6) in number, duly appointed as the local bargaining committee of the RCSTA shall suffer no loss of salary for time necessarily absent from their regular duties for the purpose of participating in actual negotiations, or in mediation, conciliation and arbitration proceedings.
- 7.2 In addition, to facilitate the aforementioned bargaining committee in preparing for local negotiations, members of this committee shall be released from their duties without loss of salary, for up to one and a half (1.5) days. The specific days for such preparation shall be approved by the Director or designate and the RCSTA shall reimburse the Board for all associated substitute costs for the one and a half (1.5) days.

ARTICLE 8 – PARENTING LEAVE

8.1 Maternity Leave

A teacher shall, on application be granted maternity leave in accordance with the relevant provisions of *The Saskatchewan Employment Act*. Application is to be made in writing at least four (4) weeks prior to the commencement of the leave.

8.2 Parental Leave

A teacher shall, on application, be granted consecutive parental leave in accordance with the relevant provisions of *The Saskatchewan Employment Act*. Application is to be made in writing at least four (4) weeks prior to the commencement of the leave.

8.3 Paternity Leave

A father shall, on application, be granted leave with pay for a period of up to three (3) teaching days by reason of the birth of his child. These days are granted on, and/or within a week following the birth of the child.

8.4 Adoption Leave

8.4.1 A teacher shall, on application, be granted leave with pay for a period of up to three (3) teaching days in order to receive a child for adoption.

8.4.2 A teacher shall, on application, who is adopting a child, be granted adoption leave in accordance with the relevant provisions of *The Saskatchewan Employment Act*. Application is to be made in writing at least four (4) weeks prior to the commencement of the leave.

8.5 Parental Leave Without Pay

8.5.1 Parental leave without pay shall be granted, subject to operational feasibility, for up to one year for the following:

8.5.1.1 The period following maternity, parental or adoptive leave should circumstances warrant same.

8.5.1.2 Emergent pressing necessity related to parenting.

8.6 Return to Teaching Duties

A teacher who has been granted a leave as per sections 8.1, 8.2, 8.3, 8.4 and 8.5 is entitled to return to teaching duties with terms, conditions, and benefits equivalent to those to which the Teacher is entitled in accordance with the *The Saskatchewan Employment Act*. Following a parental leave every effort will be made to return the teacher to a similar teaching position.

8.7 Additional Leave

The Director may grant leave in excess of the number of days provided for in sections 8.1, 8.2, 8.3, 8.4, and 8.5.

ARTICLE 9 – COMPASSIONATE LEAVE

- 9.1 A teacher shall be granted leave of absence without loss of pay for a period of time up to five (5) teaching days for each instance to attend to a serious illness, and/or death in the immediate family of the teacher. A serious illness refers to a person who is in palliative care and/or an illness that is imminently life-threatening. For the purpose of this article, immediate family is defined as: spouse, father, mother, brother, sister, child, grandparent, grandchild, guardian, foster parent, parent surrogate, foster child, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, fiancé or any close relative living in the same household.
- 9.2 A teacher shall be granted leave of absence without loss of pay for a period of time up to three (3) teaching days for each instance to attend to a serious illness and/or death of a relative. A serious illness refers to a person who is in palliative care and /or illness that is imminently life-threatening. For the purpose of this article, a relative is defined as a niece or nephew, aunt or uncle.
- 9.3 A teacher shall be granted leave of absence without loss of pay for a period of time up to and including one (1) teaching day to attend to a serious illness, and/or funeral in situations not covered by section 9.1 and 9.2.
- 9.4 Notwithstanding sections 9.1, 9.2 and 9.3, a teacher shall, on application, be granted additional compassionate leave, such as palliative care, in accordance with the relevant provisions of *The Saskatchewan Employment Act*.
- 9.5 Leaves of absences without pay may be granted for compassionate reasons beyond compassionate leave provisions.
- 9.6 The teacher shall notify the Director or its representatives at the earliest opportunity of the reason for the leave, the member of the family involved, and the number of days requested.

