

**2022-26**

# Provincial Collective Agreement



His Majesty the King in Right  
of Newfoundland & Labrador



Conseil scolaire francophone  
provincial de Terre-Neuve-et-  
Labrador



Newfoundland and Labrador  
Teachers' Association

Effective September 1, 2022 - August 31, 2026

# Collective Agreement

THIS AGREEMENT made this 1<sup>st</sup> day of February, Anno Domini, Two Thousand and Twenty-Four.

BETWEEN

*HIS MAJESTY THE KING IN RIGHT OF NEWFOUNDLAND AND LABRADOR*,  
represented herein by the Treasury Board,

AND

*CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR*  
a body corporate constituted by the Schools Act, 1997, Chapter S-12.2 of the Statutes of Newfoundland and Labrador  
(hereinafter called the "Conseil")

AND

*THE NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION*,  
a body corporate constituted by the Newfoundland and Labrador Teachers' Association Act, 1974,  
Chapter 50 of the Statutes of Newfoundland, 1974 (hereinafter called the "Association")

Effective: September 1, 2022 - August 31, 2026

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★ indicates a recent addition/amendment to the Collective Agreement

## **ARTICLE 1: APPLICATION OF AGREEMENT**

- 1.01 This Agreement applies to and is binding upon the Association, the Teachers, the Government and the Boards Association, and the School Boards listed in Schedule “A”.

## **ARTICLE 2: RECOGNITION**

- 2.01 The Government, the Newfoundland and Labrador School Boards Association and the School Boards recognize the Association as the exclusive bargaining agent for all teachers, as defined in paragraph (v) of Section (2) of the *Schools Act*, 1997, who are employed with a School Board in Newfoundland and/or who are employed by the Department of Education and/or the Department of Justice.

## **ARTICLE 3: PUBLIC LEGISLATION**

- 3.01 In the event that any law passed by the Legislature applying to teachers covered by this Agreement renders null and void any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect during the term of this Agreement and the parties agree to negotiate a mutually acceptable substitution for the provisions that have been rendered null and void.
- 3.02 Any provision of this Agreement which conflicts with the provisions of any legislation shall take effect when amendments to the pertinent statute have been enacted.
- 3.03 Where conflict arises between this Agreement and any legislation, Government agrees to introduce into the Legislature such amendments to legislation at the earliest opportunity as may be necessary to remove the conflict.
- 3.04 Government agrees to consult with representatives of the Newfoundland and Labrador Teachers’ Association about contemplated changes in Government Regulations or Ministerial Policy which would affect teachers’ terms and conditions of employment not governed by this Agreement.

## **ARTICLE 4: REPRESENTATION ON COMMITTEES OF THE DEPARTMENT OF EDUCATION**

- 4.01 The Association shall be granted representation on all standing advisory committees of the Department of Education including the Teacher Certification Committee, the Provincial Curriculum Committees, the Teacher Pensions Committee, and any other committees of the Department of Education, the deliberations of which directly affect the terms and conditions of employment of teachers.

## **ARTICLE 5: SCHOOL BOARD-TEACHER LIAISON COMMITTEE**

- 5.01 Unless otherwise mutually agreed by the parties concerned, School Board-Teacher Liaison Committees shall be appointed as follows:
- a) for the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador, this Committee shall be composed of four (4) representatives appointed by the Conseil scolaire, at least three (3) of whom shall be school board members, and one (1) of whom shall be the Director of Education, or designate, and up to five (5) representatives appointed by the Association, four (4) of whom are employed by the School Board and one (1) of whom is a member of the provincial staff of the Association.
  - ★ (b) for the Newfoundland and Labrador English School District, there shall be one (1) Committee composed of six (6) representatives appointed by the District: the Superintendent of Schools, the Associate Director of Education, the Assistant Directors of Education for Human Resources and Finance, the Chair of the NLESD Board of Trustees, and one other member of the executive committee of the NLESD Board of Trustees; and up to eight (8) representatives appointed by the Association: five (5) NLTA members employed by the School Board, the NLTA President or designate, and two (2) members of the provincial staff of the Association.

- 5.02 Each appointee shall serve as a member of the Committee for a two-year period or until the member is earlier replaced by the appointing party.
- 5.03 Unless otherwise agreed by the members of the Committee, the Committee shall meet two (2) times per year at mutually agreed times and places. The first meeting shall be called by the Association and should be held not later than December 15 of that school year.
- 5.04 At the first meeting, the Committee shall make the rules of procedure that it considers necessary or desirable for its proper functioning.
- 5.05 (a) The Committee shall concern itself with matters designed to improve the teaching and learning situation, or other matters of mutual interest and concern.
- (b) The Committee shall not deal with grievances nor discuss the modification of the Collective Agreement or any other matter properly left to the normal collective bargaining process. No agreement, decision or action of the committee shall be construed by any party as an interpretation or modification of this Agreement.
- 5.06 (a) Meetings of this Committee pursuant to Clause 5.01(a) would normally take place outside of school hours.
- (b) Each meeting of this Committee pursuant to Clause 5.01(b) shall be scheduled for one day, to commence and conclude between the hours of 8:30 a.m. and 3:00 p.m. on said days.
- (c) Whenever meetings under this Article demand absences from regular school duties, such absences shall be accepted as a valid reason for hiring substitute teachers and no teacher serving on this Committee shall lose salary, sick leave, pension or other benefits due to absences from regular teaching duties under this Article.
- (d) Each party shall assume responsibility for the administrative and travelling expenses of its representatives on the Committee.

## **ARTICLE 6: EMPLOYMENT OF TEACHERS**

- 6.01 Subject to Clauses 6.02, 6.09, 7.09, and 7.10, no person shall be employed or retained in a position to which this Collective Agreement applies unless that person is and continues to be the holder of a valid teaching certificate issued pursuant to the regulations governing teachers' certificates.
- 6.02 A person who is the holder of a licence may be employed in a position only if no other suitable person holding a valid teaching certificate other than a licence is available for the position.
- 6.03 (a) The basic criteria for the selection of teachers shall be competence, suitability and qualifications as assessed by the School Board.
- (b) Notwithstanding Clause 6.03(a), a teacher holding only a Level II teaching certificate endorsed "Teaching and Learning Assistant" shall only be hired in a teaching and learning assistant position.
- 6.04 Where competence, suitability and qualifications are comparable, preference in appointment of teachers to positions of administrative responsibility within the bargaining unit shall be given to those who have entered into continuing contract with any School Board in the Province.
- 6.05 Except where a teacher is awarded at least a teaching certificate II under the Teacher Education Program for Labrador, where competence and suitability of applicants, as assessed by the School Board, are comparable, preference in hiring shall be given to teachers holding Certificate IV or higher.
- 6.06 Notwithstanding Clause 6.05 and subject to Clauses 6.02, 6.08, 6.09 and 6.10, the School Boards agree that they will not hire any teacher who does not hold a Certificate III or higher.
- 6.07 The provisions of Clause 6.06 of this Article apply only to teachers who were not employed on a tenured or probationary contract with any School Board in this Province during the period of September 1, 1980 to June 5, 1981.

- 6.08 A School Board that has been unable, up to one (1) month prior to the beginning of the school year, to obtain the services of a teacher certified in accordance with this Article who is capable of satisfactorily fulfilling the requirements of the position, may, with the permission of the Minister, hire for a period of up to one (1) year a teacher holding a certificate less than Certificate III or if a certified teacher is not available, a person by way of emergency supply.
- 6.09 Subject to Clauses 6.02 and 6.08, teachers with qualifications lower than Certificate III who, during the period September 1, 1980 to June 5, 1981 were employed on a contract other than a tenured or probationary contract, will be entitled to employment as substitute or replacement teachers only.
- 6.10 A School Board which has been unable to hire a substitute, replacement, or term contract teacher in accordance with the provisions of this Article may employ a teacher with less than a Certificate III as a substitute, replacement or term contract teacher with the written consent of the Minister of Education.
- 6.11 In filling vacant teaching positions in accordance with Clause 6.03(a), the Board shall:
- ★ (a) make reasonable effort to accommodate requests from teachers who are tenured or who are/were eligible to successfully complete probation at the end of the school year. When filling permanent positions only, if more than one such teacher makes a request for the same permanent teaching position, all of whom are assessed as competent, suitable and qualified, preference shall be given to the teacher with the greatest seniority as defined in Clause 9.01(a).
  - ★ (b) subject to Clause 6.11(a), give consideration to applications from teachers who are not/were not eligible to complete probation at the end of the school year or who have served in replacement and/or substitute positions with the Board before applications from teachers with no previous experience with the Board.
  - ★ (c) Notwithstanding Clause 6.11(a), in filling term and replacement teaching positions that arise after July 15, the employer shall not be required to give consideration to teachers already employed in probationary or continuing contracts.
- 6.12 In filling vacant teaching and learning assistant positions in accordance with Clause 6.03, the Board shall:
- ★ (a) make reasonable effort to accommodate requests from teachers who are tenured or who are/were eligible to successfully complete probation at the end of the school year.
  - ★ (b) subject to Clause 6.12(a), give consideration to applications from teachers who are not/were not eligible to complete probation at the end of the school year or have served in replacement and/or substitute positions with the Board before applications from teachers with no previous experience with the Board.
  - (c) Notwithstanding Clause 6.12(a), in filling term and replacement teaching and learning assistant positions that arise after July 15, the employer shall not be required to give consideration to teachers already employed in a continuing contract.
- 6.13 Subject to Article 9, any teacher who is offered a position of employment in response to an application for a vacancy shall have not less than twenty-four (24) hours to notify the School Board of acceptance or rejection of the position offered.

## **ARTICLE 7: PROBATIONARY PERIOD AND TENURE**

- 7.01 (a) Teachers who have no previous teaching experience in the Province and teachers who have never been tenured with a School Board will be hired on a probationary contract until they have completed two (2) years' service with the same School Board.
- (b) (i) Probationary teachers who are in attendance for less than ninety-seven and one half (97.5) days in any one school year may be required to complete an additional year of service in order to complete the probationary period.
- (ii) For probationary teachers on permanent part-time contracts, the number of days of required

attendance as per Clause 7.01(b)(i) shall be in proportion to the fraction of a full staffing unit as assigned to them.

(c) For the purpose of this Article, reference to “year of service” means a school year during which a teacher is in the employ of a School Board filling a permanent full-time or a permanent part-time position.

- 7.02 A teacher who completes the probationary period and then enters into continuous employment with the same School Board shall have tenure as a teacher with that Board.
- 7.03 A teacher who has completed a probationary period with a School Board and who subsequently is hired by another School Board may be required to enter into a probationary period of one (1) year or may have the probationary period waived by the Board. Unless the School Board notifies the teacher in writing at the date of hiring that a probationary period of one (1) year is required, the teacher shall be deemed to have tenure with the Board.
- 7.04 A teacher who has completed a probationary period and who subsequently leaves the full time employ of the School Board for a period in excess of four (4) years, may, upon re-employment, be required by the Board to enter into a probationary period of one (1) year or may have the probationary period waived by the Board.
- 7.05 (a) Teaching and learning assistants who have no previous teaching experience in the Province and teaching and learning assistants who have never been tenured with a School Board will be hired on a probationary contract until they have completed two (2) years’ service with the same School Board.
- (b) (i) Probationary teaching and learning assistants who are in attendance for less than ninety-seven and one half (97.5) days in any one school year may be required to complete an additional year of service in order to complete the probationary period.
- (ii) For probationary teaching and learning assistants on permanent part-time contracts, the number of days of required attendance as per Clause 7.05(b)(i) shall be in proportion to the fraction of a full staffing unit as assigned to them.
- (c) For the purpose of this Article, reference to “year of service” means a school year during which a teacher is in the employ of a School Board filling a permanent full-time or a permanent part-time teaching and learning assistant position.
- 7.06 A teaching and learning assistant who completes the probationary period and then enters into continuous employment with the same School Board shall have tenure as a teaching and learning assistant with that Board.
- 7.07 A teaching and learning assistant who has completed a probationary period with a School Board and who subsequently is hired by another School Board may be required to enter into a probationary period of one (1) year or may have the probationary period waived by the Board. Unless the School Board notifies the teaching and learning assistant in writing at the date of hiring that a probationary period of one (1) year is required, the teaching and learning assistant shall be deemed to have tenure with the Board.
- 7.08 A teaching and learning assistant who has completed a probationary period and who subsequently leaves the full time employ of the School Board for a period in excess of four (4) years, may, upon re-employment, be required by the Board to enter into a probationary period of one (1) year or may have the probationary period waived by the Board.
- 7.09 A School Board shall not enter into a contract other than a Probationary Contract with a teacher who does not hold a Certificate III or higher.
- 7.10 The provisions of Clause 7.09 of this Article apply only to teachers who were not employed with any School Board in this Province on the date of signing of this agreement, except for those teachers who were employed subsequent to March 30, 1977 and hold less than a Certificate II.



- 7.11 A teacher who leaves the employ of a School Board at the end of a probationary period shall be advised in writing by that School Board as to whether or not the probationary period has been satisfactorily completed.
- 7.12 (a) For the purposes of this Article service as a teacher in a teaching position shall be counted for the purpose of probation and tenure for teaching and learning assistant positions.
- (b) For the purposes of this Article, service as a teacher in a teaching and learning assistant position shall not be counted for the purpose of probation or tenure for other teaching positions.

## **ARTICLE 8: NOTIFICATION OF VACANCIES AND PROMOTION**

- 8.01 Subject to Clauses 9.11 and 9.12, all vacant teaching positions, except substitute and replacement positions, shall be posted on the Employer's website for at least seven (7) calendar days.
- ★ 8.02 Notwithstanding Clause 8.01, substitute and replacement positions that are of more than six weeks duration shall be posted according to procedures outlined in Clause 8.01.

