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Teacher Handbook

and

Resource Guide

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IF IN DOUBT, CALL THE NDTA OFFICE.......

**Welcome message from the Nelson and District Teachers’ Association**

The Nelson & District Teachers’ Association (NDTA) is a local union representing public school teachers teaching in Nelson, Salmo, Balfour, the Valley, South Slocan and Winlaw as part of the British Columbia Teachers’ Federation (BCTF). We are an autonomous local within an amalgamated District, so we are also part of the Kootenay Lake Teachers Federation (KLTF) which comprises the Nelson & District Teachers’ Association, the Creston Valley Teachers’ Association, and the Kootenay Lake Teachers’ Association. The NDTA has just over 200 teachers working in 15 different work sites in Nelson and area plus about 100 Teachers Teaching on Call (TTOC).

We hope that you will become an active member in your Local and take advantage of the many ways we can help you. From social events, workshops, and information sessions about your Collective Agreement, we offer a wide variety of ways to be involved.

Whether you have questions about the Collective Agreement, hiring practices, professional practice, or any other aspect of your relationship with your employer, your union is your source for answers. We are here to make sure that you always have the support you need to be a successful teaching professional.

Every teacher should be familiar with the Collective Agreement, the Rule Book if you will, which can be found on the NDTA website ([www.ndta.ca](http://www.ndta.ca) ) under “Members -> Collective Agreement/Salary Grid.”

**Who is in the NDTA Office**

President:

(Monday – Friday) Carla Wilson

Vice President:

(Thursdays and Fridays) Karen Walgren

Other Executive Members As Released

**Hours of Operation**

The NDTA office is open 5 days a week between 8:00 am and 5:00 pm, except when the president is at other school sites or the board office for meetings or other business. You can always reach us by e-mail or the NDTA cell phone. During the pandemic, we ask that you not drop by the office unless you have a pre-arranged appointment. Following the PHO directives, we also ask that you wear a mask when visiting.

**NDTA Contact Information**

Phone: 250-354-9693

Email: [lp07@bctf.ca](mailto:lp07@bctf.ca)

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

The NDTA website lists all the Executive committee members, meetings, and other important dates. It also has important information that needs to be conveyed to members, monthly newsletters, links to resources, and a variety of other information. The website also has our Collective Agreement with the School District.

**NDTA Executive Committee for 2022 – 2023**

|  |  |
| --- | --- |
| **Table Officers**  **President:**……………..Carla Wilson  **Vice-President**………..Karen Walgren  **Treasurer:**…………….Caleb Morton  **Secretary:**……………..Karen Walgren  **LR:**…………………….Jesse Halton | **Committee Chairs**  **Bargaining:**……………Sophie DePauw  **Pro-D:**…………………Tamara Martin  **Health and Safety:**……Ailis Lawrence  **Aboriginal Education:..**Jessie Halton  **Local Election Contact:**.Curtis Bendig  **French Ed Contact:**…...Wanda Machado  **Tech Committee Rep:**…Danny Leeming  **EdCOW Rep:**………….Vacant  **Social Justice:**………….Sophie DePauw    **TTOC:**…………………Calina Crevier |

**Staff Representatives**

Every school should have one or more staff reps, depending on the size of the school. The staff rep attends the regular NDTA Executive Meetings to represent you and your fellow colleagues at your school and then communicates information from the meetings to you. Anyone can step up to be staff rep at their school and the position can be shared. Training is usually provided near the beginning of the school year to help support those who take on this important role.

Your staff rep is also there to provide you with representation if you are asked to attend a meeting with your principal. Every member has the **right to representation** (Article A.36) and cannot be denied that right. You can call the NDTA office if there any concerns and/or questions.