ARTICLE 10 – SPECIAL AND OTHER LEAVES

10.1 Length of Leave

- 10.1.1 A teacher shall be granted up to five (5) consecutive working days of leave, with or without pay, provided the teacher has applied, and has days available under the terms of this agreement. Acceptance is subject to substitute teacher availability on the day of application.
- 10.1.2 A teacher may be granted between six (6) and ten (10) consecutive days of provided the teacher has applied at least thirty (30) days in advance, and has days available under the terms of this agreement. Acceptance is subject to substitute teacher availability and the approval of the Director.
- 10.1.3 Upon application to the Director a teacher may be granted a leave of more than ten (10) days.

10.2 Leaves with Pay

10.2.1 Judicial Leave

- 10.2.1.1 A teacher shall be granted leave of absence without loss of salary when subpoenaed as a witness or juror in court. Remuneration awarded by the court in addition to incurred expenses, shall be repaid to the Board. Remuneration in excess of the salary amount paid to the employee by the Board shall be retained by the employee.
- 10.2.1.2 A teacher shall be granted leave with pay for a period of up to and including five (5) teaching days per school year in order to attend any examination for discovery, pre-trial conferences or trials in actions in which the teacher is party.
- 10.2.1.3 The Director may grant judicial leave in excess of the number of days provided for in section 10.2.1.2

10.2.2 Special Leave

Without restricting the reasons for which special leave shall be granted; these days will be pro-rated according to FTE.

- 10.2.2.1 A teacher shall be granted two (2) non-instructional days per school year that must be used during Board designated assigned time, with the exception of two days designated prior to the first day of class for students, and up to two days after the last day of class for students as noted on all of the school year calendars.
- 10.2.2.2 A teacher shall, upon request, be granted one half (1/2) day in city or one (1) day out of city leave of absence with pay to attend university convocations or post-secondary graduations involving self, spouse, sons, daughters, brothers, sisters, sons-in-law, daughters-in-law, or parents.
- 10.2.2.3 A teacher shall be granted one (1) day of leave with pay, as per current practice, to attend a teacher's convention used for teacher business.

10.2.3 Personal Leave

- 10.2.3.1 A teacher shall be granted one (1) day leave of absence with pay per school year to attend to personal matters provided availability of substitute teachers.
- 10.2.3.2 A maximum of one (1) day of personal leave may be carried forward to the next school year.

10.2.4 Pressing Personal Leave

10.2.4.1 Teachers may receive up to two (2) days per school year to attend to emergent pressing personal matters.

10.2.5 Days in lieu of *voluntary* service preceding the school year

10.2.5.1 Should the Division invite teachers, principals or vice-principals to attend meetings preceding the published school year, attendance shall be *voluntary*. Should the RCSTA member choose to attend the meeting, they shall be granted one (1) day in lieu during the school year for every day on which they attended the meeting. Days in lieu are based on a six and one-half (6.5) hour working day.

10.2.5.2 Should the Division offer a professional development workshop preceding the published school year, attendance shall be *voluntary*. Those who have been asked and have accepted responsibility for planning and delivering the workshop shall be granted one (1) day in lieu during the school year for every day on which they delivered the professional development. Days in lieu are based on a six and one-half (6.5) hour working day.

10.2.5.3 Should the Division offer a teacher a professional development workshop preceding the published school year, attendance shall be *voluntary* with no compensation or time in lieu provided.

10.3 Personal Leaves With Pay, Less Cost of Sub Deduction

10.3.1 A teacher may, upon request, be granted leave of absence to a maximum of two (2) days per school year, at a deduction from gross pay equal to the average cost of a substitute teacher for each day absent. The calculation of the average cost of a substitute teacher shall be determined as the average cost of a substitute teacher in the preceding fiscal year plus any increase negotiated in the provincial collective bargaining agreement.

10.4 Personal Leaves Without Pay

10.4.1 A teacher shall, upon request, be granted leave of absence without pay for up to two (2) teaching days per school year. If either of the days of leave of absence occurs in conjunction with a school break or holiday period, the teacher may take the leave only if the Director, or designate grants permission.