## **ARTICLE 9: LAYOFFS**

- 9.01 (a) "Seniority" herein shall be determined on the basis of the total length of time employed as a teacher in Newfoundland and Labrador both before and after the signing date of this agreement. (Effective September 1, 1994)
- (b) If the length of teaching experience defined in (a) is equal, the teacher to be declared surplus shall be determined by the School Board.
- (c) Employment as a teacher referred to in (a) means periods of employment with all School Boards in the Province, schools operated by the Department of Education, schools in Churchill Falls and schools in Conne River.
- (d) During a legal work stoppage, no teacher covered by this agreement shall accumulate seniority.
- (e) In determining the relative seniority of teachers for the purpose of reassignment and layoff, calculation of seniority shall be done as at May 7 in the school year at the end of which reassignment and/or layoff is to be effective.
- (f) Notwithstanding Clause 9.01 (e), in determining the relative seniority of teachers working in teaching and learning assistant positions, for the purpose of reassignment and layoff, calculation of seniority shall be done as at May 28 in the school year at the end of which reassignment and/or layoff is to be effective.
- 9.02 Where it is determined by the School Board that a teaching position within a school has become redundant, the senior teachers of that school shall be reassigned to the remaining positions within the school which they are capable of fulfilling. Subject to the requirement of capability, the teachers to be retained at the school shall be given priority, based on seniority in the following sequence:
- (a) tenured teachers;
- (b) teachers on a one-year probationary contract;
- (c) teachers on a two-year probationary contract; and
- (d) teachers on probationary contracts in accordance with Clause 7.09.
- 9.03 Where it is determined by the School Board that a teaching and learning assistant position within a school has become redundant, the senior teaching and learning assistants of that school shall be reassigned to the remaining teaching and learning assistant positions within the school which they are capable of fulfilling. Subject to the requirement of capability, the teaching and learning assistants to be retained at the school shall be given priority, based on seniority in the following sequence:
- (a) tenured teaching and learning assistants;

- (b) teaching and learning assistants on a one-year probationary contract;
  - (c) teaching and learning assistants on two-year probationary contract.
- 9.04 (a) A teacher, who is not reassigned in accordance with Clause 9.02, shall have priority, based upon seniority, subject to capability to perform the job function required, to vacant teaching positions and teaching positions held by junior teachers, in the following order of priority:
- (i) within the community;
  - (ii) within the nearest community, within the school district, where such a position exists.
- (b) In determining which teachers are junior under Clause 9.04(a), the sequence of seniority referenced in Clause 9.02(a)-(d), shall apply.
- (c) notwithstanding Clause 9.11, any teacher who refuses reassignment in accordance with Clause 9.04(a) in any particular year shall not be entitled to further consideration for reassignment in that year.
- 9.05 (a) A teaching and learning assistant who is not reassigned in accordance with Clause 9.03, shall have priority, based upon seniority, subject to capability to perform the job function required, to vacant teaching and learning assistant positions and teaching and learning assistant positions held by junior teaching and learning assistants, in the following order of priority:
- (i) within the community;
  - (ii) within the nearest community, within the school district, where such a position exists.
- (b) In determining which teaching and learning assistants are junior under Clause 9.05(a), the sequence of seniority referenced in Clause 9.03(a)-(c), shall apply.
- (c) Notwithstanding Clause 9.11, any teaching and learning assistant who refuses reassignment in accordance with Clause 9.05(a) in any particular year shall not be entitled to further consideration for reassignment in that year.
- 9.06 With respect to Clauses 9.02, 9.03, 9.04 and 9.05, in determining capability to fulfill the requirements of the job function, the School Board shall consider the overall ability of the teacher to perform the functions of the position in accordance with the currently modern standards required for the position.
- 9.07 The reassignment contemplated by Clauses 9.02, 9.03, 9.04 and 9.05 shall be to a comparable position, where possible.
- 9.08 Layoffs shall be effective only at the end of a contract year.
- 9.09 (a) Any teacher who is to be laid off shall be notified in writing as soon as possible and in any event on or before the 7th of May in the current contract year.
- (b) Notwithstanding Clause 9.09(a), any teacher working in a teaching and learning assistant position who is to be laid off shall be notified in writing as soon as possible and in any event on or before the 28th of May in the current contract year.
- (c) A teacher who has been reassigned and notified in writing in accordance with this Article shall, by no later than 12:00 noon on the fifth (5th) working day following notification, notify the School Board in writing of acceptance or rejection of the position to which the teacher has been reassigned. Teachers on leave will be considered employed for purposes of this Article.
- 9.10 (a) When a teacher is notified of a layoff after the 7th day of May of the current contract year, the layoff shall not become effective until the end of the subsequent contract year.
- (b) Notwithstanding Clause 9.10(a) when a teacher working in a teaching and learning assistant position is notified of a layoff after the 28th day of May of the current contract year, the layoff shall not become effective until the end of the subsequent contract year.
- 9.11 A School Board will not advertise any positions or hire any teachers until it has made every effort to place those teachers who have been laid off or who have been notified in writing that they are to be laid off.

- 9.12 (a) If a vacancy comparable to the position a teacher held should occur in the subsequent three (3) school years, it shall be offered to any teacher who has been laid off as a result of redundancy and is still unemployed as a teacher, or is still employed in less than a full time position. It is the responsibility of the teachers to inform the appropriate School Boards prior to September 1 in each of the subsequent three (3) school years of their interest and availability to fill positions that become vacant on or after September 1.
- (b) Teachers in receipt of an offer in accordance with Clause 9.12(a) shall reply within five (5) calendar days or it will be deemed to be rejected.
- (c) (i) Teachers who are laid off and are eligible for recall shall, subject to Clause 6.03(a), be given priority for replacement, term and substitute positions which are known to be of more than one (1) month's duration; however, rejection of offers of such positions does not eliminate the teacher's right to recall for available permanent positions.
- (ii) If the position(s) referenced in Clause 9.12(c)(i) is known to be for an entire school year, the filling of such position(s) shall be subject to Clause 6.11.
- (d) A teacher whose position is declared redundant, and who accepts a term and/or replacement contract(s) for a subsequent entire school year (one hundred ninety-five (195) days) with the same School Board shall not have the period of recall under Clause 9.12(a) terminated until three (3) years following the completion of the term and/or replacement contract(s).
- 9.13 (a) If a vacancy comparable to the position a teaching and learning assistant held should occur in the subsequent three (3) school years, it shall be offered to any teaching and learning assistant who has been laid off as a result of redundancy and is still unemployed as a teaching and learning assistant, or is still employed in less than a full-time position. It is the responsibility of the teaching and learning assistants to inform the appropriate School Boards prior to September 1 in each of the subsequent three (3) school years of their interest and availability to fill positions that become vacant on or after September 1.
- (b) Teaching and learning assistants in receipt of an offer in accordance with Clause 9.13(a) shall reply within five (5) calendar days or it will be deemed to be rejected.
- (c) (i) Teaching and learning assistants who are laid off and are eligible for recall shall, subject to Clause 6.03(b), be given priority for replacement, term and substitute positions which are known to be of more than one (1) month's duration; however, rejection of offers of such positions does not eliminate the teaching and learning assistant's right to recall for available permanent positions.
- (ii) If the position(s) referenced in Clause 9.13(c)(i) is known to be for an entire school year, the filling of such position(s) shall be subject to Clause 6.12.
- (d) A teaching and learning assistant whose position is declared redundant, and who accepts a term and/or replacement contract(s) for a subsequent entire school year (one hundred ninety-five (195) days) with the same School Board shall not have the period of recall under Clause 9.13(a) terminated until three (3) years following the completion of the term and/or replacement contract(s).
- 9.14 Subject to Clause 9.06, the filling of vacancies in accordance with Clauses 9.11, 9.12 and 9.13 shall be in order of seniority.
- 9.15 The use of the singular here shall be deemed to include the plural.
- 9.16 A teacher who refuses reassignment in accordance with this Article 9 shall be deemed to have been laid off.
- 9.17 (a) Redundant administrators will be considered for reassignment during the three (3) years

subsequent to the date of their redundancy in accordance with Clause 9.06 to vacant comparable administrative positions before the position is posted.

- (b) Notwithstanding Clause 9.17(a), an administrator whose position is declared redundant, and who accepts a term and/or replacement contract(s) as an administrator for a subsequent entire school year (one hundred ninety five (195) days) shall not have the period of recall under Clause 9.17(a) terminated until three (3) years following the completion of the term and/or replacement contract(s).

- ★ 9.18 The School Board will post in an electronic central location a seniority list of all teachers on the staff of each school in the District, reflecting each individual teacher's accumulated province-wide seniority. This list will be posted on or before January 31 of each year, listing the seniority which has been accumulated as of December 31 of that year. Schools will be advised when the list has been posted. Employees have thirty (30) days from the posting of the seniority list to contest the accuracy of their seniority recorded on the list. If the teacher fails to do so, any changes as a result of their challenge shall apply prospectively five working days from the date of challenge.

### **ARTICLE 10: DISCIPLINARY ACTION**

- 10.01 Subject to Clause 12.01(b), no teacher shall be suspended, dismissed, or otherwise disciplined except for just cause.
- 10.02 Any teacher who is suspended or dismissed shall be provided written notification within five (5) calendar days of any oral notification. Such written notification shall state the precise reason(s) for the suspension or dismissal and no reasons other than those stated in that notice may subsequently be advanced against the teacher in that particular disciplinary action.
- 10.03
  - ★ (a) A copy of any document placed on a teacher's personal file, which might at any time be used against a teacher in any case of suspension, dismissal or disciplinary action, shall be supplied concurrently to the teacher. Before any such document is entered in the teacher's personal file, it shall be signed by the teacher for the sole purpose of certifying that it has been examined. If the teacher refuses to sign, the document shall be entered in the personal file with the notification that the teacher has refused to sign. A teacher shall be provided an opportunity to submit a written explanation as to why they refused to sign the document and the written explanation shall be entered into the teacher's personal file. Such explanation shall be provided by the teacher within ten (10) calendar days of receipt of the document. No occurrence or event, which is not documented in the teacher's personal file within ten (10) calendar days of the discovery and verification of the incident by the Employer, except a culminating occurrence or event, shall be used against the teacher in any case of suspension, dismissal or other disciplinary action.
  - ★ (b) Proper security shall be maintained on teacher personal files. The files may be viewed by only the Superintendent of Schools, the Director of Education, the Assistant Director of Education (Human Resources), the Assistant Director of Education (Programs), or a Senior Education Officer (SEO), and the contents of the file shall be held in strictest confidence. Any other person wishing to view a teacher's file may do so only with the written consent of the Director of Education. A copy of such written consent shall be provided concurrently to the teacher.
- 10.04
  - (a) Any document which might at any time be used against a teacher in any case of suspension, dismissal or disciplinary action shall be removed from the personal file and disregarded after the expiration of two (2) years provided there has not been a recurrence of a similar incident during that time, in which case it shall be removed two (2) years after the recurrence.
  - (b) Any written explanation provided by teachers in accordance with Clause 10.03(a) shall be removed from the teacher's personal file and disregarded after the expiration of two (2) years provided there has not been a recurrence of a similar incident during that time, in which case it shall be removed two (2) years after the recurrence.

- 10.05 The personal file of a teacher may be inspected by the teacher at any reasonable time and if so desired, the teacher may be accompanied by a representative of the Association.
- ★ 10.06 Teachers under investigation or charged will not automatically lose pay or benefits while under a period of suspension prior to the determination of guilt or innocence. If upon investigation, the School Board feels that disciplinary action is necessary, such action shall be taken in accordance with the provisions of the Collective Agreement. In situations where the School Board is unable to investigate the matter to its satisfaction, but where the Board feels that the teacher should be removed from their current assignment on an interim basis, the teacher shall not lose pay or benefits.

## **ARTICLE 11: TEACHER CERTIFICATION**

- 11.01 Whenever it is decided by a School Board to recommend to the Teacher Certification Review Panel that the licence or certificate of a teacher should be suspended or cancelled, a notice in writing shall be sent to the teacher involved at least ten (10) calendar days prior to the recommendation being made to the Teacher Certification Review Panel. Such notice shall contain the reasons for the recommendation and no other reasons may subsequently be advanced against that teacher by the Board. The teacher may invoke the appropriate provisions of the grievance procedure (including arbitration).
- 11.02 Whenever it is decided by the School Board to recommend that the interim certificate of a teacher should not be made permanent, a notice in writing shall be sent to the teacher involved at least ten (10) calendar days prior to the recommendation being made to the Registrar of Teachers. Such notice shall contain the reasons why the interim certificate should not be made permanent and no other reasons may be subsequently advanced against the teacher by the School Board. The teacher may invoke the appropriate provisions of the grievance procedure (including arbitration).
- 11.03 (a) The classification of permit or certificate shall be effective on the first day of the month in which the teacher qualified for the classification by completing the necessary courses.
- ★(b) Notwithstanding Clause 11.03(a), upon obtaining such higher qualifications, teachers are responsible for making application and providing all required documentation to the Registrar of Teachers within ninety (90) calendar days of having obtained the higher qualifications. If the teacher fails to do so within this time limit the retroactive application of certificate change shall be to the first day of the month in which the teacher made application and provided all required documentation. This clause does not apply in cases of demonstrated clerical error or in extenuating circumstances as determined at the discretion of the Registrar.
- ★(c) Subject to retroactivity being conditional upon the teacher's responsibility as set out in Clause 11.03(b), upon approval by the Registrar of Teachers of a program or course of studies for certification upgrading, the Registrar shall notify the teacher in writing of the requirements of Clause 11.03(b).
- 11.04 All decisions communicated by the Registrar of Teachers shall make reference in writing, when applicable, to any available review or appeal processes under the Teacher Training Act or applicable regulations, including reference to any relevant timelines or deadlines.

## **ARTICLE 12: TERMINATION OF CONTRACTS**

- 12.01 By the School Board  
A contract of employment including a term contract made between a School Board and a teacher may only be terminated:
- (a) by giving three (3) months' notice in writing by the School Board (or pay in lieu of notice) if the contract is to be terminated during the school year and two (2) months' notice in writing (or pay in lieu of notice), if it is to be terminated at the end of the school year, provided an adequate reason for termination is stated by the School Board in writing and the contract is a continuous one;

- (b) by giving two (2) months' notice in writing by the School Board (or pay in lieu of notice) if the contract is a probationary one. The reason for the termination shall be stated in writing by the Board. When a School Board terminates the contract of a teacher who is on a probationary contract, the Assistant Director of Education for Human Resources, or the Directeur général with respect to the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador, shall review and discuss with the teacher the reason for the termination of the contract. The termination of a probationary contract for reasons of incompetency or unsuitability will not be subject to the grievance procedure. However, a probationary teacher shall have the right to grieve as to whether or not the applicable notice (or pay in lieu of notice) was given;
- (c) with thirty (30) calendar days' notice in writing by the School Board (or pay in lieu of notice) when the teacher is incompetent;
- (d) without notice, by the School Board, when the certificates of grade or licence of the teacher has been suspended, cancelled, or is no longer recognized under the regulations;
- (e) without notice, by the School Board, where there is gross misconduct, insubordination or neglect of duty on the part of the teacher, or any similar just cause;
- (f) without notice, by the School Board, when the teacher fails to make a reasonable attempt to obtain a medical examination in accordance with the provisions of paragraphs (f) and (g) of Section 76 of the *Schools Act*, 1997.

12.02 By a Teacher

- (a) A continuous contract of employment made between a teacher and a School Board may be terminated by the teacher by giving three (3) months' notice in writing to the School Board if the contract is to be terminated during the school year and two (2) months' notice in writing if it is to be terminated at the end of the school year.
- (b) A probationary contract of employment made between a teacher and a School Board may be terminated by the teacher by giving two (2) months' notice in writing to the School Board.
- (c) A teacher shall give three (3) months' notice in writing to the School Board prior to superannuation at the end of the school year. Only one (1) months' notice in writing to the School Board shall be required prior to superannuation during the school year subject to the restriction that such superannuation must occur prior to the Christmas recess.
- (d) Notwithstanding Clause 12.02(b), in the event that a teacher makes application for disability pension, the teacher, upon such application, shall notify the School Board.

12.03 Notwithstanding Clauses 12.01 and 12.02, the parties to this Agreement recognize that any contract may be terminated at any time by mutual agreement of the teacher and the School Board.

**ARTICLE 13: TRANSFER OF TEACHERS**

13.01 A teacher may be transferred to a comparable position within the same community when it is deemed necessary but shall not be transferred from one community to another without the teacher's consent.

13.02 Any transfer may be made with the mutual agreement of the School Board and the teacher.

**ARTICLE 14: EVALUATION**

14.01 The prime purpose of evaluation shall be the increased effectiveness of personnel in improving instruction and the educational environment.

14.02 (a) Subject to Clause 14.02(b), all evaluations, both formative and summative, shall be conducted openly and with the knowledge of the teacher and the teacher shall be informed as to which type of evaluation is being conducted.

(b) For the purposes of this Article:

- (i) formative evaluation is a process of evaluation which occurs to improve the professional

performance of the teacher;

- (ii) summative evaluation is the process of evaluation which uses its results to make decisions in areas of employment;
- (iii) the evaluation of a probationary teacher shall be comprised of both formative and summative processes;
- (iv) any summative evaluation made on a tenured teacher must be preceded by a formative evaluation.

- (c) The School Board shall consult with the teacher in determining the nature of the support which may be required to address suggestions for change and improvements.
- (d) Probationary teachers will be given an opportunity to address concerns which may be identified during the evaluation process.

14.03 The results of such evaluation shall be made known to the teacher concerned and where results of evaluations are produced in written form, a copy will be given to the teacher concerned.

