



# NDTA STAFF REPRESENTATIVE HANDBOOK





# NDTA

---

## TABLE OF CONTENTS

---

### INTRODUCTION

Message from **The President** 4

### OVERVIEW

NDTA **At a Glance** 6

### IMPORTANCE

NDTA **Staff Reps** 8

### ROLES

Role of the **Staff Rep** 10

### ROLES

Role of the **Staff Rep** 12

### COLLECTIVE AGREEMENT

Staff Rep **CA Enforcemnt** 14

### TIPS FOR BEING STAFF REP

Advocay **Tips** 17

### SERVICES

NDTS **Notes Template** 18

NDTA **Services** 20

BCTF **Services** 21

Product **Two** 21

### CODE OF ETHICS

BCTF **CODE OF ETHICS** 22

---

NDTA

## MESSAGE FROM THE PRESIDENT

*Carla Wilson*

---



Dear staff reps/ EC members:

Thank you for stepping up to take on these important roles. Our success is in our solidarity and our support for one another. We are a union of professionals that cares deeply about our members and the students we teach. My hope is that this handbook will help you to better understand your role and how you can effectively support the teachers in your school.

This book is a living document that covers only a fraction of what there is to know about your union, the collective agreement, and its impact

*Our success is in our solidarity and our support for one another. We are a union of professionals that cares deeply about our members and the students we teach.*

on the lives of our members. The BCTF website, myself, and veteran teachers are all great sources of information, so reach out whenever you are not sure or need clarification, particularly on questions or concerns regarding working conditions, professional practices, local support services or the collective agreement.

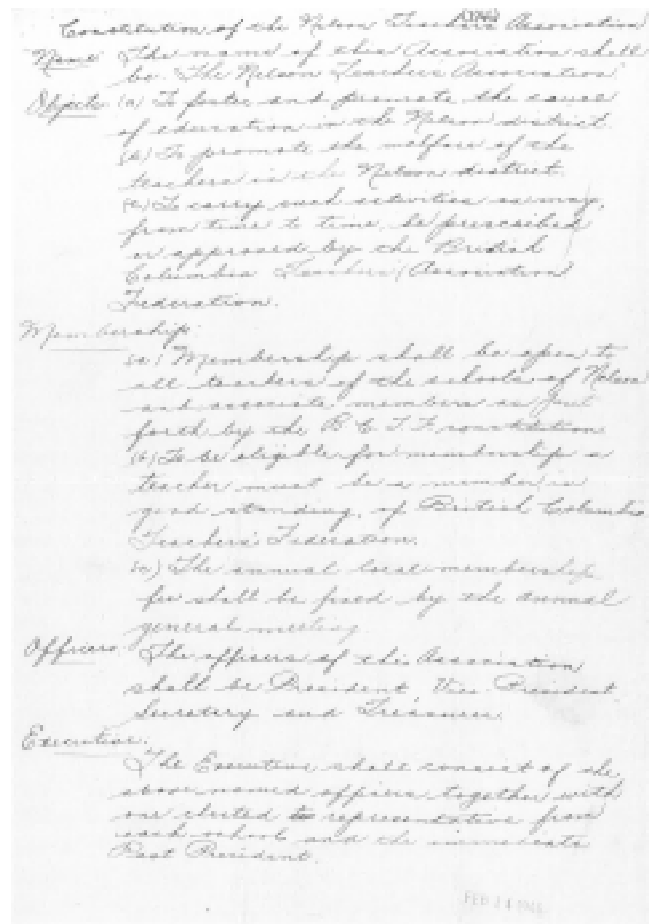
Whether you are new to this role or have been involved for a number of years, I am excited to have you take on these leadership roles and believe and hope that you will find them as rewarding and interesting as I have.

*Carla Wilson*



# NDTA AT A GLANCE

2021



## OUR BACKGROUND

The Nelson Teacher's Association has a constitution dating to 1944, a hand written document submitted to the BCTF. We have had President's of our association since 1933 from Mr. D.G. Chamberlain to our current President Carla Wilson. Fourteen of our presidents have served more than one term.