10.4.2 Notwithstanding the other indicated leaves, a teacher shall, on application, be granted other leave in accordance with the relevant provisions of *The Saskatchewan Employment Act*.

10.4.3 A teacher may, upon request, be granted leave of absence without pay for up to three (3) teaching days per school year.

10.5 RCSTA Presidential Leave

The Board shall provide for the full-time secondment of the President of the RCSTA. The RCSTA shall reimburse to the Board the full cost of salary, allowances and all payroll benefits paid by the school division.

ARTICLE 11 – RECOGNITION OF EXTRA-CURRICULAR ACTIVITIES

- 11.1 Extra-curricular activities are defined as those authorized student activities that take place beyond the instructional time set out in *The Education Act, 1995*. Recognition of extra-curricular hours is not intended to cover the hourly commitment, it is an appreciation shown by the School Division, to teachers who lead wellness activities for students.
- 11.2 The importance of extra-curricular activities is recognized as part of the educational offerings provided to students. The interests, abilities, and personal circumstances of staff and students, shall be taken into consideration when developing extra-curricular offerings.
- 11.3 Prior to undertaking an extra-curricular activity, expectations regarding the purpose and philosophy of the activity shall be clearly communicated and approved by the principal.
- 11.4 In recognition of the time and energy teachers contribute to their school communities, teachers who have accumulated, within the current academic school year:
 - 11.4.1 Forty (40) hours of school division approved extra-curricular activities shall receive a maximum of one half (.5) day of paid leave in recognition.
 - 11.4.2 Eighty (80) hours of school division approved extra-curricular activities shall receive a maximum of one (1) day of paid leave in recognition.
 - 11.4.3 One hundred and fifty (150) hours of school division approved extra-curricular activities shall receive the maximum two (2) days of paid leave in recognition.
 - 11.4.4 No more than two (2) days can be earned per school year.
 - 11.4.5 In each case eighty percent (80%) of the hours must be student contact time. These hours may be earned at any Regina Catholic School.
- 11.5 Activities deemed as extra-curricular shall be approved by RCSD Senior Administration. All extra-curricular hours must be signed off by the administrator at the school where hours are earned. Approved hours are submitted electronically using the approved, and RCSTA agreed upon, tracking form managed by Human Resource Services.
- 11.6 Teachers may use the paid leave days in the year it is earned or carry the day(s) forward to the next school year only.
- 11.7 Extra-curricular hours must be tracked, approved, and submitted through the Human Resources tracking form prior to the leave being granted and by the last day of work of the year hours are accumulated.

ARTICLE 12 – STAFF RETREATS

- 12.1 Staff Retreats will be conducted on a yearly basis. All employees are expected to attend and shall not access leaves unless approved by Director or designate.

ARTICLE 13 – TRAVEL EXPENSE REIMBURSEMENT

- 13.1 The travel expense reimbursement paid to teachers required by the Division to travel (within a 100 km radius of the city of Regina) in the performance of their duties and who are authorized by the Director or designate to claim a travel expense, shall be the average of the kilometric rates paid to employees of the Saskatchewan Teachers' Federation, the Saskatchewan School Boards Association and the Saskatchewan Public Service Commission. These rates will be adjusted semi-annually.
- 13.2 Travel expense reimbursement shall be paid for authorized extra-curricular and co-curricular activities involving student participation. No payment shall be made for travel between the employee's home address and designated place of employment except when extra trips are made for authorized school activities involving student participation. No payment shall be made in this case for travel beyond the city limits.
- 13.3 In-School Administrators shall be reimbursed for travel expenses incurred for school business. No payment shall be made for travel between the employee's home address and designated place of employment except when extra trips are made for authorized school activities.
- 13.4 All RCSTA members shall be reimbursed for travel incurred for parent-teacher meetings.
- 13.5 Whenever teachers are authorized to transport students in their cars for a co-curricular or extra-curricular activity, they shall be paid at a rate ten percent (10%) higher than the rate specified in Section 13.1. It is further understood that should the application of this Section result in a kilometric rate in excess of the maximum allowed by Canada Revenue Agency guidelines, the kilometric rate specified by Canada Revenue Agency shall apply.
- 13.6 Requests for payment of travel expenses shall be submitted on a form prescribed by the Chief Financial Officer.
- 13.7 Travel expense reimbursements shall be paid on a monthly basis to all employees traveling in excess of one hundred (100) kilometers per month. Employees traveling less than one hundred (100) kilometers a month shall submit a request for reimbursement of travel expense on the last day of the month in which they accumulate one hundred (100) or more kilometers.
- 13.8 Notwithstanding Article 13.7, all employees shall submit a request for reimbursement of any travel expense due on the last day of school prior to Christmas break and on the last teaching day of the school year.