- ★ 14.04 Proper security shall be maintained on teacher evaluation files. Documents related to a teacher's evaluation may be accessed, used or disclosed only by the Superintendent of Schools, the Assistant Director of Education (Human Resources), the Assistant Director of Education (Programs), Direction generale, Direction des services educatifs, Director of Schools, Human Resources staff, and/or the teacher's current school principal or vice-principal, in accordance with applicable privacy legislation, and the contents of the file shall be held in strictest confidence. Any other person accessing, disclosing, or using a teacher's file may do so only with the written consent of the teacher. Teachers shall be permitted to view their own files at any mutually convenient time during normal working office hours.

14.05 A School Board's teacher evaluation policy shall be consistent with the terms of the Collective Agreement. The Association shall be consulted with regard to changes to existing teacher evaluation policy.

## **ARTICLE 15: SICK LEAVE**

15.01 A teacher is eligible for sick leave with pay when the teacher is unable to perform duties because of illness, injury or other disability provided the necessary sick leave credits have been accumulated and provided the other requirements of this Article have been complied with.

- 15.02 (a) A teacher, who has teaching experience in the province prior to September 1, 2006, shall be entitled to paid sick leave according to the following scale:

First year of service . . . . .	18 days
Second year of service . . . . .	36 days
Third year of service . . . . .	60 days
Fourth year of service . . . . .	89 days
Fifth year of service . . . . .	117 days
Sixth year of service . . . . .	146 days
Seventh year of service . . . . .	157 days
Eighth year of service . . . . .	168 days
Ninth year of service . . . . .	179 days
Thereafter . . . . .	195 days

- (b) Notwithstanding Clause 15.02(a), effective September 1, 2006, a teacher who has no previous teaching experience in the Province is entitled to accrue sick leave at the rate of twelve (12) days per year of service.
- (c) Effective September 1, 2006, the maximum number of days of sick leave which may be awarded to a teacher who has no previous teaching experience in the province during any consecutive twenty (20) year period of service shall not exceed two hundred and forty (240) days.



(d) Effective September 1, 2006, a teacher who has no previous teaching experience in the Province may anticipate sick leave to the end of the period of the teacher's contract of employment or to the end of the year concerned, whichever is the shorter period.

(e) The parties agree that sick leave earned prior to superannuation or resignation is liquidated upon superannuation or resignation. Teachers who are accepted for employment with another School Board or the same School Board within one hundred and twenty (120) calendar days of resignation shall retain access to sick leave earned prior to resignation.

15.03 (a) The maximum amount of sick leave to which a teacher, who has teaching experience in the province prior to September 1, 2006, may be entitled at any time shall be calculated by working back for the past four (4) years and deducting any days used during that four (4) year period, except that a teacher with nine (9) or more years of teaching service who uses all sick leave days shall be entitled to the following number of days sick leave credit during each of the following (4) years:

During the first year of service . . . . . 18 days

During the second year of service . . . . . 36 days

During the third year of service . . . . . 60 days

During the fourth year of service . . . . . 89 days

Thereafter . . . . . 195 days

(b) In any event, a teacher, who has teaching experience in the province prior to September 1, 2006, shall be entitled to not less than eighteen (18) days' sick leave in any school year.

(c) The parties agree that sick leave earned prior to superannuation or resignation is liquidated upon superannuation or resignation. Teachers who are accepted for employment with another School Board or the same School Board within one hundred and twenty (120) calendar days of resignation shall retain access to sick leave earned prior to resignation.

15.04 ★ (a) Sick leave with pay in excess of four (4) consecutive teaching days at any time or seven (7) teaching days in the aggregate in any school year shall not be awarded to a teacher unless a medical certificate satisfactory to the School Board has been submitted in respect thereof. In any case where the School Board is satisfied that it is not possible for the teacher concerned to secure a medical certificate, a certificate of another health care professional, such as a registered nurse, or any other person designated by the School Board shall be accepted in place of a medical certificate, provided the certificate is satisfactory to the School Board.

★ (b) Sick Leave - Proof of Illness

There may be cases where an employee has an ongoing medical condition where they foresee a use of sick days beyond the number of days allowed before a medical certificate is required. In an effort to minimize the number of medical certificates required, employees with an ongoing medical condition are permitted to submit a medical certificate outlining that they have an ongoing medical condition to the Employer. If the employer is satisfied with the medical certificate, then the employee does not have to provide a medical certificate for each subsequent day of illness for the remainder of the school year.

15.05 In calculating the sick leave days of a teacher in accordance with Clause 15.02, the years during which a teacher served as any of the following shall be deemed to be years of service as a teacher:

(a) professional officer of the Department of Education; and/or

(b) President of the Newfoundland and Labrador Teachers' Association; and/or

(c) President of the Canadian Teachers' Federation; and/or

(d) an Administrative Staff Officer of the Newfoundland and Labrador Teachers' Association; and/or



- (e) a faculty member of Memorial University; and/or
- (f) a teacher in a Government School; and/or
- (g) an Administrative Staff Officer of the Newfoundland and Labrador School Boards Association; and/or
- (h) a District Director, Assistant Director, or an Education Officer; and/or
- (i) a teacher employed in a school in Wabush, Labrador City or Churchill Falls or Conne River; and/or
- (j) a teacher with the College of the North Atlantic and predecessor organizations, the Institute of Fisheries and Marine Technology, a Community College, and/or a District Vocational School; and/or
- (k) related service done in an institution as a specialist teacher approved for this purpose by the Minister; and/or
- (l) as a teacher in an adult education institution approved by the Minister.

- 15.06 The provisions of this Article shall apply to a teacher who is under contract and who is unable to commence duties due to sickness, injury or incapacity.
- 15.07 A teacher who develops a major illness shall be entitled to the benefits covered by this Article where:
- (a) the teacher is undergoing full-time training as a teacher at the university; and
  - (b) the teacher holds a teacher's certificate or licence; and
  - (c) the teacher immediately before commencing such training served as a teacher for a period of not less than one (1) year; and
  - (d) illness requires the teacher to withdraw from university without completing or commencing a semester's work.
- 15.08 A teacher on extended sick leave with pay may be required by the Minister or the School Board to undergo a medical examination at any time provided the requirement is not unreasonable in terms of frequency or other circumstances.
- 15.09 When a teacher is absent on sick leave and on that day the school is closed because of weather, or other such reasons, and the teachers are not required to be in attendance, such day or days shall not be deducted from the teacher's accumulated sick leave.
- 15.10
- (a) For the purpose of Clause 15.02, for a teacher who has teaching experience in the province prior to September 1, 2006, an academic year during which the teacher accumulates ninety-seven and one-half (97.5) days shall constitute a year of service.
  - (b) For the purpose of Clause 15.02, in computing additional years of service for a teacher who has teaching experience in the province prior to September 1, 2006, the total days of service accumulated during years of less than ninety-seven and one-half (97.5) days shall be divided by the number of days in a school year as prescribed in Article 28 (Length of the School Year). This subtotal shall be added to the subtotal determined by Clause 15.10 and one-half (½) year or more shall be counted as a year, but a fraction of less than one-half (½) shall not be counted.
  - (c) For the purposes of Clause 15.02, effective September 1, 2006, a teacher who has no previous teaching experience in the province shall be awarded sick leave on a prorata basis during an academic year in which the teacher accumulates less than 195 days service. Such sick leave to be rounded to the nearest half-day.
- 15.11 Subject to Articles 9 and 29, upon termination of leave under this Article, a teacher shall be returned to the same teaching position held immediately prior to the commencement of the leave.
- 15.12
- (a) A teacher who has not accumulated sufficient sick leave to cover a period of absence under this Article shall be granted upon request special sick leave up to fifteen (15) teaching days.
  - (b) Special sick leave granted shall be deducted from sick leave credits subsequently accumulated.

(c) A teacher who was granted special sick leave pursuant to Clause 15.12(a) shall, upon ceasing to be a teacher, compensate the employer for special leave which has not been recovered under Clause 15.12(b) and the amount of compensation shall be calculated at the employee's rate of remuneration in effect at the time the days were borrowed.

15.13 A teacher whose entitlement to sick leave with pay under this Article has been exhausted, and whose illness requires further absence from work, shall be placed on sick leave without pay. Periods of time on sick leave without pay, both before and after the signing date of this Agreement, shall be considered time taught for the purposes of seniority and service time within the pensions legislation.

15.14 In the event that a teacher is required to obtain a medical certificate by the School Board in addition to the initial certificate provided, then the teacher shall not be required to incur any additional cost.

## **ARTICLE 16: INJURY ON DUTY**

16.01 A teacher who is unable to perform duties because of a personal injury received in the performance of those duties shall be entitled to receive benefits in accordance with the *Workplace Health, Safety and Compensation Act*.

However, in the event that Section 81 of the *Workplace Health, Safety and Compensation Act* is amended or repealed so as to permit a Collective Agreement to provide for compensation in excess of the levels provided under the Act, the parties agree that the provisions of Clause 16.01 to 16.05 inclusive, as contained in Schedule J of this Agreement, which are permissible under that legislation shall then be in full force and effect as of the effective date of such amendment or repeal.

★ 16.02 A teacher who is approved for temporary earnings loss (TEL) benefits under the *Workplace Health, Safety and Compensation Act* after the date of signing of this Agreement will be considered to be in receipt of full salary for the purpose of benefits under this Agreement. A teacher who is approved for full extended earnings loss (EEL) benefits under the *Workplace Health, Safety and Compensation Act* after the date of signing of this Agreement shall no longer accumulate benefits under this Agreement but shall have their position, or a comparable position with the employer protected for two (2) calendar years following the date of such approval, immediately following which their employment shall be terminated, subject to the *Human Rights Act*.

★ 16.03 A teacher who is unable to perform their regular duties as a result of injury will be employed in another vacant position which the teacher is capable of filling. First consideration for such placement will be to vacant positions which may exist in the teacher's designated school.

## **ARTICLE 17: MATERNITY/ADOPTION/PARENTAL LEAVE**

17.01 (a) Subject to Clause 17.03, Maternity/Adoption/Parental Leave shall be granted without pay for a period of up to fifty-eight and one half (58.5) continuous weeks when school is in session.

(b) Teachers, while on approved leave granted under this Article, shall continue to accumulate seniority.

(c) Teachers, while on approved leave granted under this Article, shall continue to accumulate service for a maximum of fifty-eight and one half (58.5) continuous weeks for the purposes of sick leave accrual, salary increments, pension – in accordance with the Teachers' Pension Act - Section 13, and subject to Clause 33.01(a)(ii), severance.

17.02 (a) Subject to Articles 9 and 29, upon termination of leave under this Article, the teacher shall be returned to a teaching position in the same school comparable to the one held immediately prior to the commencement of the leave.

(b) Notwithstanding Clause 17.02(a), teachers whose leave under this Article commences and terminates during the same school year shall, subject to Article 9, be returned to the same teaching position held immediately prior to the commencement of the leave.

- 17.03 Notwithstanding the provisions of this Article, the time period specified herein may be changed by the mutual agreement of the School Board and the teacher concerned. A School Board shall respond to a request from a teacher under this Article within two (2) weeks of receipt of the request.
- 17.04 ★ (a) In accordance with Clause 17.01, a teacher shall make written request to their School Board for maternity leave not later than four (4) months prior to their expected date of delivery, and such leave shall be granted to commence and terminate as requested. Where possible, the application shall be accompanied by a doctor's certificate confirming the expected date of delivery.
- (b) In accordance with Clause 17.01, a teacher shall make written request to the School Board for parental leave not later than one (1) month prior to the commencement of the leave, and such leave shall be granted to commence and terminate as requested.
- ★ 17.05 The School Board reserves the right to require a teacher to commence leave prior to the time specified in Clause 17.04 if the state of their health becomes incompatible with the requirements of their teaching position. In that respect, should the School Board have reasonable and probable grounds for believing that the state of their health has become incompatible with the requirements of their teaching position, the School Board shall have the right to demand of the teacher to produce a certificate from a medical practitioner that their health is compatible with the requirements of their teaching position and should the teacher fail to produce such a certificate within a reasonable time, the School Board shall have the right to require the teacher to commence sick leave and such leave will continue to the commencement of maternity leave as specified in Clause 17.04.
- 17.06 A teacher shall make written request to the School Board for adoption leave at or prior to the time the teacher's application is accepted by an adoption agency, and such leave shall be granted to commence and terminate as requested.

## **ARTICLE 18: LEAVES IN GENERAL**

### A. Compassionate/Family Leave

- ★ 18.01 A teacher shall be entitled to leave not exceeding three (3) days with pay in the case of the death of the teacher's parent, or legal guardian, sibling, child, spouse, grandchild, grandparent, parent-in-law, child-in-law, or near relative who had been living in the same household. Where extensive travel is involved or where extraordinary circumstances prevail, the School Board may extend the leave up to an additional two (2) days.
- ★ 18.02 A teacher shall be entitled to leave not exceeding one (1) day with pay in the case of the death of the teacher's sibling-in-law.
- 18.03 (a) A teacher shall be granted leave with pay, not exceeding three (3) days in the aggregate in a school year to attend to the temporary care of a sick family member; needs related to the birth of the employee's child; medical or dental appointments for dependent family members; meetings with child authorities or adoption agencies; needs related to the adoption or fostering of a child; or home or family emergencies.
- ★ (b) (i) A teacher shall be granted leave with pay, not exceeding three (3) days in the aggregate in a school year, where the teacher or a person to whom the teacher is a parent or caregiver has been directly or indirectly subjected to, a victim of, impacted or seriously affected by family violence or witnessed family violence by
- (A) a person who is or has been a family member;
- (B) a person who is or has been in an intimate relationship or who is living or has lived with the teacher;
- (C) a person who is the parent of a child with the teacher; or
- (D) a person who is or has been a caregiver to the teacher.

- (ii) All personal information concerning domestic violence will be kept confidential in compliance with relevant Legislation.
- (iii) An employee who wishes to take a leave of absence under this Clause may be required to provide the employer with reasonable verification of the necessity of the leave.

#### B. Professional Leave

- 18.04 A School Board may grant leave to a teacher who:
- (a) has been appointed by the Minister to serve on a departmental education committee; or
  - (b) attends such meetings or conferences the Minister may approve, for such time as such teacher attends such departmental educational committee, or such meeting or conference.
- 18.05 For inservice time there may be six (6) days in the aggregate in the school year available for the purposes of:
- (a) five (5) workshop days per teacher approved by the Board;
  - (b) a bank of one (1) day per teacher to the Board to be assigned at the Board's discretion.
- 18.06 A teacher who is a member of the Executive of the Newfoundland and Labrador Teachers' Association or the Board of Directors of the Canadian Teachers' Federation may be granted leave with pay for such times as the teacher is engaged in business on behalf of such Executive or Board. Such leave will not be unreasonably denied or unreasonably requested.
- 18.07 (a) A teacher who is a member of the Newfoundland and Labrador Teachers' Association Negotiating Committee shall be granted leave with pay while attending actual negotiating sessions. The Association shall notify the Director or Superintendent of the teachers affected prior to the commencement of negotiations and teachers shall in all instances give prior notice of absences from work to their Directors or designate, and such notice shall be as far in advance as possible.
- (b) In addition to leave granted under Clause 18.07(a), a teacher who is a member of the Newfoundland and Labrador Teachers' Association Negotiating Committee shall be granted leave with pay not to exceed five (5) days in the aggregate prior to the signing of a new Collective Agreement.