Here is the current list of Staff Reps:

|  |  |
| --- | --- |
| **Rep Name** | **School** |
| James Wheeler | Blewett Elementary |
| Holly McRann | Brent Kennedy Elementary |
| Terresa Keenan | Hume Elementary |
| Maggie Hodgson | Redfish Elementary |
| Wendy Maslechko | Rosemont Elementary |
| Aaron Korbacher | Salmo Elementary |
| Darren Marsh | South Nelson Elementary |
| Cole Auringer | Wildflower |
| Natasha Cucek | Winlaw Elementary |
| Ben Porteous | WE Graham |
| Steve Montgomery, Kari Jackson, Sharon Inkpen | Trafalgar Middle School |
| Larissa Sookro | Mt Sentinel Secondary |
| Sherry Lynn MacGregor | LV Rogers Secondary |
| Cara McGuire | Salmo Secondary |
|  | ELEV8 |
|  |  |

**BCTF Code of Ethics**

The Code of Ethics states general rules for all members of the BC Teachers’ Federation (BCTF) for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union. Members are advised to contact local union officers for advice on how to proceed with issues related to the BCTF Code of Ethics.

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.***

1. 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.
2. The member adheres to the provisions of the collective agreement.
3. The member acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.
4. The member neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
5. 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.

\*See 31.B.12 of the [Members’ Guide to the BCTF](https://bctf.ca/membersguide/)   
(Members’ Guide Procedure 31.B.02)

**Professional Development**

**Definition of Professional Development:** A process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice.

(BCTF Policy 30.A.01-1)

**Purposes of Professional Development:** To assist members in

1. Building and strengthening themselves as a professional body.
2. Establishing and maintaining a professional relationship with students/parents.
3. Initiating curriculum and instructional reform directed to improve teaching and learning.
4. Developing, discussing, revising, and applying educational theories.
5. Improving the quality of professional practice through career-long professional development.
6. Engaging in professional and collegial conversations.

(BCTF Policy 30.A.01-2)

**Guiding Principles of Professional Development:** The following is a statement of policy representing collective professional opinion of members of the BCTF. It is based on values and principles that reflect a democratic perspective on public education and is intended to provide a provincial standard of professional development principles.

These principles reflect understandings of professional development and the core values of teachers which are:

* The primacy of career-long professional development.
* The necessity of teacher autonomy.
* The importance of teaching-centred and teacher-directed PD.
* The diversity of effective professional development needs and practices.
* The value of teachers teaching teachers.
* Recognition that teachers are learners.

1. Members have an ongoing responsibility to develop professionally.
2. Members have autonomy in making choices about their own professional development.
3. Professional development planning is guided by members’ needs.
4. Professional development informs teaching practice and encourages collegiality.
5. Professional development requires time and resources to meet members’ needs.
6. Professional development incorporates a wide repertoire of teacher collaboration, mentorship, action research, workshops, professional course work, professional reading, peer coaching, and reflection.
7. BCTF has a role in providing professional development services to individual members or groups.

(BCTF Policy 30.A.09)

As a contract teacher or a TTOC, you can access Pro-D funds to attend a professional development activity outside the pro-d activities that are provided for free to all SD8 employees. You first need to complete the Pro-D pre-approval form found on the NDTA website or from your site based pro-d rep. The form needs to be completed and sent to either the school site Pro D. Rep or the NDTA pro-d chair. **Pre-approval is required before you engage in your pro-d activity!** Once you have been approved, you will receive an email approving that activity.

Continuing contract teachers may apply for up to $2000 (major) (pro-rated to your FTE) every third year or up to $1000 (minor) every second year to cover expenses and release days. The funds are distributed on a first come-first served basis.

Term teachers with contracts in excess of 2 months shall have access to $200 in funds during the term of their assignment.

Ten TTOCs will be accepted on a first come basis to have access to $200. A TTOC participating in this plan who receives a term position within the district shall have the right to access either the TTOC Pro-D fund or the Term Teacher Pro-D fund, but not both.

All members who have not applied for any of the above Pro-D may apply, on a first come, first serve basis, for up to $200 in that school year. These funds may be used for the purchase of professional resources (not classroom resources), online non-credit courses, or lower-cost workshops.