## OUR OBJECTIVES

The objectives of this Association shall be:

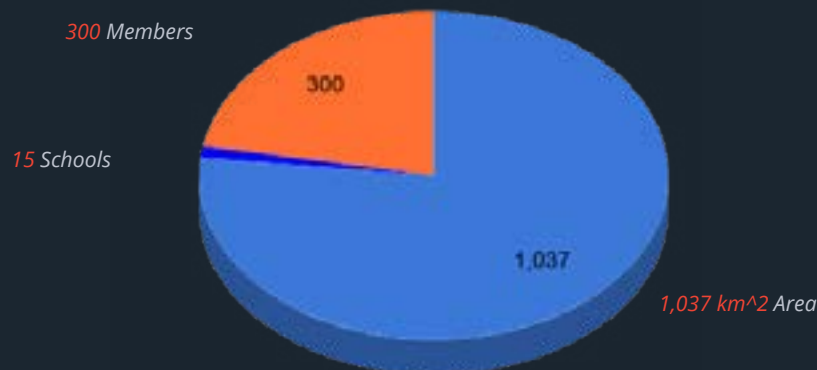
- To foster and promote the cause of education.
- To raise the status and promote the welfare of the teaching profession.
- To carry on such activities as may from time to time be prescribed or approved by the British Columbia Teachers' Federation.
- To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.

## PUBLIC EDUCATION SYSTEM

Employer	Union
Ministry of Education BC Public School Employers' Association (BCPSEA)	British Columbia Teachers' Federation (BCTF)
Board of Education Administration	Nelson & District Teachers' Association

---

## OUR LOCAL



---

## EXECUTIVE COMMITTEE

### 5.3 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- Between General Meetings and subject to Bylaws and Policies 4 and 6, the Executive Committee shall exercise all the powers of the Association and conduct its affairs.
- The Executive Committee shall undertake such duties as may from time to time be assigned to it by a General Meeting of the Association.
- The Executive Committee may, either at its own discretion or at the request of the Table Officers, advise or direct the Executive Committee on any question affecting Association Policy.
- The Executive Committee may authorize or prohibit any proposal of the Table Officers for action which is deemed to be contrary to or beyond the scope of Association Policy.
- The Executive Committee shall manage the Association's affairs in the area of budgetary control.
- The Executive Committee shall receive and review full reports of all actions taken by the Table Officers, its appointees, and Association Committees.
- The Executive Committee shall fill vacant Table Officer positions subject to the ratification of a General Meeting.
- The Executive Committee shall elect or appoint members to other Committees and delegations as required.
- The Executive Committee may adjust any budget line in the NDTA budget as long as the bottom line balanced budget is maintained. (revised 2007 AGM)

---

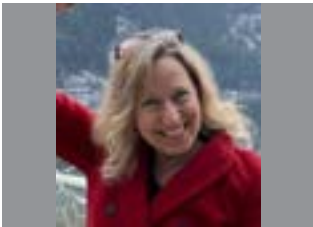
## NDTA

# STAFF REPS ARE IMPORTANT TO OUR LOCAL

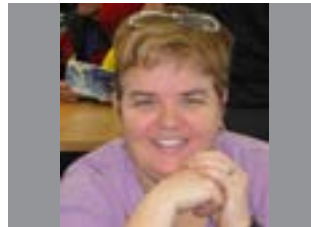
---

*NDTA School District #8*

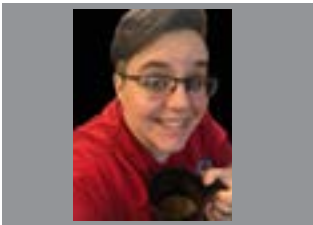
### EXECUTIVE COMMITTEE



PRESIDENT: CARLA WILSON  
2019-PRESENT



SECRETARY: KAREN WALGREN



VICE PRESIDENT/LR : LORI JONES  
2020-PRESENT



TREASURER: CALEB MORTON  
2021

### GENERAL MEETINGS

The General Meeting may adopt policies and prescribe procedures for the attainment of the objectives of the Association and perform such other duties and responsibilities as outlined in the Bylaws and Policies.