#### C. Other Paid Leave

- 18.08 Where a school is closed owing to the death of a member of the staff, the teachers in that school shall be considered to be on leave of absence with pay for the period the school is closed.
- 18.09 A teacher may be granted leave with pay, not exceeding three (3) days in the aggregate in the school year, for reason(s) deemed valid by the Board.
- 18.10 A School Board shall grant leave with pay to a teacher required to serve on jury duty or duty as a witness in any court to which the teacher has been summoned, in any proceedings to which that teacher is not a party or one of the persons charged. The School Board shall be reimbursed by the teacher for any fees received for such duty.
- 18.11 When no other provision is made for leave with pay, a teacher may be granted leave with pay upon application to the Minister, where the Minister is satisfied that such leave is warranted.
- ★ 18.12 A School Board shall grant to a teacher up to two (2) full days of leave with pay to attend pre-retirement sessions organized by the Newfoundland and Labrador Teachers' Association or by a Government Department. A teacher may avail of the two (2) days' leave under this Article only once in their career.
- 18.13 (a) When a principal is absent from school in the performance of other duties, every effort shall be made to assure that a substitute teacher is provided for those assigned teaching duties remaining following the reassignment of the principal's school administrative duties to the vice principal to a maximum of five (5) days in a school year. Where a school has no vice principal, the principal's administrative duties shall be assigned to a teacher on staff and every effort shall be made to assure that a substitute teacher is provided for the teaching duties remaining.
- (b) Notwithstanding Clause 18.13(a), when a principal, who has teaching duties, is absent from school

in the performance of other duties for more than five (5) days in a school year, then a substitute teacher may be provided for those assigned teaching duties.

- 18.14 A teacher who is serving in the position of Branch President of the Newfoundland and Labrador Teachers' Association may be granted leave with pay to attend to Branch business to a maximum of three (3) days per school year. Such leave will not be unreasonably denied or unreasonably requested.

### **ARTICLE 19: LEAVE WITHOUT PAY**

- 19.01 (a) Subject to Articles 9 and 29 and Clause 19.02, a teacher employed by a School Board may, upon request, be granted leave without pay for reasons deemed valid by the School Board; and on the teacher's return shall be given a comparable position in the same school, unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.
- (b) Notwithstanding Clause 19.01(a), on return from a period of leave, a teacher employed in a teaching and learning assistant position shall only be returned to a teaching and learning assistant position.
- 19.02 (a) Subject to Article 9 and Clause 19.04, a teacher who has been granted leave under this Article for a period of leave that commences and terminates during the same school year shall be returned to the same teaching position upon the expiration of such leave, unless it is mutually agreed between the School Board and the teacher that the teacher return to a particular position.
- (b) Notwithstanding Clause 19.02(a), on return from a period of leave that commences and terminates during the same school year, a teacher employed in a teaching and learning assistant position shall only be returned to a teaching and learning assistant position.
- 19.03 Leave approved under this Article for the purpose of upgrading teacher qualifications and/or experience shall be credited as teaching experience for purposes of seniority and salary increments.
- 19.04 Subject to Article 9, a teacher, elected to serve in the Provincial House of Assembly or the House of Commons shall be granted leave without pay to serve one (1) elected term of office and upon return shall be guaranteed at the beginning of the subsequent school year (unless otherwise agreed between the teacher and the School Board) a position with the School Board. In the event that the teacher is elected for a second consecutive term of office, the teacher may be required to resign from the School Board.
- 19.05 Subject to Article 9 and Clause 19.01, upon request, a teacher shall be granted leave without pay for a period of up to thirty-nine (39) weeks while school is in session for the purpose of providing temporary care or support for a family member who is gravely ill with a significant risk of death. Medical proof of the need for care or support and risk of death may be required by the School Board. Teachers, while on approved leave granted under this Clause, shall continue to accumulate service for the purpose of seniority and pension in accordance with the Teachers' Pension Act.
- ★ 19.06 Subject to Article 9 and Clause 19.01, upon request, a teacher shall be granted leave without pay for a period of up to thirty-nine (39) weeks while school is in session for the purpose of providing care or support for their critically ill or injured child. Medical proof of the critical illness or injury and the need for care or support may be required by the School Board. Teachers, while on approved leave granted under this Clause, shall continue to accumulate service for the purpose of seniority and pension in accordance with the Teachers' Pensions Act.

### **ARTICLE 20: EDUCATIONAL LEAVE**

- 20.01 Subject to the other provisions of this Article, a teacher who has been employed in Newfoundland and Labrador as a teacher for five (5) years or more may be eligible for Educational Leave up to one (1) year.
- 20.02 There shall be an Educational Leave Committee consisting of five (5) members, two (2) of whom shall be appointed by the Newfoundland and Labrador Teachers' Association.
- 20.03 Teachers who are eligible for Educational Leave and who wish to obtain such leave, shall make

application to the School Board. Only applications which are approved by the School Board shall be forwarded to the Educational Leave Committee.

- 20.04 Prior to January 1 each year, the Minister shall notify the Educational Leave Committee of the number of teachers who may be granted educational leave in the coming school year. In any event, the minimum number of teachers who may be granted leave shall be twelve (12) per year, or the equivalent.
- 20.05 The Educational Leave Committee shall, not later than the 1st day of March of the year of the award, select those teachers who are to be granted educational leave. The number selected by the Committee shall not exceed the number indicated by the Minister in accordance with Clause 20.04.
- 20.06 Leave granted under this Article shall be at the rate of eighty per cent (80%) salary.
- 20.07 Upon completion of the Educational Leave, a teacher shall return to the School Board, from which leave was granted, for a period of not less than double the period of leave granted.
- 20.08 A teacher granted Educational Leave shall, subject to Articles 9 and 29, on return be given the same position or comparable position in the same school, unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.
- 20.09 The period in which a teacher is on Educational Leave with pay shall be considered as full time taught.
- 20.10 Nothing in this Article shall be deemed to preclude leave privileges which may be available to teachers under Article 19.

## **ARTICLE 21: SALARIES**

- 21.01 (a) The salaries and allowances paid to teachers shall be in accordance with Schedules “B” and “C”, which form an integral part of this Agreement.
- (b) Notwithstanding Clause 21.01(a), teachers employed as teaching and learning assistants shall be paid at the rate applicable for a Level II teaching certificate in accordance with Schedules “B” and “C” which form an integral part of this agreement.
- 21.02 No School Board shall pay any teacher less than the salary corresponding to the teacher’s qualifications and experience as determined by Schedules “B” and “C”, which form an integral part of this Agreement.
- 21.03 No teacher’s salary shall be reduced as a result of this Agreement.
- 21.04 The calculation of a teacher’s years of service for incremental purposes as set forth in Clause 21.05 and the changes resulting from this calculation shall be made once yearly, immediately preceding the beginning of the school year or at the date of the initial employment of the teacher.
- 21.05 In computing the total years of service for incremental purposes, the following shall apply:
- (a) Five (5) hours of service shall be counted as a day of service.
- (b) The total years of service shall be determined by dividing the total days of service by the number of days in a school year as prescribed in Article 28 (Length of the School Year).
- (c) When the total years of service has been computed, that total shall be adjusted so that a fraction of one-half (½) year or more shall be counted as a year, but a fraction of less than one-half (½) shall not be counted.
- 21.06 ★ (a) For the purpose of Clause 21.05(a), any time a teacher is under full pay in accordance with Schedules “B” or “C” or as a licensed teacher shall be counted as hours of service.
- (b) Notwithstanding Clauses 21.05 and 21.06(a) service in a teaching and learning assistant position shall not be counted when computing service for incremental purposes in other teaching positions.
- 21.07 In computing years of service in accordance with Clauses 21.05 and 21.06, the teachers shall be credited with:
- (a) a period of teaching service performed in the Province; and/or

- (b) (i) a period of teaching service in an educational institute situated outside the Province, not exceeding seven (7) years, and such service approved by the Minister; and/or
  - (ii) a period of teaching service as a teacher in a K-12 school operated by a Canadian School Board; and/or
- (c) a period of service as a District Director, Assistant Director or an Education Officer; and/or
- (d) a period of service as a teacher employed in a school in Wabush, Labrador City or Churchill Falls, and Conne River; and/or
- (e) service done, before or after this Article came into force as
  - (i) a professional officer of the Department of Education; and/or
  - (ii) an executive officer of the Denominational Education Council; and/or
  - (iii) President of the Canadian Teachers' Federation; and/or
  - (iv) President of the Newfoundland and Labrador Teachers' Association; and/or
  - (v) an administrative officer of the Newfoundland and Labrador School Boards Association; and/or
  - (vi) an administrative officer of the Newfoundland and Labrador Teachers' Association; and/or
- (f) service done before or after this Article came into force, as a teacher in
  - (i) an adult education institution approved by the Minister; and/or
  - (ii) the College of the North Atlantic and predecessor organizations, the Institute of Fisheries and Marine Technology, a Community College, and/or a District Vocational School; and/or
  - (iii) a faculty member of Memorial University and/or Sir Wilfred Grenfell College; and/or
  - (iv) an approved private school, and/or a teacher in a Government school; and/or
  - (v) related service done in an institution, as a specialist teacher, approved for this purpose by the Minister; and/or
- (g) Service accumulated before or after this Article comes into force in the specialized areas of employment of Speech Pathology, Education Psychology, Hearing and Visual impairments, where the job involved working with school-aged children to improve learning performance, and where the teacher's present position involves the same kind of professional activity with students.
- (h) Notwithstanding (a) to (g) above teachers with prior service are responsible for providing the required documentation to the Registrar of Teacher Certification within ninety (90) calendar days of becoming employed with a School Board. If the teacher fails to do so within this time limit the retroactive application of prior service shall be to the first day of the month in which the teacher provided the required documentation. This clause does not apply in cases of demonstrated clerical error or in extenuating circumstances as determined at the discretion of the Registrar.
- (i) Subject to retroactivity being conditional upon the teacher's responsibility as set out in Clause 21.07(h), upon a teacher being hired by a school board, including being accepted on the substitute list, the school board shall notify the teacher in writing of the requirements of Clause 21.07(h).

★ 21.08 Teachers who teach on a part-time basis shall, when required by the Employer, attend professional learning sessions which occur during school hours when they would not normally be working, and shall be paid commensurate with their placement on the appropriate salary grid.

21.09 Teachers hired on permanent part-time contracts will be paid a salary in line with the fraction of a full staffing unit as assigned to them.



## ARTICLE 22: METHOD OF PAYMENT

- 22.01 Annual salary and where possible allowances shall be paid in twenty-six (26) equal installments. In a school year in which payment in accordance with Clause 22.02 would yield twenty-seven (27) pay periods, the final pay period in August will be eliminated and each pay period in the subsequent school year will occur one (1) week earlier.
- 22.02 Teachers shall be paid by direct deposit every second Thursday. If a bank holiday falls on Thursday, teachers will be paid on the last banking day prior to that Thursday.
- 22.03 Nothing in this Article shall be interpreted as to change the present method of calculating the salary entitlement of teachers, based on the number of teaching days worked and the procedure for adjusting teachers' salaries during the non-teaching period.
- 22.04 (a) Teachers who are not on regular payroll shall be paid within four (4) weeks of the week in which work was performed by such teachers.
- (b) Notwithstanding Clause 22.04 (a), teachers who are not on regular payroll shall, when possible, be paid within two (2) weeks of the week in which work was performed by such teachers.

## ARTICLE 23: DEDUCTIONS

- 23.01 Government shall deduct from the pay of each teacher an amount equal to the regular dues of the Association.
- 23.02 Government shall remit the amounts deducted under Clause 23.01 to the Association not later than three (3) working days following the day on which teachers receive their pay, together with a list showing the name of each teacher and the amount(s) so deducted.
- 23.03 The Association shall advise the Government in writing of the amount of its regular dues.
- 23.04 Government shall deduct other amounts, such as insurance premiums, credit union amounts from the pay of the teacher when authorized to do so by the teacher.
- 23.05 Government shall remit the amounts deducted under Clause 23.04 to the Association not later than three (3) working days following the day on which teachers receive their pay, together with a list indicating the name of each teacher for whom deductions have been made and the amount(s) deducted.
- 23.06 Changes in deductions authorized by the teacher may be requested up to three (3) weeks prior to the pay day and all changes requested shall be made.
- 23.07 In case of overpayment, repayment shall be distributed equally over a twelve (12) month period unless the teacher and the employer agree to an alternate repayment arrangement.
- 23.08 The provisions of this Article shall apply mutatis mutandis to a School Board in cases where a School Board employs teachers in addition to the number allocated under *The Schools Act (Teachers' Salaries) Regulations*, 1975.

## ARTICLE 24: ISOLATION ALLOWANCE

- ★ 24.01 TEACHERS IN ISOLATED SETTLEMENTS: Every teacher teaching school in a settlement as described in this Article, and other settlements as determined by the Employer, shall be paid a bonus as follows:

### ★ TEACHERS HOLDING CERTIFICATES AND LICENCES ON THE ISLAND PORTION OF THE PROVINCE

Effective	September 1, 2022	September 1, 2023	September 1, 2024	September 1, 2025
★ (a)	\$2243	\$2243	\$2500	\$2550
★ (b)	\$2243	\$2243	\$2500	\$2550



## **DESCRIPTION OF SETTLEMENT**

- ★ (a) Every settlement on the island portion of the Province connected by road with other settlements but not with the main highway.
- ★ (b) Every settlement on the island portion of the Province connected to other settlements and to a main highway by a ferry service.
- ★ 24.02 Teachers holding Certificates and Licences in Labrador shall be paid an annual bonus as follows: September 1, 2024 - \$2000 and September 1, 2025 - \$2040.
- ★ 24.03 There shall be consultation between the Association and the Employer regarding the criteria to be used when applying this Article to other settlements in accordance with Clause 24.01.
- ★ 24.04 Teachers living and teaching in communities covered by this Article shall be entitled to two (2) days of paid leave in the aggregate in a school year, when they are delayed from returning to their communities due to an interruption in transportation service.

## **ARTICLE 25: TRAVEL ALLOWANCES**

- 25.01 (a) Subject to Clauses 25.01(b)(i) and 25.04(a) and (b), where in the course of duty, a teacher is required to travel on business for the School Board, the teacher shall be reimbursed for meals, lodging, and travel at the prevailing rate for Government employees.
  - (b) (i) Subject to Clause 25.01(b)(ii), teachers who are required to travel to attend in-service training (i.e., where training is provided outside the community where the teacher's school is located) shall be paid reasonable out-of-pocket expenses as deemed appropriate by the School Board.
  - (ii) Teachers who are authorized to use their own vehicle to attend in-service training shall be reimbursed at the prevailing mileage rates for Government employees.
- 25.02 Teachers who are authorized to use their own vehicle while travelling on business for the School Board shall be reimbursed at the prevailing mileage rates for Government employees.
- 25.03 Charges for ferry tolls shall be allowed.
- 25.04 (a) Teachers who are required to teach in more than one school shall be eligible for the mileage allowance for all miles travelled, as required in the performance of their work, that are in excess of normal travel to and from their residence to their base school.
  - (b) Where a teacher teaches in more than one school, the school where that teacher teaches the greater number of hours shall be considered the base school.
- 25.05 (a) Teachers who are required to drive 2400 kilometres or more per year on business on behalf of the Employer and who are required, as a condition of employment, to have an automobile, shall be reimbursed in accordance with government's reimbursement rates for using a private vehicle at work.
  - (b) On receipt of invoice, the teacher will be reimbursed for the difference between private and business insurance.
- 25.06 When an expense claim is made in accordance with this Article, reimbursement shall be paid to the teacher within four (4) weeks of the week in which the teacher's claim and all supporting documentation was submitted, provided the claim contained all necessary and accurate information required to approve the claim.

## **ARTICLE 26: GROUP INSURANCE**

- 26.01 In accordance with Clause 26.02, Government will contribute a portion of the premium rate for plan options currently contained in the basic portion of the NLTA Group Insurance Plan (Basic/Dependent Life, Accidental Death and Dismemberment, and Health), and other benefits which may be agreed to between the parties.