ARTICLE 14 – PREPARATION TIME

- 14.1 Preparation time will occur during assigned teacher time for direct student instruction, on the daily timetable; and is time when the teacher is not performing instructional tasks involving direct interaction with students. Teachers will exercise professional responsibility regarding their choices for the use of this time in a manner that is consistent with the duties of teachers as described in section 231 of *The Education Act, 1995* (see Appendix #1). Teachers shall be accountable to the Principal for the appropriate use of preparation time.
- 14.1.1 Each elementary school shall be allocated sufficient staff to provide every teacher responsible for the instruction of a class or classes a total of two hundred forty (240) minutes per week of preparation time over a five (5) day cycle.
- 14.1.2 Preparation time allocated to each school shall be calculated on the basis of the number of full-time teachers (or equivalents) responsible for the instruction of a class or classes as of September 30 of each school year. Administrators' scheduled teaching time is included in this preparation time calculation. Every effort will be made to provide blocks of no less than thirty (30) minutes for a full-time teacher.
- 14.1.3 Teachers assigned to duties which do not involve regular instruction of classes shall be excluded from the formula for calculating the staff component required to provide preparation time. Such assignments include learning resource teachers, learning catalyst teacher, teacher librarians, elementary school counsellors, and teachers in the band program. Teachers within these groups shall be responsible for establishing a schedule that accommodates their preparation time in accordance with the terms of this article.
- 14.1.5 The distribution of preparation time shall be subject to the approval of the Director or designate.
- 14.2 Preparation time shall be pro-rated for teachers employed on a part-time basis or assigned part-time instructional duties.
- 14.3 The principal may temporarily assign a teacher instructional duties during preparation time in order to deal with:
- 14.3.1 Short-term teacher absences due to an emergent situation.
- 14.3.2 Pre-arranged teacher absences of one-half (1/2) day or less not covered by other substitute funding.
- 14.4 High school teachers shall not receive less preparation time (as per current practice) as a result of this agreement.
- 14.5 All teachers shall perform only that internal substitution specified by Article 14.3.
- 14.6 The Board agrees to designate six (6) days of assigned teacher time during the course of each academic year when students shall be dismissed from elementary schools. Each day may be allocated with the intention of one-quarter (¼) day or more segments and shall be allocated as follows:
- Four (4) days for assessment and reporting, planning, and preparation.
- Two (2) days for school team meetings, and school-based in-service as planned by the school-based administration in collaboration with teachers.
- 14.7 All teachers shall not receive fewer than thirteen (13) non-instructional days (not including the floating retreat day) of assigned teacher time without the Board holding full and meaningful consultation with the RCSTA.

SIGNATORIES

The undersigned agree that the new and revised terms of this
agreement become effective July 1, 2022