All final offers from the Board for contract or agreement shall be ratified by a General Meeting.

In accordance with By-Law No.2 (page 15 of the Members' Guide), the election of delegates to any general meeting of the BCTF shall be at a general meeting of the local.

The number of delegates is dependent on the number of active members in the local. NDTA policy dictates that the Local Representative and the President be among the delegates who attend unless they are unable to attend.

WHY STAFF REPS  
**ARE IMPORTANT**



## Who are NDTA Members?

- a. Teachers,
- b. Teachers Teaching On Call (TTOC),
- c. School psychologists,
- d. Speech/ Language pathologists,



Just as the President and the Executive Committee are the head of the union, and the general membership is the heart, the school union site-representatives are the legs of the union. No policy, action plan, or communication vehicle will be brought to life in a school without the onsite skills, knowledge, and

analytical capabilities of school union site-representatives. Every school in Nelson should have site-based union representatives who support teachers in a variety of ways.



The Staff Representative is the school-level go-to-source for any questions that teachers may have, particularly about union-related information, such as our Collective Agreement. Teachers can request that their staff rep accompany them to any meeting they might be requested to have with their administration.

---

## THE ROLE OF STAFF REP

---

*As Per Collective Agreement*

### COLLECTIVE AGREEMENT

#### ARTICLE A.22 SCHOOL STAFF REPRESENTATIVES

1. School staff representatives, elected in accordance with Association procedures, shall have the rights which are set out in the following sub-sections:
2. After notifying the Principal or designate, the right to convene membership meetings in the school to conduct Association business outside of instructional hours.
3. The right to attend meetings between Principal or designates and teachers concerning personnel relations matters. Should the Principal or designate call such meeting during the instructional day, the staff representative shall be relieved of instructional duties, with no loss of pay, when requested to attend by either the teacher or the Principal or designate.

#### PROCEDURES FOR STAFF REP ELECTION

Staffs are to determine how staff reps are elected at their site. The number of members at a site determines how many staff reps. One rep should be designated to be the peer of the Principal. Sharing the role is possible in the context of liason with the local.



#### WHEN TO HAVE MEETINGS

School based NDTA meetings should always be held outside of instructional time. According to the Collective Agreement this includes before or after instructional hours, or on contractual Duty Free lunch. According to Article A.24 Access to the worksite Representatives of the Association, and officers and staff of the BCTF. authorized by the Association, shall have the right, with the agreement of the principal, to transact Association business on school property and to utilize District facilities, provided such activities or use does not interfere with teachers' or principals' duties.



#### WHEN TO ATTEND MEETINGS WITH MEMBERS

According to Article A.36 Right to Representation A representative of the Association and/or the BCTF may attend a meeting between an employee and the Board of Education concerning personnel relations matters at the request of either party. The Board of Education is to be notified in advance if the employee will have a representative present at such meeting.

*Notes should be taken  
(see notes template)*



**AS PER NDTA BYLAW**

The Representative Assembly of the Association, (hereinafter referred to as "NDTA") shall consist of:

- a. Executive Committee members;
- b. Staff representatives duly elected by the staff of each public school in the Nelson local on a representative basis of one (1) delegate for each fifteen teachers or major fraction thereof, but with not less than one (1) delegate;
- c. Representatives of those teachers not assigned to schools, on the basis of groupings as determined from time to time by the Association, on the recommendation of the Executive Committee, as in (b) above;

*The objects of this Association shall be:*

- (a) To foster and promote the cause of education.*
- (b) To raise the status and promote the welfare of the teaching profession.*
- (c) To carry on such activities as may from time to time be prescribed or approved by the British Columbia Teachers' Federation.*
- (d) To represent its members and to regulate relations with their employer through*

- d. One representative of teachers on call
- e. A representative of each standing committee or alternate, duly elected by the committee.