- 26.02 In accordance with Clause 26.01, the contribution rate per participating teacher to be paid by Government for each option in the basic portion of the NLTA Group Insurance Plan shall be determined annually in accordance with Schedule L. These rates shall be determined no later than February 28th of each year or the earliest date thereafter.
- 26.03 The insurance committee currently established shall continue to be constituted as initially established and be a forum for discussions on the Government contribution rates to the NLTA Plan. In addition, the committee may discuss premium rates and benefits under the NLTA and Government plans.
- 26.04 The NLTA agrees to provide Government with enrolment data and information on the coverages of the plan options in the NLTA Plan to which Government contributes. The NLTA agrees to provide Government and Government agrees to provide the NLTA with relevant portions of the financial statements, premium rating analysis and supporting documentation used to establish the contribution rate in accordance with Schedule L. Such information will be provided within thirty (30) days of a request for same or as soon as possible following receipt by the NLTA Group Insurance Trustees or Government.
- 26.05 Coverage under those options of the existing NLTA Group Insurance Plan to which the Government contributes, shall be available to all members of the bargaining unit subject to underwriting qualifications only.
- ★ 26.06 Government agrees to pay its share of group insurance premiums for those teachers on maternity, parental and adoption leave, for a maximum of fifty-eight and one half (58.5) weeks.

### **ARTICLE 27: SUPERANNUATION OF TEACHERS**

- 27.01 The Government and the Newfoundland and Labrador Teachers' Association hereby acknowledge and agree that the Teachers' Pension Plan shall be administered by the Teachers' Pension Plan Corporation in accordance with the Teachers' Pension Plan Reform Agreement and the Joint Sponsorship Agreement between the parties, dated June 15, 2015 and March 15, 2016 respectively.
- 27.02 The Government agrees that it will not change any of the provisions of the Pension Plan which will reduce the pension benefits available to teachers without the consent of the Newfoundland and Labrador Teachers' Association. It is further agreed that any change in the level of contribution to the Teachers' Pension Plan will be made only after consultation and agreement between the parties.
- 27.03 Teachers employed as teaching and learning assistants shall have the same rights and benefits as other teachers as members of the Teachers' Pension Plan.

### **ARTICLE 28: LENGTH OF THE SCHOOL YEAR**

- 28.01 (a) (i) For salary purposes, the length of the school year shall be 190 teaching days comprised of 185 actual teaching days, three (3) paid holidays and two (2) non-teaching days to be scheduled by the Board during the school year for administrative purposes.
- ★ (ii) Effective September 1, 2002, for salary purposes, the length of the school year shall be 195 teaching days comprised of 184 actual teaching days, three (3) paid holidays, two (2) non-teaching days to be scheduled by the Board during the school year for administrative purposes, two (2) non-teaching days for the exclusive use of teachers for report card preparation to be scheduled by the Board in advance of reporting periods, and four (4) professional development/in-service days to be scheduled by the Board during the school year, one of which shall be reserved for professional development at the school level. In determining the topics to be covered, in consultation with the school principal, priority will be given to professional development needs identified by teachers at the school level.
- (b) There shall be consultation annually between teachers and the School Board in determining the holiday schedule.

- 28.02 Nothing in this Article shall adversely affect the leave to which a teacher may be entitled under the provisions of this Agreement or days in which the teacher is deemed to have kept school under Section 32 of the *Schools Act*, 1997.
- 28.03 (a) (i) When a school is closed pursuant to Section 32 of the *Schools Act*, 1997, the teacher shall not be required to be in attendance at school.
- (ii) Notwithstanding Clause 28.03(a)(i), the Board may require teachers to be in attendance for meetings and workshops.
- (b) When a school within a school system remains open during inclement weather or other emergency situations, a teacher shall not lose salary when prohibited from attending that school because the normal routes of transportation in that system are declared to be impassable by the appropriate authorities.

## **ARTICLE 29: WORKLOAD**

- 29.01 (a) There shall be consultation at the local level between teachers and their principals in determining the allocation to teachers of curricular and non-curricular duties. The workload of teachers will be distributed in a fair and equitable manner, and the process will involve, but not be limited to, consideration of numbers of students, number of course preparations, number of teacher preparation periods, nature of courses taught, characteristics of students taught, administrative duties required, and multi-grade/course teaching situations.
- (b) Every effort shall be made to determine a teacher's curricular duties for the coming school year prior to the last day of the current school year.
- (c) Notwithstanding Clause 29.01(b), every effort shall be made to ensure that the consultation for the coming school year referred to in Clause 29.01(a) between teachers and their principals shall occur not later than the first scheduled instructional day.
- 29.02 (a) There shall be consultation at the local level between teaching and learning assistants and their principals in determining the allocation of curricular and non-curricular duties. The workload of teaching and learning assistants will be distributed in a fair and equitable manner, and the process will involve, but not be limited to, consideration of numbers of students, number of preparation periods, nature of courses assigned, characteristics of students receiving support, administrative duties required, and multi-grade/course instructional situations.
- (b) Every effort shall be made to determine a teaching and learning assistant's duties for the coming school year prior to the last day of the current school year.
- (c) Notwithstanding Clause 29.02(b), every effort shall be made to ensure that the consultation for the coming school year referred to in Clause 29.02(a) between teaching and learning assistants and their principals shall occur not later than the first scheduled instructional day.
- 29.03 It is agreed that extra-curricular activities are a desirable part of a well-rounded education. It is also agreed that the principal and staff of each school will determine the extra-curricular activities to be provided in their school. Notwithstanding this, a teacher's participation in any extra-curricular activity requires that teacher's consent.
- 29.04 (a) Every effort shall be made to assure that substitute or replacement teachers are provided to replace teachers who are absent for valid reasons.
- (b) A substitute teacher may be provided in instances where a teacher is assigned by a School Board to accompany groups of students during regular school hours on curricular related activities approved by the Board.
- 29.05 (a) Teachers will have an uninterrupted period of at least forty (40) minutes for lunch unless the majority of teachers in a school agree to a lunch period of a shorter duration. Such lunch break is to occur sometime between 11:00 a.m. and 2:00 p.m. of the school day unless otherwise mutually agreed.

- (b) Teachers who teach in more than one building will have an uninterrupted period of at least forty (40) minutes for lunch exclusive of travel time.
- (c) For (a) above, the opening and closing time for school may have to be adjusted by the School Board and that nothing in this Article is to be construed to mean that current lunch periods in excess of forty (40) minutes should be reduced.

29.06 No teacher shall be required to be present for school duties on Saturday or Sunday.

- ★ 29.07 The School Boards shall have and implement policies regarding school violence and dealing with students and parents who have exhibited violent and abusive behaviour. In reviewing these policies, the School Boards will seek input from the Association, school administrators and other personnel who are deemed to have a legitimate role in prevention, intervention and assessment activities.

29.08 A teacher's participation on a school-based or board-based committee requires that teacher's consent.

- ★ 29.09 (a) Subject to Schedule D and clause 29.09(b), at the beginning of each school year and following consultation with teachers, the principal shall make reasonable effort to establish a tentative meeting schedule. Subject to Schedule D, and when such meetings occur outside the regular instructional day, reasonable effort shall be made to commence such meetings as soon as possible following the end of the instructional day and to conclude such meetings within sixty (60) minutes.
- (b) Teachers shall be given as much notice as possible in advance of ISSP and IEP meetings.
  - (i) Reasonable effort shall be made to schedule ISSP and IEP meetings during the instructional day. ISSP meetings should not normally be of more than sixty (60) minutes in duration and IEP meetings should not normally be of more than thirty (30) minutes in duration.
  - (ii) Subject to Clause 29.09(b)(i) and Schedule D, when it is necessary to hold ISSP and IEP meetings outside of the instructional day, reasonable effort shall be made to commence such meetings as soon as possible following the end of the instructional day and to conclude such meetings within sixty (60) minutes for ISSP meetings and thirty (30) minutes for IEP meetings.

### **ARTICLE 30: CLASS SIZE**

30.01 In the interest of education, and in order to promote effective teaching and learning conditions, the School Board will endeavour to establish class sizes appropriate to the teaching situation involved within regulatory and legislative restrictions.

### **ARTICLE 31: GRIEVANCE PROCEDURE**

- ★ 31.01 A teacher may file a grievance against the School Board or the Department of Education in the manner prescribed herein on the teacher's own behalf or on behalf of themselves and one or more teachers.

31.02 A teacher or a group of teachers who have a grievance over a matter which is within the scope of authority of a School Board shall submit the grievance in writing to the Assistant Director of Education for Human Resources, or the Directeur général adjoint (Finances et Administration), with respect to the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador within fifteen (15) calendar days of the occurrence or discovery of the incident giving rise to the grievance stating the names of the employees concerned, the precise nature of the grievance, the Article and Clause of the Agreement over which the grievance arises, and the relief requested.

31.03 Where a grievance has been filed in accordance with Clause 31.02, the Assistant Director of Education, or the Directeur général adjoint, accompanied by such other School Board representatives as may be deemed necessary, shall, within fifteen (15) calendar days after receipt of the grievance, meet with the aggrieved teacher or group of teachers to endeavour to resolve the grievance. The teacher or group of teachers may be accompanied at this meeting by a representative of the Association or a local branch thereof.

- ★ 31.04 The decision on the grievance shall be transmitted in writing by the Assistant Director of Education, or the Directeur général adjoint, to the aggrieved teacher or group of teachers within ten (10) calendar days after the meeting referred to in Clause 31.03. In all grievances, the Assistant Director of Education, or the Directeur général adjoint, shall forward a copy of the reply to the Association.
- ★ 31.05 If the decision of the Assistant Director of Education, or the Directeur général adjoint, does not result in settlement of the grievance, the teacher or group of teachers may submit the grievance in writing to the Superintendent of Schools, or to the Directeur général of the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador within fifteen (15) calendar days of receipt of the decision under Clause 31.04.
- ★ 31.06 The decision of the Superintendent of Schools, or the Directeur général shall be transmitted in writing to the aggrieved teacher or group of teachers within fifteen (15) calendar days of the receipt of the grievance under Clause 31.05. In all grievances, the Superintendent, or the Directeur général, shall forward a copy of the reply to the Association.
- ★ 31.07 If the decision of the Superintendent of Schools, or the Directeur général does not result in settlement of the grievance, the teacher or group of teachers may, with the written consent of the Association, submit the grievance to arbitration in accordance with the procedure set forth under Article 32.
- 31.08 A teacher or group of teachers who have a grievance over a matter which is within the scope of authority of the Department of Education shall submit the grievance in writing to the appropriate Divisional Head of the Department of Education within fifteen (15) calendar days of the occurrence or discovery of the incident giving rise to the grievance stating the precise nature of the grievance and the Article and Clause of the Agreement over which the grievance arises.
- 31.09 Where a grievance has been filed in accordance with Clause 31.08, the Divisional Head shall, within fifteen (15) calendar days after receipt of the grievance, meet with the aggrieved teacher or group of teachers to endeavour to resolve the grievance. The teacher or group of teachers may be accompanied or represented at this meeting by a representative of the Association.
- ★ 31.10 The decision of the Divisional Head referred to in Clause 31.08, shall be transmitted in writing to the aggrieved teacher or group of teachers within ten (10) calendar days from the date of the meeting referred to in Clause 31.09. In all grievances, the Divisional Head shall forward a copy of the reply to the Association.
- 31.11 If the decision of the Divisional Head does not result in settlement of the grievance, the aggrieved teacher or group of teachers may submit the grievance in writing to the Deputy Minister of Education within fifteen (15) calendar days of receipt of the decision under Clause 31.10.
- ★ 31.12 Where a grievance has been filed with the Deputy Minister of Education, the decision of the Deputy Minister shall be transmitted in writing to the aggrieved teacher or group of teachers within fifteen (15) calendar days after receipt of the grievance under Clause 31.11. In all grievances, the Deputy Minister shall forward a copy of the reply to the Association.
- 31.13 If the decision of the Deputy Minister of Education does not result in settlement of the grievance, the aggrieved teacher or group of teachers may, with the written consent of the Association, submit the grievance to arbitration in accordance with Article 32.
- 31.14 Where a teacher or group of teachers allege that they are being discriminated against by application or interpretation of a School Board regulation or by-law, the teacher(s) shall have recourse to the grievance procedure.
- 31.15 No grievance proceedings will be invalidated by reason only of a technical error under Clauses 31.02 and 31.08.
- 31.16 Notwithstanding the provisions of this Article, a teacher may present a personal complaint to the School Board or Department of Education at any time.
- 31.17 If advantage of the provisions of this Article has not been taken within the time periods specified herein, the grievance shall be deemed to be abandoned and cannot be reopened.

- 31.18 The parties may mutually agree in writing to extend the time limits specified herein.
- 31.19 Failure to give a decision, within the time periods specified, by any person required to give a decision shall have the same effect as a decision which does not result in settlement of the grievance.
- 31.20 Where the Employer has a grievance against the Association or the Association has a grievance against the Employer, the parties shall meet within ten (10) calendar days of the occurrence or discovery of the matter giving rise to the grievance and attempt to settle the grievance. If the grievance is not settled as a result of this meeting, either the Employer or the Association, as the case may be, shall have the right to refer the grievance to arbitration in accordance with Article 32.
- 31.21 Where it is necessary to hold a grievance meeting during regular working hours, a teacher shall not suffer any loss in pay while participating in, or travelling to attend such meetings.

## **ARTICLE 32: ARBITRATION**

- 32.01 Where a grievance has not been settled under the grievance procedure, or where there is a dispute as to whether the matter is arbitrable:
- (a) the teacher with the written consent of the Association; or
  - ★ (b) in the case of a grievance arising in accordance with Clause 31.20, the Association or the Employer, as the case may be, may, within fifteen (15) calendar days after exhausting the grievance procedure, notify the other party in writing of the desire to submit the grievance to arbitration and the notice shall contain the name of the person appointed to be an arbitrator by the party giving notice. For the purpose of a referral to arbitration by either the Association or the Employer, the grievance procedure will be deemed to be exhausted when either party so notifies the other in writing either by personal service or by registered mail.
- ★ 32.02 Notwithstanding any other provisions of this Article, the parties may mutually agree to the substitution of a single arbitrator for an arbitration board, in which event, the foregoing provisions of this Article shall apply equally to a single arbitrator when reference is made to an arbitration board.
- ★ 32.03 The party to whom notice is given under Clause 32.01 shall, within fifteen (15) calendar days after receipt of such notice, appoint an arbitrator and notify the other party of the name of the arbitrator.
- ★ 32.04 The two (2) arbitrators appointed in accordance with Clauses 32.01 and 32.03 shall, within ten (10) calendar days after the appointment of the second of them, appoint a third arbitrator agreeable to both parties and these three (3) arbitrators shall constitute an Arbitration Board. The arbitrator appointed under this Article shall be the Chairperson of the Arbitration Board.
- ★ 32.05 If,
- ★ (a) the party to whom notice is given under Clauses 32.01, fails to appoint an arbitrator within the period specified in Clause 32.03, the Minister of Human Resources, Labour and Employment shall, on the request of either party, appoint an arbitrator on behalf of the party who failed to make the appointment and such arbitrator shall be deemed to be appointed by that party; or
  - ★ (b) the two (2) arbitrators appointed by the parties under Clauses 32.01 and 32.03 fail to appoint a third arbitrator within the period specified in Clause 32.04, the Minister of Human Resources, Labour and Employment shall, on the request of either party, appoint a third arbitrator and these three arbitrators shall constitute an Arbitration Board. The arbitrator appointed under this paragraph (b) shall be Chairperson of the Arbitration Board.
- ★ 32.06 Both parties to a grievance shall be afforded the opportunity of presenting evidence and argument thereon and may employ counsel or any other person for this purpose.
- ★ 32.07 If a party fails to attend or be represented without good cause at an arbitration hearing, the Arbitration Board may proceed as if the party were present or represented.