**Pro D. Reps**

The NDTA also asks each staff to elect a representative to the Pro-D Committee. Here is a list of our current Pro. D. Reps at each school. Tamara Martin is our Pro D. Committee Chairs for our local.

|  |  |
| --- | --- |
| **Rep Name** | **School** |
|  | **Blewett Elementary** |
| **Susan Christie** | **Brent Kennedy** |
| **Janet Mushumanski** | **Hume Elementary** |
| **Melanie Mobbs** | **LV Rogers** |
| **Kathleen Edwards** | **Mt Sentinel** |
|  | **Redfish Elementary** |
| **Wendy Maslechko** | **Rosemont Elementary** |
| **Casey Berk** | **Salmo Elementary** |
| **Lisa Berk** | **Salmo Secondary** |
| **Amy Stewart** | **South Nelson Elementary** |
| **Shared by staff** | **Student Services** |
| **Kristina Lidstone** | **Trafalgar Middle School** |
| **Emma White** | **Wildflower** |
| **Andrea Vanderkruyk** | **Winlaw Elementary** |
|  | **WEG** |

**Health & Safety**

**Health and Safety Reps**

Every site has either a Joint Health and Safety Committee or a Health and Safety Rep that you can turn to with any health or safety issues. There is also a **Health and Safety bulletin board** at every worksite staff room with forms, information, and the minutes of the site-based Joint Occupational Health and Safety Committee meetings.

**Violent Incident Report**

If you are involved in a violent incident you need to complete the district **Violent Incident (M.17a) Report** form. If you can’t find one at your school, you can find it on the district website ([HERE](https://www.sd8.bc.ca/sites/default/files/Health%20%26%20Safety%20-%20M17%20Document%20-%20Workplace%20Violent%20Incident%20Report%20Form_v2.pdf)) or the NDTA website. Once completed, *please scan and send a copy to the* ***NDTA Office****,* ***your admin, and Scott Rothermel (Safe Schools Coordinator)*** [***Safe.Schools@sd8.bc.ca***](mailto:Safe.Schools@sd8.bc.ca)***.***If you are injured, you also need to follow the steps listed below for WorkSafe.

**SD#8 Joint Safety Advisory Council (JSAC)**

Contacts for this committee are Russell Warwick: [Russell.Warwick@sd8.bc.ca](mailto:Russell.Warwick@sd8.bc.ca) (management rep) and Murray Shunter: [murrayshunter@gmail.com](mailto:murrayshunter@gmail.com) (NDTA rep). This joint committee represents both all employees of SD8 including teachers in both the NDTA and the CVTA. They meet several times each year to discuss Health and Safety issues from across the District.

**WorkSafe BC** *(formally WCB)*

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

1. Report it to your employer immediately.
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 if you are too injured to get there yourself.
3. Start a claim by reporting it to WorkSafe BC as soon as possible. If you have missed work as a result of your injury, contact Teleclaim.

The Teleclaim Centre is open Monday through Friday from 8 am to 4 pm. Their number is 1-888-WORKERS (1-888-967-5377) or #5377 for Telus Mobility, Rogers, and Bell Mobility customers.

***(Taken directly from Worksafebc.ca)*** [***What to Do If You Are Injured at Work***](https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness)

You can check out [**www.worksafebc.ca**](http://www.worksafebc.ca)for more information and all the forms. Check the **TTOC Health and Safety** section below for these procedures and how they would apply in a school setting.

**Four Rights of Workers**

1. The right to know (about any hazards or potential hazards in your work environment including volatile children)
2. The right to participate (in the Health and Safety process)
3. The right/responsibility to refuse unsafe work (this can be done on your or a colleague’s behalf)
4. The right to no discrimination (for taking part in the Health and Safety process)

**Site Based Health and Safety Reps**

Here are the current H&S Reps at each school site. Murray Shunter and Ailis Lawrence are our H&S Co-Chairs on our Local Executive

|  |  |
| --- | --- |
| **Rep Name** | **School** |
| **James Wheeler** | **Blewett Elementary** |
| **Justin McRann** | **Brent Kennedy** |
| **Kim Hammerich / Les Chirico** | **Hume Elementary** |
| **Tim Wooldridge** | **LV Rogers** |
| **Doug Shaw** | **Mt Sentinel** |
| **Shelley Sandquist** | **Redfish Elementary** |
| **Sheila Ryan** | **Rosemont Elementary** |
| **Teddy Caulford** | **Salmo Elementary** |
| **Ben Cox** | **Salmo Secondary** |
| **Darren Marsh** | **South Nelson Elementary** |
| **Student Services** | **Shared by Stud. Serv. Staff** |
| **Marcello Piro** | **Trafalgar Middle School** |
|  | **WE Graham** |
|  | **Wildflower** |
| **Linda Out** | **Winlaw Elementary** |

**Teachers Teaching on Call - Health and Safety**

The Workers Compensation Act and the Occupational Health and Safety Regulations (OH&SR) are designed to protect workers by preventing workplace injury, illness, and disease. Teachers Teaching on Call are entitled to the full protection of the Act and the OH&SR. However, such rights bear little benefit unless they are fully exercised.