SIGNED ON BEHALF OF THE REGINA
CATHOLIC SCHOOLS TEACHERS
ASSOCIATION BARGAINING COMMITTEE



Paul Van Betuw
RCSTA LINC Chairperson



Christopher Kampman
RCSTA President



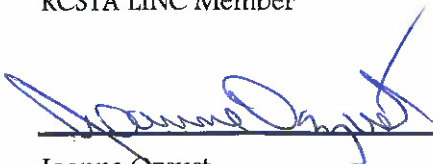
Stephan Beskowiney
RCSTA LINC Member



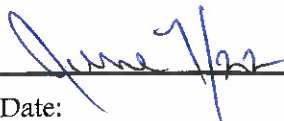
Martin Duguay
RCSTA LINC Member



Clayton Ford
RCSTA LINC Member



Joanne Oxsust
RCSTA LINC Member

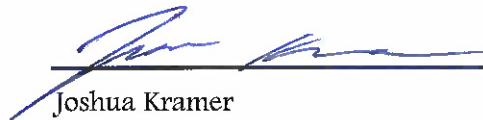


Date:

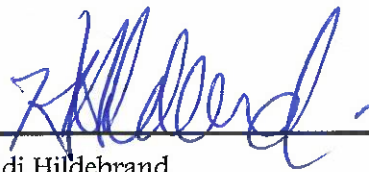
SIGNED ON BEHALF OF THE REGINA ROMAN
CATHOLIC SEPARATE SCHOOL DIVISION#81



Vicky Bonnell
RCSSD #81 Chairperson



Joshua Kramer
Chief Financial Officer



Heidi Hildebrand
Human Resource Superintendent



Date:

APPENDIX #1 – GENERAL DUTIES OF A TEACHER

1. A teacher is responsible, in co-operation with staff colleagues and administrative authorities, for:
 - a) advancing the educational standards and efficiency of the school;
 - b) participating in educational planning by the staff and the board of education or the conseil scolaire; and
 - c) advancing his or her personal professional competence.
2. A teacher shall:
 - a) diligently and faithfully teach the pupils in the educational program assigned by the principal;
 - b) plan and organize the learning activities of the class with due regard for the individual differences and needs of the pupils;
 - c) co-operate with colleagues and associates in program development and teaching activities pertaining to the class and individual pupils;
 - d) maintain, in co-operation with colleagues and with the principal, good order and general discipline in the classroom and on school premises;
 - e) conduct and manage assigned functions in the instructional program in accordance with the educational policies of the board of education or the conseil scolaire and the applicable regulations;
 - f) keep a record of attendance of the pupils for statistical purposes in the form that the ministry may prescribe or in any other form that may be recommended by the principal and approved by the minister;
 - g) report regularly, in accordance with policies of the school approved by the board of education or the conseil scolaire to the parent or guardian of each pupil with respect to progress and any circumstances or conditions that may be of mutual interest and concern to the teacher and the parent or guardian;

- h) participate, under the leadership of the principal, in developing cooperation and co-ordination of effort and activities of members of the staff in accomplishing the objectives of the school;
- i) exclude any pupil from the class for overt opposition to the teacher's authority or other gross misconduct and, by the conclusion of that day, report in writing to the principal the circumstances of that exclusion; provide, on request, to the board of education or the conseil scolaire, the Director, the principal or the minister, any data or information in the teacher's possession respecting anything connected with the operation of the school or in any way affecting its interests or well-being;
- j) deliver up any school records or other school property or property of the school division or conseil scolaire in the teacher's possession when leaving the employment of the board of education or the conseil scolaire or when requested in writing by the board of education or the conseil scolaire to do so;
- k) exclude from the teacher's classroom any pupil suspected to be suffering from, or of being convalescent from or in contact with, a communicable disease and immediately report that exclusion to the principal who shall give notification of the exclusion and the reasons for it to the medical health officer;
- l) re-admit to the classroom, on production of a written certificate from the medical health officer, any pupil who has been excluded pursuant to clause (l);
- m) co-operate with the colleges of education of the universities in the education and training of teachers in accordance with the regulations and any policies of the board of education or the conseil scolaire with respect to access to the school and its facilities for that purpose;
- n) attend regularly all meetings of the staff convened by the principal or the Director;
- o) advance or promote pupils in their work in accordance with the promotion policies of the school and under the general supervision of the principal; and
- p) co-operate with supervisors, consultants and other personnel, and undertake personal initiatives in activities intended or designed to enhance in-service professional growth and the development of professional competence and status.