- ★ 32.08 The Arbitration Board shall render its decision on the grievance within fifteen (15) calendar days of the date on which the Board is fully constituted and the decision of the Board shall be committed to writing and submitted to the parties concerned within a further ten (10) calendar days.
- ★ 32.09 The decision of a majority of the members of a Board of Arbitration shall be the decision of the Board and if there is no majority, the decision of the Chairperson shall govern.
- ★ 32.10 All parties bound by this Agreement shall comply with these provisions for final settlement of a grievance and they shall comply with the decision of an Arbitration Board appointed in accordance with these provisions and do or, as the case may be, abstain from doing anything required by that decision.
- ★ 32.11 Each party required by this Agreement to appoint an arbitrator shall pay the remuneration and expenses of that arbitrator or of the arbitrator deemed to have been appointed by that party under Clause 32.05 and the parties shall pay equally the remuneration and expenses of the Chairperson of the Arbitration Board.
- ★ 32.12 The time limits set out in this Article may be extended at any time by mutual agreement in writing of both parties to the grievance.
- ★ 32.13 In any case, including cases arising out of suspension, dismissal, or other discipline, or the loss of any remuneration, benefits or privilege, the Board of Arbitration shall have full power to direct payment of compensation, vary the penalty, or to direct reinstatement of a benefit or privilege, or to affirm the taking away of such benefit or privilege as the Board may determine appropriate to settle the issues between the parties, and may give retroactive effect to its decision.
- ★ 32.14 A teacher, who is not under suspension and who has not been dismissed, and who is required to appear before an Arbitration Board shall not suffer any loss in pay while participating in arbitration meetings.

### **ARTICLE 33: SEVERANCE PAY**

- 33.01 (a) ★ (i) A teacher who has one (1) or more years of continuous service as a teacher in the Province as of March 31, 2018, is entitled to be paid severance pay equal to the amount obtained by multiplying the number of completed years of continuous employment as a teacher in the Province by two percent (2%) of their annual salary in effect as of March 31, 2018, to a maximum of forty percent (40%) of their annual salary.
  - (ii) Effective March 31, 2018, there shall be no further accumulation of service for severance pay purposes.
- (b) A teacher's continuous service shall not be deemed to be broken when:
  - (i) on approved leave;
  - ★ (ii) the teacher leaves the employment of a Board to further their education as a teacher and returns to a Board at the commencement of the next school year after the completion of said education; or
  - (iii) the teacher teaches at least twenty (20) days in any school year.
 

The twenty (20) days will be effective as of the beginning of a teacher's career and will apply to those teachers who leave the employ of a School Board, subject to Clause 33.01(a) on or after September 1, 1982.
- (c) Time spent on approved leave or furthering the teacher's education shall not be considered as years of service in the computation of the percentage entitlement to severance pay, however, time taught under Clause 33.01(b)(iii) will be considered service for severance pay purposes.
- (d) In computing years of service, the method contained in Clause 21.05 shall be used.
- ★ 33.02 The severance pay which a teacher shall be paid for the total period of employment as a teacher and/or in the employ of the public service shall not exceed the maximum specified in Clause 33.01.



- ★ 33.03 For the purpose of this Article, subject to Clause 33.01(a)(ii) (the) years during which a teacher served as any of the following shall be deemed to be years of service as a teacher:
  - (a) professional officer in the Department of Education and Early Childhood Development;
  - (b) a teacher in a Government school;
  - (c) a district Director, Associate Director, Assistant Director, or Education Officer;
  - (d) a teacher in the College of the North Atlantic and predecessor organizations, the Institute of Fisheries and Marine Technology, the Fisher Technical Institute or a Community College;
  - (e) an executive officer of the Denominational Education Council;
  - (f) a teacher employed in a school in Wabush, Labrador City, or Churchill Falls;
  - (g) related service done in an institution as a specialist teacher approved for this purpose by the Minister;
  - (h) as a teacher in an adult education institution approved by the Minister;
  - (i) as an employee of the Newfoundland and Labrador School Boards Association.
- ★ 33.04 Each maternity, parental or adoption leave period, up to thirty-nine (39) continuous weeks is to be credited in computing years of service for severance pay purposes, subject to Clause 33.01(a)(ii).
- ★ 33.05 The effective date of this Article shall be March 31, 2018. The rate of pay, service for severance entitlement and position used shall be that in effect on March 31, 2018. Subject to Clause 33.04, where a teacher is on layoff or an approved unpaid leave of absence on March 31, 2018, the position and rate of pay at the commencement date of layoff or unpaid leave of absence shall be used.

**ARTICLE 34: LOSS OR DAMAGE TO TEACHERS’  
PERSONAL PROPERTY OR EQUIPMENT**

- 34.01 ★ (a) Subject to Clauses 34.01(b) and 34.01(c), where a teacher in the performance of their duty suffers any personal loss, and where such loss was not due to the teacher’s negligence, the School Board may compensate the teacher for any loss suffered, subject to a maximum of three hundred and twenty-five dollars (\$325).
  - ★ (b) All incidents of loss suffered by a teacher shall be reported in writing by the teacher within five (5) working days of the discovery of the incident to the Director, Superintendent, or their designate.
  - ★ (c) This provision shall only apply in respect of personal effects which the teacher would reasonably have in their possession during the normal performance of their duty.
- 34.02 ★ (a) Where a teacher is authorized in writing by the School Board to use their own tools, equipment, or other materials in the performance of teaching duties, the School Board shall compensate that teacher for any loss or damage to these tools, equipment or materials provided that loss or damage did not result from the teacher’s negligence.
  - ★ (b) All incidents of loss suffered by a teacher shall be reported in writing by the teacher to the Director, Superintendent, or their designate within five (5) working days of the discovery of the incident.

**ARTICLE 35: PROTECTIVE CLOTHING**

- 35.01 Where protective clothing is necessary and routinely required to be worn, the School Board shall provide such clothing free of charge.
- 35.02 All clothing issued in accordance with this Article shall remain the property of the School Board.



## **ARTICLE 36: POSITIONS OF ADMINISTRATIVE RESPONSIBILITY**

- 36.01 (a) A tenured teacher appointed to the position of Principal, Vice-Principal, Program Specialist or Department Head, may be required by the School Board to serve a probationary period of two (2) years.
- (b) A teacher who has been previously tenured in an administrative position as listed in (a) above, who is appointed to a comparable administrative position may be required by the School Board to serve a probationary period of one (1) year. Where in the opinion of the School Board, the new position is not comparable, then the provisions of Clause 36.01(a) shall apply.
- 36.02 A teacher who successfully completes the probationary period prescribed by Clause 36.01 and continues in that position shall be deemed to have tenure in that position.
- 36.03 (a) A teacher who, prior to appointment to one of the positions referred to in Clause 36.01(a), had tenure as a teacher with the School Board, and who does not successfully complete the probationary period prescribed by Clause 36.01, shall retain tenure as a teacher and be entitled to return to the former position with that School Board, unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.
- (b) A teacher appointed to one (1) of the positions referred to in Clause 36.01(a) shall, on the completion of the probationary period, or on the completion of the first year of a two-year probationary period, be entitled to return to the former position with that School Board unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.

## **ARTICLE 37: TERM CONTRACTS**

- 37.01 A Board shall enter into a term contract with a teacher only when:
- (a) the teacher is replacing a teacher on leave; or
- (b) the teacher is hired to fill, for the balance of that school year, a vacancy which occurs after August 1 of that school year; or
- (c) the teacher is hired to fill, for the balance of that school year, a position which is allocated as an additional unit by the Department of Education, after September 1 of that school year; or
- (d) the teacher is hired to fill a position left vacant because of the unavailability of a teacher who is qualified in the position advertised; or
- (e) the teacher is hired for the purpose of position-sharing pursuant to Article 54; or
- (f) the teacher is hired to fill a position which is necessary because the School Board has served formal notice that the school will close at the end of the school year.
- 37.02 The provisions of Clause 37.01 shall not apply to teachers rehired under Clause 9.12.
- 37.03 (a) If a teacher is offered a probationary or a continuing contract, the period of employment under term contract(s), or the relevant portion thereof, may be counted as the probationary period in accordance with Article 7.
- (b) Notwithstanding Clause 37.03(a), a maximum of one (1) year of employment in a term contract contiguous to employment in a probationary or continuing contract in a comparable position with the same School Board shall be counted as part of the probationary period in accordance with Article 7.
- ★ 37.04 Notwithstanding Clause 37.01, a teacher on a continuing contract with a School Board who is filling another position with the School Board on a temporary basis shall be deemed to be on leave from their position and the teacher shall retain all rights and privileges with that Board.

## **ARTICLE 38: INDIVIDUAL TEACHER CONTRACTS**

38.01 No provision of an individual teacher contract shall contravene any Article of this Collective Agreement.

## **ARTICLE 39: MANAGEMENT RIGHTS**

39.01 Except as specifically abridged, delegated or modified by this Agreement, management functions, rights and powers now existing are recognized by the Association as being retained by the School Boards and the Government as the case may be.

## **ARTICLE 40: STRIKES AND LOCKOUTS**

40.01 During the term of this Agreement, there shall be no strikes, suspension or slowdown of work by the Association or members thereof. There shall be no lockout of teachers during the term of this Agreement.

## **ARTICLE 41: AMENDMENT BY MUTUAL CONSENT**

41.01 Any provision of this Agreement, other than the provision relating to the duration of the Agreement, may be amended by mutual consent of the parties to the Agreement.

## **ARTICLE 42: DEFINITIONS**

★ 42.01 In this Agreement, unless the context otherwise requires:

- (a) “Assistant Director” means Assistant Director appointed pursuant to the *Schools Act, 1997*.
- (b) “Day” means teaching day.
- (c) “Director” means a Director appointed pursuant to the *Schools Act, 1997*.
- ★ (d) “Grievance” means a dispute over the interpretation, application, administration, or alleged violation of this Collective Agreement.
- ★ (e) “Layoff” means the termination of a teacher’s contract in accordance with Article 9 because the teacher’s position has become redundant and no alternate position with the School Board is available.
- ★ (f) “Minister” means the Minister of Education.
- ★ (g) “Replacement teacher” means a teacher who is hired to replace a regular teacher who has been granted leave without pay, or a teacher granted leave under Article 20.
- ★ (h) “Salary” shall mean the remuneration that a teacher shall receive and shall include allowances where appropriate.
- ★ (i) “School” means any school or other place of work to which a teacher has been assigned by a School Board.
- ★ (j) “School System” means a high school, together with one or more than one elementary school in which programs are offered for students progressing from Kindergarten to Grade XII; the boundaries and the schools to be included in a school system shall be determined by the School Board concerned.
- ★ (k) “Service” means any period of employment in respect of which an employee is in receipt of salary or wages from the Employer and includes, from the date of the signing of this Agreement, periods of leave without pay not exceeding ten (10) working days in the aggregate in any year unless otherwise specified in this Agreement.
- ★ (l) “Spouse” means a person to whom a teacher is legally married, or a person with whom a teacher has cohabited for a continuous period of at least one (1) year and with whom the teacher intends to continue to cohabit and who has been identified to the Employer, in writing, as the teacher’s spouse.

- ★ (m) “Substitute teacher” means a teacher who is hired in place of another teacher who is granted leave with pay in accordance with the provisions of this Agreement, or is absent on sick leave or is performing duties in accordance with Clause 29.04(b).
- ★ (n) “Teaching and learning assistant” means a teacher employed in a teaching and learning assistant position, the minimum certification requirement for which is a Level II teaching certificate endorsed “Teaching and Learning Assistant”, and who works under the direct supervision of a classroom teacher holding Level IV teaching certificate or higher.

### **ARTICLE 43: DURATION OF AGREEMENT**

- ★ 43.01 This Agreement shall be in effect for a term beginning September 1, 2022 and ending on August 31, 2026 and shall be automatically renewed thereafter for successive periods of one (1) year unless either party requests the negotiation of a new Agreement by giving written notice to the other party within the period of ten (10) months immediately prior to the expiry date of this Agreement or any subsequent Agreement.
- 43.02 Where notice requesting negotiation of a new Agreement has been given, this Agreement shall remain in full force and effect until such time as there is agreement in respect of a renewal, amendment or substitution thereof, this without prejudicing the implementation of any terms of the new Collective Agreement which are agreed under the new Agreement to be retroactive or without prejudicing any rights under the Newfoundland Teacher (Collective Bargaining) Act.

### **ARTICLE 44: STATUS OF THE PRESIDENT**

- 44.01 A teacher elected to the office of President of the Newfoundland and Labrador Teachers’ Association or President of the Canadian Teachers’ Federation shall be granted leave without pay to fill such office and shall, subject to Articles 9 and 29 be entitled to return to the same or comparable position with the School Board.
- 44.02 Leave approved under this Article shall be credited as teaching experience for seniority purposes.

### **ARTICLE 45: SUCCESSOR RIGHTS**

- 45.01 In the event that a School Board absorbs another School Board or part of another School Board, or two (2) School Boards join to form one (1) Board, the teachers so affected will, subject to Article 9, continue employment in the same position within the successor Board, without loss of rights and accrued benefits.
- 45.02 Without limiting the generality of Clause 45.01:
  - (a) Notwithstanding Article 7, tenured teachers moving to the succeeding Board will retain tenure.
  - (b) Notwithstanding Article 7, teachers in the first year of a two-year probationary period who move to the succeeding Board shall be deemed to be in their second year of probation. Probationary teachers who have successfully completed the final year of probation and who move to the succeeding Board shall have tenure.
  - (c) Notwithstanding Clause 9.01, all teachers moving to the succeeding Board shall, for seniority purposes retain their years of service which they had to their credit with the previous Board.

### **ARTICLE 46: TEACHER EXCHANGE AND SECONDMENT**

#### A. Exchange Within the Board

- 46.01 With the mutual agreement of any two (2) teachers and the School Board concerned, teacher exchange may take place within that Board. Exact terms and duration to be determined by the teachers and School Board concerned.

## B. Exchange Between School Boards

46.02 With the mutual agreement of any two (2) School Boards and the teachers concerned, teacher exchange may take place between the Boards. The teacher exchanged will retain all benefits and rights accrued with the original School Board. The receiving School Board shall have all management and control with respect to the employment of the teacher during the period of the exchange.

## C. Secondment By The Department of Education or Memorial University of Newfoundland

46.03 The Department of Education and Memorial University of Newfoundland may second teachers under the following conditions:

(a) With the mutual consent of the teachers and the Board(s) involved.

★ (b) The teacher shall remain in the employ of the School Board and, where they are required to be in attendance for the normal working days of the seconding department or agency:

★ (i) they shall be paid the maximum allowance for a program specialist in addition to their regular salary; and

(ii) the teacher shall be provided annual leave based on the teacher's accumulated service in accordance with Article 21 and the annual leave policy for Government employees.

(c) A substitute teacher shall be provided for the teacher who has been seconded.

46.04 Subject to Clause 9.01, teachers so exchanged or seconded will retain their seniority with the Board from which they exchanged or seconded.

46.05 Subject to Clause 9.01, the years of service with the Board to which the teacher has exchanged or seconded shall be counted as years of service for seniority with the Board from which they exchanged or seconded.

46.06 (a) Subject to Articles 9 and 29, upon termination of the period of exchange or secondment, the teacher shall be returned to the same position held prior to the exchange or secondment unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.

(b) Subject to Article 9, a teacher whose period of exchange or secondment commences and terminates during the same school year shall be returned to the same position held prior to the exchange or secondment unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.

## **ARTICLE 47: ADMINISTRATION OF MEDICATION AND HEALTH SUPPORT PROCEDURES**

47.01 All School Boards shall develop and maintain policies relating to the administration of medication, medical procedures, and physical procedures for/to students. Such policy shall be available to all teachers.