Here are some tips to help you get the most from your health and safety rights:

* When you arrive at a school, ask for the names of the BCTF representatives on the school’s Joint Occupational Health and Safety Committee. If you have any Health and Safety questions or concerns, speak with one of the representatives.
* Find out who is the designated First-Aid attendant.
* Ensure that you have been provided with a copy of the school’s emergency plan including lockdown, evacuation routes, and assembly areas.
* Ask if any of the students in the class you will be working with has a history of violence. If there is such a student, ask for and become familiar with the student’s behaviour plan and the worker’s safety plan.
* Do not leave any food or drink unattended where it could be tampered with.
* **If you suffer an injury at work, no matter how minor:**

1. Report it to your principal, vice-principal, and first-aid attendant immediately. Have the first-aid attendant complete a first aid report.
2. Fill out an Employee Incident/Injury Report (Form 6A), and make three copies. These are posted in the Health and Safety section of the staff room board and are available on the WorkSafe BC website under “forms”. Access the help of the site Health and Safety worker representative or the NDTA office in filling out the form. Ensure accuracy in the description of the incident, so taking some time to reflect on the situation will be beneficial in the long run. One copy will go to the school administrator, one copy to the school Health and Safety worker rep, one copy to the NDTA office, and one copy for you. Should your report proceed to a claim, having your own copy of the form will be very useful in keeping the story consistent when receiving calls from a variety of WorkSafe officers in the processing of the claim.
3. See a Medical doctor as soon as possible and let them know it is a workplace injury. They will submit a Form 8 (Physician’s Report) to WorkSafe. If you cannot see your doctor right away, see another available doctor with a follow-up appointment with your own doctor. Be present to provide details to the doctor while they are filling out Form 8.
4. Call WCB Teleclaim at 1-888-WORKERS (1-888-967-5377) to start a claim. \* Start a claim whether or not you have lost work. You may lose time in the future or need medication physiotherapy, etc. It is helpful to have your 6A in front of you when making the tele-claim.

* If you want advice about your claim, or if receive a letter from WorkSafe BC either accepting or denying your claim, **immediately contact Diane Irvine (**dirvine@bctf.ca)**, your WCB Advocate at the BCTF office.**
* Report any incidents of violence or threats of violence to the principal or vice-principal. If the incident of violence or threat of violence is directed at you, treat the incident in the same way as you would treat an injury at work.
* Know that you have the right to refuse unsafe work. If you find yourself in any situation that you believe represents a risk of injury to yourself or any other person, remove students from the risk and advise the principal that you are refusing unsafe work. You should then contact the Staff Representative or a BCTF Health and Safety Representative for advice and support.
* If you are placed in a return-to-work program through the Health & Wellness Program you will be supported in your return to work if accommodations or support are needed.

For more information about Health and Safety, please contact the BCTF Health and Safety Officer at 604-871-1891 or 1-800-663-9163 local 1891.