---

*The business of the Association shall be carried on in School District No. 8 (Kootenay Lake) and in surrounding districts.*

### **AS PER POLICY**

Staff representatives are responsible for:

- Advocacy for teachers on their respective staffs.
- Making known to their respective staffs the decisions of the Executive Committee.
- The distribution and posting of agendas, minutes, literature, bulletins, posters, and announcements.

#### *Article A.26 Bulletin Boards*

*1. The Association shall have the right to post notices of activities and matters of Association concern on designated bulleting boards, which shall be provided in each staff room in each school building.*

- Chairing NDTA staff meetings;
- The collection of forms as required by the Executive Committee, the Table of Officers or a General Meeting.
- Communicating to the appropriate body of the NDTA the concerns and opinions of their respective staffs.
- Attending NDTA Executive Committee meetings.

### **MISSION**

We acknowledge, respect and honour the First Nations in whose traditional territories the Nelson & District Teachers' Association operates and all Aboriginal people residing within the boundaries of our local

We are a union of professionals that advocates for the social and professional goals of teachers. We promote quality public education through our actions as a local.

Photo top

South Neson Elementary

Photo bottom

Salmo Secondary



## SIMPLY TRUTHS

### PEER OF *The Principal*

The staff rep is the peer of the principal in matters related to the interpretation and application of the Collective Agreement in the school

### RIGHTS

#### *Responsibilities*

The rights and responsibilities of the staff reps are firmly grounded in the Collective Agreement, in statute ( Labour Relations Code, School Act, Employment Standards Act, Workers' Compensation Act, Industrial Health and Safety regulations) and in arbitration jurisprudence (case law,court decisions).

### COLLECTIVE AGREEMENT *Mutal*

The Collective Agreement was not imposed by the union on the employer, but represents the mutually agreed to terms and conditions of employment for teachers in the district.

### UNION

#### *Legal Responsibility*

The union has a legal obligation to fairly represent the members of the bargaining unit.



# ROLE OF THE STAFF REP

## COLLECTIVE AGREEMENT ENFORCEMENT

At School Sites

The Staff Representative is the peer of the Principal.

The staff rep:

- Is familiar with the Collective Agreement and/or provides NDTA contacts info for further information
- Raises staff awareness of contract provisions
- Ensures that all parties abide by the Collective Agreement
- Attends to problems identified by staff members and determines whether problems are Collective Agreement related
- Communicates problems/potential grievances to the local union office
- Keeps staff informed on the development of grievances (except when inappropriate, such as personnel grievances)

### Know your Collective Agreement

You can download a PDF version of the Collective Agreement from the NDTA website:

*Teacher Collective Agreements in British Columbia are divided into sections that deal with specific areas of the employment relationship. They have provincial articles which would apply to every local in the province as well as local provisions which affect only certain locals. Each section is then divided into more specific articles.*

#### Appendix 1: Provincial Matters and Appendix 2: Local Matters

This is an agreed upon split of issues that lists what can be bargained provincially or locally. The simplest way to determine if it is a provincial or local issue is if it costs money. If it does cost money it is a provincial issue.

#### Section A: The Collective Bargaining Relationship

Deals with the working relationship between the employer and the union. It recognizes the union as the representative for the workers and how it will function and resolve disputes.

#### Section B: Salary and Economic Benefits

Deals with compensation issues such as salary, allowances and benefits.

#### Section C: Employment Rights

Deals with employment rights such as the process for resigning and how seniority affects applied for positions

#### Section D: Working Conditions

Deals with the school calendar, specifying bookends for the school year, and number of hours in the school day. It also will specify the number of preparation time minutes that teachers are entitled to.



The Federal Mediation and Conciliation Service was established to provide dispute resolution and dispute prevention assistance to trade unions and employers under the jurisdiction of the Canada Labour Code ([canada.ca](http://canada.ca))



Photo left page  
Redfish Elementary

Photo right page  
LV Rogers Secondary



### **Section E: Personal Practices**

Deals with providing a non sexist environment and a harassment/sexual harassment resolution procedure. It could also include appointments, transfers, post and fill procedures. Evaluation procedures and personnel files.

### **Section F: Professional Rights**

Deals with professional issues such as curriculum change, professional development and professional autonomy.