## **★ ARTICLE 48: LABRADOR BENEFITS**

48.01 The provisions of the Labrador Benefits Agreement as outlined in Schedule I shall be fully applicable to teachers in Labrador.

## **ARTICLE 49: SUBSTITUTE TEACHERS**

49.01 The rate of pay for substitute teachers shall be based on qualifications and service in accordance with the salary scales in Schedule B, for periods of substitution for the same regular teacher of less than or equal to three (3) consecutive days.

49.02 For periods of substitution in excess of three (3) consecutive days for the same regular teacher, the substitute teacher will be paid on the basis of qualifications and service in accordance with the salary scales contained in Schedule C of this Agreement with effect from the first day of such period of substitution.

- 49.03 Substitute teachers shall be paid for a maximum of paid holidays designated by the School Board if the holidays occur during a contract period.
- 49.04 For salary purposes, substitute teachers shall be deemed to have kept school on any day or part thereof where:
- (a) the school is closed pursuant to Section 32 of the *Schools Act*, 1997; or
  - ★ (b) previously contracted substitute services are not required for any other reason(s) and the substitute teacher is not notified prior to reporting for duty at the school that their services are not required.
- 49.05 Substitute teachers are entitled to paid leave to participate in approved inservice activities which occur during a contract period if attendance at the inservice is required by the School Board.
- 49.06 (a) All substitute teaching time is included in the calculation of sick leave credits as per Article 15 of this Agreement.
- (b) Subject to Clause 49.08, substitute teachers shall be paid for sick leave approved in accordance with the Collective Agreement subject to the following conditions:
- ★ (i) the substitute teacher is under contract with a School Board or the Department of Education;
  - (ii) the illness for which the substitute teacher obtained leave occurred after the teacher commenced employment during a contract period;
  - (iii) the payment of sick leave benefits will not extend beyond the termination date of the contract period;
  - ★ (iv) Effective September 1, 2006, substitute teachers with no previous teaching experience in the province who qualify for sick leave in accordance with this clause will be awarded sick leave in accordance with Clauses 15.02(b), 15.02(c), 15.02(d) and 15.10(c).
- 49.07 Substitute teachers shall be paid for the number of hours of duties assigned to them during the regular school instructional day, except, that no teacher shall receive more than one (1) day's pay for each day taught.
- 49.08 Substitute teachers who substitute for twenty (20) teaching days or more on a continuous basis will be considered a replacement teacher for purposes of benefits under this Agreement, with effect from the first day of such period of substitution.

## **ARTICLE 50: ALLOWANCES**

- ★ 50.01 The allowances for principals, vice-principals, program specialists, department heads, school counsellors, educational psychologists, specialist teachers under Clause 50.07(a), and sole charge teachers shall be based on the formulae outlined in Schedule C.
- 50.02 The allowance provided for every department head shall only be paid if:
- (a) the department in respect of which the teacher has been designated head is a department
    - (i) in which all the teachers therein are engaged in teaching in the educational fields of English, Mathematics, Social Studies and Religious Education, a second language, or Science; and
    - (ii) in which more than sixty (60) hours per week of instruction in Grades VII to XII are provided for in any of the subjects listed in the above clause i); and
  - ★ (b) the teacher is engaged for not less than eighty per cent (80%) of their assigned teaching time in the educational field of the department in respect of which the teacher is the designated head and holds a bachelor's degree with a major or minor in that field.
  - (c) the teacher designated as the department head for student support services is in a school with an enrollment that exceeds two hundred and forty-nine (249) students as of September 30, and

- ★ (i) the teacher is engaged for not less than eighty percent (80%) of their assigned teaching time as an instructional resource teacher; and
  - (ii) the teacher holds a bachelor's degree in special education or equivalent as determined by the Board.
- ★ 50.03 Allowances provided to school counsellors shall be based on the number of classrooms in the school to which the school counsellor is assigned together with one (1) classroom for every one hundred (100) pupils in the assigned school and all other schools for which the school counsellor has direct responsibility.
- 50.04 ★ (a) An allowance paid to a principal, vice-principal, program specialist, educational psychologist or school counsellor shall be calculated on the enrolment for the current school year, except where it is to the advantage of such teacher to use the previous year's enrolment, in which case, if any decrease in enrolment is the result of natural causes and not administrative changes such allowance may be calculated on the enrolment for the previous year as reported in part one of the Annual General Return.
- (b) An allowance paid to a department head shall be calculated on the basis of conditions which apply for the current school year, except where it is to the advantage of the department head to utilize the conditions which applied in the previous school year.
- 50.05 (a) Subject to Clause 50.05(b), in the event that the principal is absent from the school for one (1) full teaching day, and where there is no vice-principal, a teacher on staff shall be designated as acting principal and shall for each period of less than four (4) consecutive days receive a per diem allowance at the rate of 1/390 principal's allowance. Payment to be made at the end of the school year.
- (b) In the event that the principal is absent from the school for four (4) or more consecutive days, the vice-principal (or in a school where there is no vice-principal, a teacher on staff) shall be designated as acting principal and shall receive a per diem allowance at the rate of 1/195 principal's allowance.
- (c) In the event that the vice-principal is absent from the school, or acting as principal for a period of four (4) or more consecutive days, a teacher on staff shall be designated acting vice-principal and shall receive a per diem allowance at the rate of 1/195 vice-principal's allowance.
- (d) A teacher who is a principal of a school with fewer than thirty-six (36) students and is responsible for one (1) or more teachers shall receive a principal's allowance, in accordance with Schedule C.
- 50.06 (a) A program specialist who is a part-time teacher shall be paid a bonus in accordance with the proportion of time devoted to the co-ordination of the subject area.
- ★ (b) A school counsellor who is a part-time teacher shall be paid a bonus in accordance with Schedule H of this Agreement.
- (c) An educational psychologist who is a part-time teacher shall be paid an allowance in accordance with Schedule H of this Agreement.
- 50.07 (a) Allowances may be provided to specialist teachers in the areas of Home Economics, Music, Industrial Arts, and Fine Arts or other areas approved by the Teacher's Certification Committee, where such teachers have completed a program of study consisting of at least one (1) year in that specialist area, and where such work has not been credited for certification purposes, if the major portion of their teaching time is spent in the area of their speciality. In any event, no such allowance shall be paid once a teacher has attained a Level VII teaching certificate.
- (b) Teachers in receipt of allowances prior to the signing of this Agreement, and who continue to meet the conditions outlined in Clause 50.07(a), will not have their allowances discontinued.
- (c) Teachers in receipt of allowances prior to the signing of this Agreement who already had a Level VII teaching certificate will not have their allowances discontinued unless a change in teaching assignment disqualifies them under Clause 50.07(a).

## **ARTICLE 51: DEFERRED SALARY LEAVE PLAN**

### 51.01 Eligibility

Any teacher having tenure with a School Board is eligible to participate in the Plan.

### 51.02 Application

- (a) A teacher must make written application to the Director or Superintendent on or before April 30, requesting permission to participate in the Plan.
- (b) Written acceptance, or denial, of the teacher's request, with explanation, will be forwarded to the teacher by June 15, in the school year the original request is made.
- (c) Approval of individual requests to participate in the Plan shall rest solely with the School Board.
- (d) In the event that a teacher, while on deferred salary leave, enters into employment with another School Board, there shall be no duplication of benefits, as outlined in Clause 51.04(b), accruing to the teacher as a result of that employment.

### 51.03 Payment Formula and Leave of Absence

The payment of salary, fringe benefits and the timing of one (1) year leave of absence shall be as follows:

- (a) ★ (i) During each school year, in which the teacher has participated in the Plan prior to the one (1) year leave of absence, up to a maximum of five (5) such school years (depending upon whether the teacher selects the three (3), four (4), five (5) or six (6) year option) the teacher will receive two-thirds (2/3), three-quarters (3/4), four-fifths (4/5) or five-sixths (5/6) of their annual salary consisting of their proper grid salary and applicable allowances. The remaining one-third (1/3), one-quarter (1/4), one-fifth (1/5) or one-sixth (1/6) of the annual salary will be accumulated and retained by the Employer, which amount, with interest earned thereon, shall be paid to the teacher during the year of leave.
- (ii) The monies retained by the Employer in accordance with Clause 51.03(a)(i) together with all monies retained by the Employer for other teachers who are participating in the Plan shall be deposited in an account with the Newfoundland and Labrador Credit Union, any Canadian chartered bank, or any Trust Company authorized to do business in the Province of Newfoundland and Labrador. The interest so earned on monies retained by the Employer in accordance with Clause 51.03(a)(i) on behalf of a participating teacher shall augment such monies.

Each year a Deferred Salary Leave Plan Committee, an equal number of representatives of the Employer and of the Association, shall direct the manner in which the monies are to be invested. In making such determination, the Employer, the Association, and the members of the Committee, shall not be liable to any participating teacher for the investments so specified so long as they are authorized by this Article.

- (iii) The Committee shall make an Annual Report to each participating teacher under this Plan as to the amount of deferred salary together with interest accrued to date. The Annual Report shall be made no later than June 30 of any given year under the Plan.
- (iv) The Board will bear the administrative expenses of the Plan.
- (b) ★ (i) While a teacher is enrolled in the Plan, and not on leave, any benefits tied to salary level shall be structured according to the salary the teacher would have received had they not been enrolled in the Plan.
- ★ (ii) While on leave, any benefits tied to salary level shall be structured according to the salary the teacher would have received in the year prior to taking the leave had they not been enrolled in the Plan.



- (c) The leave of absence may be taken in accordance with the Memorandum of Agreement between the teacher and the School Board.

51.04 Terms of Reference

- (a) (i) Subject to Article 9, on return from leave, a teacher shall be given the same position or comparable position in the same school, unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.
- (ii) Notwithstanding Clause 51.04(a)(i), on return from leave, a teacher employed in a teaching and learning assistant position shall only return to a teaching and learning assistant position.
- (b) Leave under this Plan shall be credited as teaching experience for purposes of:
- (i) Seniority
- (ii) Sick Leave
- (iii) Increment
- (iv) Pension
- (v) Severance
- ★ (c) In the event that a suitable replacement cannot be hired for a teacher who has been granted a leave, the Board may defer the year of leave. In this instance, a teacher may choose to remain in the Plan or they may withdraw and receive any monies and interest accumulated to date of withdrawal. In the latter case, repayment shall be made within sixty (60) days of the date of withdrawal.
- (d) Teachers who have their contracts terminated in accordance with Article 12 or who are laid off in accordance with Article 9 will be paid a lump sum adjustment for any monies deferred to the date of withdrawal, plus any interest earned, repayment shall be made within sixty (60) days of withdrawal from the Plan.
- (e) (i) For those teachers who enrolled in the Plan following the signing date of this Agreement, pension premiums shall be paid on the salary the teacher would have received had the teacher not entered the Plan or gone on leave. These payments will be made during each year of enrolment including the year of leave and will be the normal contribution rate as required under the Newfoundland and Labrador Teachers' Pension Act. The teacher shall receive pension credits for each year including the year of leave and where applicable the payment of pension benefits shall be based upon the salary the teacher would have received had the teacher not been enrolled in the Plan.
- (ii) Notwithstanding (i) above, for those teachers who enrolled in the Plan prior to the signing date of this Agreement, the teacher shall continue to pay pension premiums based upon the option previously selected. Those teachers shall receive pension credits for each year enrolled in the Plan including the year of leave. Where applicable the payment of pension benefits shall be based upon the salary the teacher would have received had the teacher not been enrolled in the Plan, including the year of leave.
- (f) A teacher may withdraw from the Plan any time prior to April 15 of the calendar year in which the leave is to be taken.
- (g) Should a teacher die while participating in the Plan, any monies accumulated, plus interest owed at the time of death, will be paid to the teacher's estate.
- (h) All teachers wishing to participate in the Plan shall be required to sign a Memorandum of Agreement as prescribed in Schedule F before final approval for participation will be granted.
- ★ (i) A teacher participating in the Plan who is subsequently employed by another School Board, shall make the employing School Board aware of their participation in the Plan, otherwise the leave shall not be binding on the employing School Board.



- (j) Notwithstanding the initial arrangements undertaken by the teacher and the Employer in accordance with Clause 51.03 (a) (i), the teacher shall have the right to postpone the taking of the year of leave, subject to the provisions of the Income Tax Act and regulations, by notifying the Employer not later than April 15 of the calendar year in which the leave is to be taken.

## **ARTICLE 52: DISTRIBUTION OF WORK**

52.01 This agreement recognizes the classifications which include, but shall not be limited to:

- (i) Principal
- (ii) Vice-Principal
- (iii) Program Specialist
- (iv) Department Head
- ★ (v) School Counsellor
- ★ (vi) Other teachers allocated
- (vii) Teaching and Learning Assistant

52.02 During the term of this Agreement, neither Government nor any School Board shall eliminate existing classifications covered by this Agreement.

52.03 Where a new classification covered by this Collective Agreement is created during its term, the NLTA shall be consulted on the manner of inclusion of such classification.

## **ARTICLE 53: RELOCATION EXPENSES**

53.01 A teacher who is required by the Employer to relocate from one geographic location to another as a result of a consolidation of School Boards or reassignment due to redundancy shall, on the submission of a certified statement of expenses, be compensated as follows:

- ★ (a) A teacher who sells their private dwelling house, in which they reside immediately prior to being relocated, shall be reimbursed for real estate agency fees up to a maximum of five percent (5%) of the selling price.
- ★ (b) Reimbursement of reasonable and necessary legal fees encumbered upon the teacher because of the sale of their house and the purchase of a new dwelling at their place of relocation; and
- ★ (c) Where a teacher is required to relocate from one geographic location to another, they shall be reimbursed for the following expenses:
  - ★ (i) carting, packing and unpacking, cartage insurance and transportation of their and their dependents' personal effects;
  - ★ (ii) hotel accommodations and meals approved in advance by the School Board for a teacher and their dependents for a consecutive period not exceeding fourteen (14) calendar days. With respect to claims for meals, a teacher may be reimbursed as follows:
    - (1) meal allowances on relocation to be identical to those allowed on travel; and
    - (2) in the case of a teacher with dependents, the maximum allowances claimable shall be in accordance with those specified in (1) above for each of the teachers, spouse and dependents over twelve (12) years of age, plus one-half (1/2) this amount for each other dependent.
  - (iii) Claims for items (i) and (ii) are to be accompanied by receipts or other satisfactory proof of purchase.

53.02 This Article shall apply only where the distance from the teacher's residence to the new school exceeds the distance from the teacher's residence and the old school by more than forty (40) kilometres, or where the teacher is required to relocate to or from an isolated settlement as defined within Article 24 of this Agreement.

#### **ARTICLE 54: POSITION SHARING**

54.01 Position sharing denotes an arrangement whereby two (2) teachers share the duties and responsibilities of one (1) teaching position.

54.02 Any full-time tenured teacher in the employ of the School Board may apply to participate in a position sharing arrangement for a period of one (1) year.

54.03 Written application must be made to the School Board on or before April 1 of the school year prior to the school year in which the position sharing is to occur.

54.04 Teachers whose applications for position sharing are approved by the School Board shall return to their full-time position at the expiry of the school year for which the sharing arrangement has been established unless:

- (a) the parties involved agree that it continue; or
- ★ (b) the full-time teacher retires, is declared redundant, or has their contract terminated in accordance with Article 12.

54.05 Teachers who have been declared redundant, and who are unable to be reassigned in accordance with Article 9, shall have preference, subject to capability, to shared positions made possible by approved applications of full-time tenured teachers.

54.06 Teachers hired to share a position with a full-time tenured teacher shall be employed on a term contract.

54.07 (a) Each teacher applying for a position sharing arrangement shall agree to teach a specified portion of a full-time position. The sum of the portions of a full-time position occupied by each teacher involved in such an arrangement, shall not exceed one-hundred percent (100%) of a full-time position.