**TTOCs**

**Teachers Teaching on Call – Duties and Responsibilities**

* Arrive at least 30 minutes prior to the first bell so you have time to:
  + Pick up keys from the office. You need these for your own set for **health and safety** reasons (lockdowns) as well as convenience. The schools are **obligated** to provide you with a set of keys.
  + Locate and familiarize yourself with the teacher’s day plan.
  + Copy any materials needed for the day.
  + Put up any board work that is required.
  + Turn on classroom media devices and log on to the laptop computer.
  + Ensure that you have all the equipment you need for the day and that it is in working order.
  + Familiarize yourself with classroom lockdown and evacuation procedures.
  + Familiarize yourself with special medical and/or learning needs of students in the class, including safety plans for the worker which should be made available to you in the day book or TTOC file.
* Follow attendance procedures as outlined in the teacher’s day plan.
* If a student gets hurt, you are required to report this to the office. You will be provided with the accident report form. Please return it to the office and follow up with the student’s parent(s)/guardian(s) as soon as possible.
* If you are injured, or if you experience a violent incident or a threat of violence, report to the principal. Also report to the first-aid attendant if necessary. If your initial meeting with the principal is verbal, send the principal an e-mail confirming the nature of the conversation. Fill out a form 6A with the help of the school’s Health and Safety Rep or the NDTA office. Again, ensure accuracy in the description of the incident, allowing time to reflect on the situation. Make three copies of this form. Give one to the principal, one to the NDTA office, and keep one for yourself, should this report develop into a claim. Do not try to hide difficult situations. It is okay to seek support or direction from the administrator.
* Ensure that you have followed the teacher’s day plan and end-of-day routine.
* Mark the work that the students did while you were there, particularly if it is objective, unless the classroom teacher has left instructions for you not to do the marking.
* If you feel some marking cannot be done because of its complexity or subjectivity, leave it for the classroom teacher with an accompanying note.
* Leave detailed information for the classroom teacher as to what you were able to cover during the day, as well as any issues that arose and how they were handled.
* Rough in a day plan for the following day, unless you were instructed not to do so. Schedule after-school commitments so you have time to finish what is asked of you before you have to leave the school. This is a job. Your obligations do not immediately end when the final bell rings.

**Other TTOC Suggestions:**

* Always carry runners and outdoor wear so you are prepared for teaching PE, doing outside supervision, etc.
* Always carry some of your own prepared materials just in case the contract teacher was unable to leave you clear instructions.

**Contract Teachers – Duties and Responsibilities**

* Ensure there is an up-to-date handbook for the TTOC. Every TTOC handbook developed by a classroom teacher should include the following:
  + School emergency plan (e.g. Evacuation routes, assembly areas, lockdown procedures.)
  + School map, including fire exits.
  + School bell schedule.
  + School schedules (e.g. Supervision, gym, library, computer lab.).
  + The names and locations of the Staff Rep, the Health and Safety Rep, the Pro-D Rep, etc.
* The following classroom-specific items should also be in the TTOC handbook:
  + Class timetable.
  + Up-to-date class list(s).
  + Seating plan, if one is used

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* + A list of all students with medical needs.
  + A list of all students with special needs and a brief description of those needs/triggers
  + A safety plan for any student who requires one. This safety plan is for keeping WORKERS safe, so an IEP or student behaviour plan is NOT a safety plan.
  + A behaviour support plan for any student who requires one.
  + The name(s), schedule(s), and responsibilities of any EAs or other support staff who work in the classroom.
  + The name(s) and schedule(s) of any students who leave the class for additional supports.
  + A photocopier access code, if one is required.
  + Classroom procedures, expectations, and responsibilities.
  + Homework assignments and policy.
  + Instructions for the use of specialized equipment in the classroom.
  + Where to find things the TTOC might need.
  + An end-of-day routine, such as tidying up or stacking chairs.
  + A “before you leave” list for the TTOC so they know what is expected. This can include a note of what marking to do or leave, and whether or not to leave a day plan for the next day.
* Ensure there is a plan for the day and that it is in a conspicuous location.
* If the contract teacher is not able to prepare a plan before leaving the school, a plan should be emailed to the Principal to provide to the TTOC. You can also upload your plan into SFE or email the TTOC directly if you have their contact information.

**Sick Leave for Contract teachers**

A contract teacher accumulates 15 sick days (1.5 days per month) pro-rated based on the FTE per year. The sick days are loaded in September for use during the year as needed. If you are sick and not able to go to work, you need to access the SFE system to book off under Article G.20 (Sick/Medical) as soon as possible. You can also access sick days to attend medical appointments (i.e. dentist, specialists, etc).

If you run out of sick days, you can apply for **Salary Indemnity Plan (SIP)** from the BCTF. The plan is operated by the BCTF Income Security Division. All your sick days must be used before you are eligible for SIP. If it looks like you will be away from work for a while and you anticipate using all of your sick days you should apply for SIP. Let the president know and they will arrange to have the SIP forms sent to you.