### **Section G: Leaves of Absences**

Deals with the many types of leaves that are available to teachers. They would include: sick leave, compassionate care leave, maternity leave, bereavement leave, discretionary leave, leave for union business and other leaves with or without pay.



C

## **LOU stands for Letter of Understanding**

A Letter of Understanding is a formal text that sums up the terms and understanding of a collective agreement which mostly has been negotiated up to this point only in spoken form.

It reviews the terms of an agreement for a service, a project, or a process and is often written as a step before a more detailed article is incorporated into the Collective Agreement. There are numerous LOUs contained in the back of our Collective Agreement.

---

---

TIPS FOR  
**BEING STAFF REP**

•  
*Objectives*

---

**“** *Try to develop a cohesive, positive and productive school team. Ask questions and gather all relevant facts.*

- *Support each other in your roles.*
- *Develop a plan at the school level for school union reps to communicate about and coordinate their*





## What to do when...

If an administrator wants to see a teacher for a potential discipline issue, the teacher should always have a staff rep of their choice with them. Staff reps are advocates who are present, an information source, a legal authority, a recorder, a witness, an accompanier, and a defender. If the staff rep is not comfortable with a situation, they should call the NDTA office at (250) 354-9693 for advice and/or support.

## Advocacy Tips

**Plan your meeting strategy before going into any meeting with an administrator.**

- Ask questions and gather all relevant facts.
  - Be watchful that the member does not jeopardize his/her/their rights. Intervene when necessary.
  - Remember that advocacy is not the same as problem solving.
  - Watch your body language.
  - Build a paper trail. Take clear notes! (see template)
-

---

## NOTE TAKING TEMPLATE

---

**Keeping a file of notes from meetings and incidents is key if an issue becomes a grievance**

*Digital copy available on NDTA website*



### Note Taking

<b>Time</b>	<b>From:</b>	<b>To:</b>
Time		
<b>Location:</b>		
<b>Meeting Initiated by:</b>		
<b>Reason for Meeting:</b>		
<b>Present:</b>		
<b>Notes were taken by:</b>		
<b>Notes</b>		

# NDTA Services

## MENTORSHIP

Many teachers find supportive, understanding colleagues at their schools, and to help support and formalize those relationships, the NDTA sponsors a Mentorship Program. It is a wonderful opportunity for new teachers to benefit from the expertise of a more experienced colleague, someone with a sympathetic ear, and someone who will be there to answer their questions.

## MEDIATION

Mediation is a carefully designed process that brings people together in conversations, with mediators present, to help them reach a resolution to a dispute. The Mediation Service is provided through the BCTF by trained members who work with teachers and others to help resolve workplace conflicts. Any NDTA member is eligible to make a request for assistance. We can also do mediations between NDTA and CUPE members.



## BENEVOLENCE FUND

Throughout our teaching careers, teachers sometimes suffer tragedies, illnesses, and/or injuries. The NDTA has responded with flowers, fruit baskets or a donation whenever we have been informed of such circumstances. We ask Staff Reps at each school site to contact the NDTA when they become aware of such situations. Please provide all the important information required so that we are able to respond quickly. We hope that in times of need, we can be of some support to our members.

## SCHOLARSHIP & BURSARIES

The NDTA grants scholarships and bursaries to students each year. One bursary is specifically for children of members. These awards are generally presented at the recipients' school's graduation ceremonies.

## BRITISH COLUMBIA TEACHERS' FEDERATION (BCTF) SERVICES

BCTF.CA

### WHAT SUPPORT CAN I RECEIVE FROM PENSION AND BENEFITS?

The BCTF has full time staff dedicated to providing information regarding your teachers' pension and group benefits including MSP, Extended Health Care, Dental Care, Life Insurance and BCTF group RRSPs. Assistance can be provided on a variety of topics, such as:

- how your pension is accrued
- how to purchase service after leaves
- what pension options are available upon retirement
- what happens to your pension in the event of a marriage breakdown
- transferring service from another teachers' pension plan or public service pension plan
- Canada Pension Plan, Old Age Security, and the Guaranteed Income Supplement
- optional life insurance available through the BCTF and your school district
- optional BCTF group RRSPs with payroll deduction.