**Utilization of Sick Leave for Other Purposes**, **Article G.20.4** – You may use up to 3 days a year for serious illness or accident of a member of your immediate family or for medical or dental appointments, for you or your children, which cannot be scheduled outside the instructional day.

**Discretionary Leave – Article G.5 and G.21.12**

You can apply for up to **two** days of **paid** personal leave per year under Article G.21.12, less the cost of a TTOC, which will be deducted from your month-end pay. Please contact the school district to find out what that exact cost will be. You can also access 3 **unpaid** personal leave days under Article G.5. Please read the Collective Agreement to find out the “rules” for these leaves. Your salary level will determine whether paid or unpaid discretionary leave is more cost-effective. It may be beneficial to contact payroll at the board office to find out your daily rate of pay.

**BCTF Health and Wellness Program**

This is voluntary program that helps aid teachers who are missing work or having trouble maintaining their position due to a medical condition including mental health issues. They also help teachers return to work who have been off for medical reasons. If you are accepted in the BCTF Health and Wellness program, a professional Consultant will meet with you, consult with your health care providers, meet with the representatives from your local and school district to explore return to work options and help coordinate services during your return-to-work. Everything is completely confidential and free. ***For more information please contact the NDTA Office or call the BCTF at 1-800-663-9163.***

The local has recently come to an agreement with the school district that if you are sick for more than five days, if you enroll in the BCTF Health and Wellness program, the district will forgo the doctor’s certificate that you would normally have to provide. This is in recognition that we are in a pandemic and we do not want to add more stress to our medical system which is significant additional strain this year.

As a BCTF member, you also have access to **Starling Minds**, an online cognitive behaviour therapy program that provides participants with tools and strategies to deal with stress, depression, and anxiety. Go to [www.bctf.ca](http://www.bctf.ca) and click on Wellness.

**Employee Family Assistance Program (EFAP)**

EFAP provides all employees and their families with confidential counselling and information. The EFAP provides professional assistance for a wide range of issues including but not limited to:

* Couple & martial relationships
* Childcare & parenting issues
* Eldercare concerns
* Depression & anxiety
* Alcohol & drug misuse
* Family matters
* Bereavement
* Legal issues
* Financial concerns
* Career issues
* Crisis counselling/trauma
* Other concerns

The program is paid for by the school district and your union dues. Your visits are totally confidential and the district **does not** receive any information on individuals accessing the service. All employees and immediate family members have access to this service. To access this service call 1.800.667.0993 or [www.fseap.bc.ca](http://www.fseap.bc.ca)

**BCTF Advantage**

The BCTF has a program to provide savings to members in a number of areas. They include mortgage discounts, insurance, personal finance, cell phone, travel, and specials from a variety of retailers. For more information follow this link: <http://www.bctf.ca/advantage/>

**BCTF Website and Contact Information**

The BCTF has an incredible variety of supports, services, and information for teachers.

You can call the BCTF at: **1-800-663-9163.** The BCTF website is [**www.bctf.ca**](http://www.bctf.ca) The BCTF Lesson Aids have been replaced with the TeachBC section on the portal.

**Members’ Only Portal –** you can find the most current BCTF updates on the portal. To sign up, go to [www.bctf.ca](http://www.bctf.ca) and click on the My Portal link. Follow the directions provided. You will need to know your BCTF member number. Call the NDTA office or the BCTF if you need your number.

**Portability of Sick Leave and Seniority**

If you recently obtained a **continuing** contract in SD8, you are able to port up to 60 days of sick leave and up to20 years of seniority from another public school district in BC. If you did work in another district and have seniority and/or sick leave in that district, you need to have your previous district(s) complete the seniority & sick leave confirmation forms.

**IF IN DOUBT, CALL THE NDTA OFFICE**

Once again, if there is anything that you would like more information on, or have questions or concerns about, please don’t hesitate to call the NDTA Office (250.354.9693). You can also contact us through email [lp07@bctf.ca](mailto:lp07@bctf.ca)

Please remember that there should also be a Staff Rep at every school who can also assist you. There are also a number of NDTA executive members at a variety of schools who can help. The list of executive members and the schools they work at are listed on the first page.