### WHAT IS THE BCTF HEALTH AND SAFETY PROGRAM?

Following the Workers Compensation Act and the Occupational Health and Safety Regulation that applies to all workplaces, the BCTF Health and Safety Program provides support and advice to local officers and members regarding:

- fundamental health and safety rights
- potential hazards and risks
- processes to follow in reporting hazards and incidents
- training program for health and safety representatives

#### WHAT IS THE SALARY INDEMNITY PLAN?

*The BCTF operates a Salary Indemnity Plan that provides benefits to members who are prevented from working due to illness or injury. This plan is funded by BCTF member contributions and provides benefits beginning the day after the last day of paid work or sick leave. If, however, the injury or illness is work-related, the member must file a Workers' Compensation Board claim. If anyone is almost out of sick days, they should contact Income Security at the BCTF, to request a short-term SIP package.*

### WHAT IS THE BCTF WCB ADVOCACY PROGRAM?

Following the Workers Compensation Act and the Occupational Health and Safety Regulation that applies to all workplaces, the BCTF WCB Advocacy Program provides support and advice to members regarding:

- fundamental health and safety rights
- processes to follow in reporting injuries or occupational diseases
- advocacy in appealing WCB claims which have been denied or are inaccurate in the compensation.
- training program for health and safety representatives



#### HOW CAN I BOOK A BCTF WORKSHOP?

- There are workshops available to your staff (Pro-D days, for example) through the BCTF. They are free to book as long as
- you have a minimum 15 participants. For more information, please visit the BCTF's web page or ask the NDTA for a link.

Photo left page  
RosemontElementary

Photo right page  
Wildflower



## WHAT IS THE HEALTH AND WELLNESS PROGRAM?

The Health and Wellness Program, operated through the Salary Indemnity Plan, is a rehabilitation program to assist members who have medical conditions or disabilities to return to work as early as possible. The program is also available to members who are having difficulty maintaining their teaching assignment because of medical conditions. Support for individual members is available on a voluntary basis, through the Health and Wellness Program. The BCTF has rehabilitation consultants throughout the province who provide these support services to members which includes the following:

- working with teachers in their own communities
- co-ordinating and plan individualized treatment and wellness interventions in consultation with health care providers
- working with employers and unions to support a return to work that is durable and sustainable
- knowledge of the work that teachers do and the workplace environment



## WHAT IS TEACHBC?

The BCTF has launched TeachBC, a website and online database for BCTF members to share teaching resources relevant to the BC K-12 curriculum. Teachers are encouraged to help us build this resource by uploading your teaching materials, lessons, and research

You can search by subject, grade, or type of resource and download any item for free. We only ask that you please help build this resource by uploading your teaching materials too.



# Note Taking

<b>Time</b>	<b>From:</b>	<b>To:</b>
<b>Time</b>		
<b>Location:</b>		
<b>Meeting Initiated by:</b>		
<b>Reason for Meeting:</b>		
<b>Present:</b>		
<b>Notes were taken by:</b>		
<b>Notes</b>		

---

## CODE OF ETHICS

The Code of Ethics states general rules for all members of the STA/BCTF for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union.

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. The member follows legal requirements in reporting child protection issues.
3. A privileged relationship exists between members and students. The member refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the practices employed in discharging the member's professional duties.
5. The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private. If the member believes that the issue(s) has not been addressed, they may, after privately informing the colleague in writing of their intent to do so, direct the criticism in confidence to appropriate individuals who can offer advice and assistance. \*It shall not be considered a breach of the Code of Ethics for a member to follow the legal requirements for reporting child protection issues.
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in her or his professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.
9. The member neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The member, as an individual or as a member of a group of members, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.





**NELSON & DISTRICT  
TEACHERS' ASSOCIATION**

102-518 Lake Street  
V1L 4C6

**Phone**  
(250) 354-9693

**Email**  
lp07@bctf.ca

**Website**  
[www.ndta.com](http://www.ndta.com)