(b) The applicable annual salary of each sharing teacher shall be pro-rated according to the portion of a full-time position each occupies.

#### **ARTICLE 55: EMPLOYEE ASSISTANCE PROGRAM**

55.01 Without detracting from the existing rights and obligations of the parties recognized in other provisions of this Agreement, the Employer and the Association agree to co-operate in encouraging employees affected with alcohol, drug and other personal problems to undergo a co-ordinated program directed to the objective of their rehabilitation. The Employee Assistance Program ratified by the Newfoundland and Labrador Teachers' Association, the Newfoundland and Labrador School Boards Association and the Department of Education dated December 6, 1986, shall continue to operate to meet the joint objective described above. Any changes to the program must have the approval of the above parties.

★ 55.02 Government will fund the salary and appropriate administrative costs of three (3) Employee Assistance Program Co-ordinators.

## ARTICLE 56: REDUNDANCY PROVISIONS

56.01 All teachers who are declared redundant and who are not reassigned in accordance with Article 9, shall be eligible for a redundancy benefit as outlined in the table below:

### REDUNDANCY BENEFIT

Service	Age < 35	35-39	40-44	45-49	50-54	> 54
< 6 months	4%	8%	12%	16%	20%	24%
> 6 months - < 1 year	8%	12%	16%	20%	24%	28%
> 1 - < 2 years	14%	18%	22%	26%	30%	34%
> 2 - < 4 years	22%	26%	30%	34%	38%	42%
> 4 - < 6 years	30%	34%	38%	42%	46%	50%
> 6 - < 8 years	38%	42%	46%	50%	54%	58%
> 8 - < 10 years	46%	50%	54%	58%	62%	66%
> 10 - < 12 years	54%	58%	62%	66%	70%	74%
> 12 - < 14 years	62%	66%	70%	74%	78%	82%
> 14 - < 16 years	70%	74%	78%	82%	86%	90%
> 16 - < 18 years	78%	82%	86%	90%	94%	98%
> 18 - < 20 years	86%	90%	94%	98%	102%	106%
> 20 - < 22 years	94%	98%	102%	106%	110%	114%
> 22 years or more	102%	108%	112%	116%	120%	124%

56.02 If, subsequent to receiving the redundancy benefit, the person is reassigned or attains a teaching position, the teacher shall repay the difference between the benefit received and the amount of benefit equivalent to lost salary as a result of being declared redundant and being without a teaching position.

56.03 A teacher who is in receipt of a redundancy benefit cannot, in addition, be entitled to severance pay in accordance with Article 33.

- 56.04 ★ (a) Teachers who are employed in the position of program specialist, principal, vice-principal, department head, educational psychologist, school counsellor, or sole charge teacher, in a continuing contract and who are reassigned, because of redundancy, to a position that does not have an allowance payable in respect thereof, shall have the allowance reduced annually in equal amounts such that the allowance is eliminated by the end of five (5) years. Teachers who are reassigned to a position with a lower allowance shall have the difference between the higher and lower allowance reduced in the same manner.
- (b) In accordance with (a), teachers who are within four (4) years of normal retirement age shall have their allowance red-circled until they reach the age of normal retirement. In the event that the teacher elects to continue to teach beyond the normal retirement age, the allowance shall revert to that applicable to that position.
- ★ (c) During the period of phase-out, a teacher who declines an offer of employment in a position comparable to that from which they were laid off, shall forfeit the balance of the allowance payable.
- ★ (d) Notwithstanding (a) above, a department head will not be entitled to benefits under this provision if their allowance was or would have been eliminated by virtue of the application of Clause 50.02.

## **ARTICLE 57: DISCRIMINATION AND INTIMIDATION**


- ★ 57.01 The Employer agrees that in accordance with the provisions of the Newfoundland and Labrador Human Rights Act, there shall be no discrimination or coercion in the workplace and it shall not refuse to employ or to continue to employ or otherwise discriminate against a person in regard to employment or a term or condition of employment on the basis of race, color, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, and political opinion, or activity in the Association, or the conviction for an offence that is unrelated to the employment of the person.

## **ARTICLE 58: HARASSMENT**

- 58.01 The Boards and the Association recognize the right of all teachers to work in an environment free from harassment and shall work together to ensure that harassment is actively discouraged. All reported incidents of harassment shall be thoroughly investigated as quickly and as confidentially as possible. The Employer agrees to take reasonable steps to ensure that the harassment stops and that individuals who engage in such behaviour are dealt with appropriately and/or disciplined. The Employer and the Association agree that victims of harassment shall be supported, and protected, where possible, from the repercussions which may result from a complaint.
- ★ 58.02 For the purpose of this Article, harassment shall be defined as follows:
- Harassment of a sexual nature is unsolicited, one-sided and/or coercive behaviour which is comprised of sexual comments, gestures or physical contact that the individual knows, or ought reasonably to know, to be unwelcome, objectionable or offensive. The behaviour may be on a one-time basis or a series of incidents, however minor.
- Harassment of a personal nature is any behaviour or activity that endangers an employee's job, undermines performance, or threatens the economic livelihood of the employee, and may be based on race, colour, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, political opinion, Association status or the conviction for an offence that is unrelated to the employment of the person.

IN WITNESS WHEREOF

the parties hereto executed this Agreement the day and year first before written. Signed on behalf of Treasury Board representing His Majesty the King in Right of Newfoundland and Labrador by the Honourable Siobhan Coady, President of Treasury Board, and the Honourable Krista Lynn Howell, Minister of Education, in the presence of the witness hereto subscribing:



Witness



Witness



Signed on behalf of the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador by Ms. Selena Mell, Director of the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador, in the presence of the witness hereto subscribing:



Witness



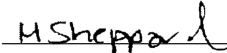
Feb 1, 2024

Date

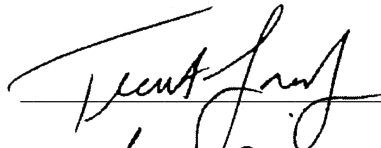
Signed on behalf of the Newfoundland and Labrador Teachers' Association by Mr. Trent Langdon, President of the Newfoundland and Labrador Teachers' Association and Mr. Ian Crewe, Assistant Executive Director of the Newfoundland and Labrador Teachers' Association, its proper officers in the presence of the witness hereto subscribing:



Witness



Witness



Feb 1, 2024

Date

**SCHEDULE A**

**School Boards Party to this Agreement:**

The Newfoundland and Labrador English School District

Conseil Scolaire Francophone Provincial de Terre-Neuve-et-Labrador

## SCHEDULE B: SUBSTITUTE TEACHER SALARY SCALE

September 1, 2022 - August 31, 2023

Certificate Level	1	2	3	4	5	6	7	8	9	10	11	12
I	26824	28196	29173	30534	31296	31763						
II	30157	32393	33943	35513	36726	37584	38148					
III	34408	36624	38315	39484	41015	42570	43447	44094				
IV	38432	40592	42570	44550	46091	47630	49195	50090	50838			
V	44347	46535	48522	50500	52483	54044	55639	57232	58164	59041		
VI	50918	53136	55117	57094	59081	61063	62671	64300	65938	66914	67916	
VII	58148	60404	62385	64354	66353	68315	70298	71963	73640	75298	76325	77475

**Emergency Supply – \$14 893**

\* Effective date of signing, each teacher will receive a one-time recognition bonus payment of \$2,000 pro-rated based on days worked during the 2022-2023 school year.



## SCHEDULE B: SUBSTITUTE TEACHER SALARY SCALE

September 1, 2023 - Contract Signing Date or January 14, 2024 (whichever is earlier)

Certificate Level	1	2	3	4	5	6	7	8	9	10	11	12
I	27360	28760	29757	31145	31922	32398						
II	30760	33041	34622	36223	37460	38336	38911					
III	35096	37356	39082	40274	41836	43422	44316	44975				
IV	39201	41404	43422	45441	47012	48582	50178	51092	51855			
V	45234	47466	49493	51510	53533	55125	56752	58377	59328	60221		
VI	51936	54198	56219	58236	60263	62284	63924	65586	67257	68252	69274	
VII	59311	61612	63633	65641	67680	69681	71704	73402	75113	76804	77851	79025

**Emergency Supply – \$15 191**

## SCHEDULE B: SUBSTITUTE TEACHER SALARY SCALE

January 15, 2024 or Contract Signing Date (whichever is earlier) - August 31, 2024

Certificate Level	1	2	3	4	5	6	7	8	9	10	11	12
I	28760	29757	31145	31922	32398	33208						
II	33041	34622	36223	37460	38336	38911	39884					
III	37356	39082	40274	41836	43422	44316	44975	46100				
IV	41404	43422	45441	47012	48582	50178	51092	51855	53151			
V	47466	49493	51510	53533	55125	56752	58377	59328	60221	61727		
VI	54198	56219	58236	60263	62284	63924	65586	67257	68252	69274	71006	
VII	61612	63633	65641	67680	69681	71704	73402	75113	76804	77851	79025	81000

**Emergency Supply – \$26 325**

# SCHEDULE B: SUBSTITUTE TEACHER SALARY SCALE

September 1, 2024 - August 31, 2025

Certificate Level	1	2	3	4	5	6	7	8	9	10	11	12
I	29335	30352	31768	32560	33046	33872						
II	33702	35314	36947	38209	39103	39689	40681					
III	38103	39863	41079	42672	44290	45202	45875	47022				
IV	42232	44290	46349	47953	49554	51182	52114	52892	54214			
V	48415	50482	52541	54603	56228	57887	59544	60514	61426	62962		
VI	55282	57344	59401	61468	63530	65203	66897	68602	69617	70659	72426	
VII	62844	64905	66954	69034	71074	73138	74870	76615	78340	79408	80605	82620

**Emergency Supply – \$26 852**

# SCHEDULE B: SUBSTITUTE TEACHER SALARY SCALE

September 1, 2025 - August 31, 2026

Certificate Level	1	2	3	4	5	6	7	8	9	10	11	12
I	29922	30959	32403	33212	33707	34550						
II	34376	36020	37686	38974	39885	40483	41495					
III	38865	40661	41901	43526	45176	46106	46792	47962				
IV	43077	45176	47276	48912	50545	52206	53156	53950	55298			
V	49384	51492	53591	55695	57352	59045	60735	61725	62654	64221		
VI	56388	58491	60589	62697	64800	66507	68235	69974	71010	72073	73874	
VII	64101	66203	68293	70415	72496	74601	76368	78147	79907	80996	82217	84273

**Emergency Supply – \$27 389**

**SCHEDULE C: ANNUAL SALARY SCALE**  
**September 1, 2022 - August 31, 2023**

	1	2	3	4	5	6	7	8	9	10	11
<b>Certificate Level</b>		<b>1*</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
I	N/A	34423	35908	37393	38874						
II	N/A	39774	41980	44191	46395	48602					
III	N/A	44765	46973	49177	51384	53593	55796				
IV	N/A	50066	52557	55052	57552	60051	62552	65049			
V	N/A	57051	59575	62095	64618	67141	69661	72183	74707		
VI	N/A	65071	67754	70436	73119	75802	78484	81167	83847	86530	
VII	N/A	73586	76289	78990	81687	84387	87087	89785	92487	95186	97889

**Emergency Supply – \$17 696**

\* The scale is read in this fashion for all those who commenced teaching in Newfoundland and Labrador on or after September 1, 2002.

**\* Effective date of signing, each teacher will receive a one-time recognition bonus payment of \$2,000 pro-rated based on days worked during the 2022-2023 school year.**

## SCHEDULE C: ANNUAL SALARY SCALE

September 1, 2023 - Contract Signing Date or January 14, 2024 (whichever is earlier)

	1	2	3	4	5	6	7	8	9	10	11
<b>Certificate Level</b>		<b>1*</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
I	N/A	35111	36627	38141	39651						
II	N/A	40569	42820	45075	47323	49574					
III	N/A	45660	47912	50160	52412	54665	56912				
IV	N/A	51068	53608	56153	58703	61252	63803	66350			
V	N/A	58192	60766	63337	65910	68484	71055	73627	76201		
VI	N/A	66373	69109	71845	74581	77318	80054	82790	85524	88260	
VII	N/A	75058	77815	80570	83321	86075	88829	91581	94337	97090	99847

**Emergency Supply – \$18 050**

\* The scale is read in this fashion for all those who commenced teaching in Newfoundland and Labrador on or after September 1, 2002.

## SCHEDULE C: ANNUAL SALARY SCALE

January 15, 2024 or Contract Signing Date (whichever is earlier) - August 31, 2024

	1	2	3	4	5	6	7	8	9	10	11
<b>Certificate Level</b>		<b>1*</b>									
I	N/A	36627	38141	39651	40642						
II	N/A	42820	45075	47323	49574	50813					
III	N/A	47912	50160	52412	54665	56912	58335				
IV	N/A	53608	56153	58703	61252	63803	66350	68009			
V	N/A	60766	63337	65910	68484	71055	73627	76201	78106		
VI	N/A	69109	71845	74581	77318	80054	82790	85524	88260	90467	
VII	N/A	77815	80570	83321	86075	88829	91581	94337	97090	99847	102343

### Emergency Supply – \$26 325

\* The scale is read in this fashion for all those who commenced teaching in Newfoundland and Labrador on or after September 1, 2002.



## SCHEDULE C: ANNUAL SALARY SCALE

September 1, 2024 - August 31, 2025

	1	2	3	4	5	6	7	8	9	10	11
<b>Certificate Level</b>		<b>1*</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
I	N/A	37359	38904	40444	41455						
II	N/A	43676	45976	48270	50565	51829					
III	N/A	48870	51164	53460	55758	58051	59502				
IV	N/A	54681	57276	59877	62477	65079	67677	69369			
V	N/A	61981	64604	67229	69853	72476	75099	77725	79668		
VI	N/A	70491	73282	76073	78864	81655	84446	87234	90026	92276	
VII	N/A	79371	82181	84987	87796	90605	93412	96223	99031	101844	104390

**Emergency Supply – \$26 852**

\* The scale is read in this fashion for all those who commenced teaching in Newfoundland and Labrador on or after September 1, 2002.

**SCHEDULE C: ANNUAL SALARY SCALE**  
**September 1, 2025 - August 31, 2026**

Certificate Level	1	2	3	4	5	6	7	8	9	10	11
		1*									
I	N/A	38106	39682	41253	42284						
II	N/A	44550	46896	49235	51577	52866					
III	N/A	49848	52187	54530	56873	59212	60692				
IV	N/A	55774	58422	61074	63727	66380	69030	70756			
V	N/A	63221	65896	68573	71250	73925	76601	79279	81261		
VI	N/A	71901	74747	77595	80442	83288	86135	88979	91826	94122	
VII	N/A	80959	83825	86687	89552	92417	95280	98148	101012	103881	106478

**Emergency Supply – \$27 389**

\* The scale is read in this fashion for all those who commenced teaching in Newfoundland and Labrador on or after September 1, 2002.

## SCHEDULE C: ALLOWANCES PER ANNUM

	September 1, 2022 to August 31, 2023	September 1, 2023 to August 31, 2024	September 1, 2024 to August 31, 2025	September 1, 2025 to August 31, 2026
<b>Principal:</b> Basic Allowances	5803.58	5919.65	6038.05	6158.81
<b>Per Classroom:</b> First 15 Thereafter	861.10 789.35	878.32 805.14	895.88 821.24	913.80 837.67
<b>*Vice Principals to receive an allowance equal to one-half that paid to the principal in eligible schools.</b>				
<b>Program Specialists:</b> For each room up to 12 each of the next 12 rooms each of the next 12 rooms	754.71 377.41 188.64	769.80 384.96 192.41	785.20 392.66 196.26	800.90 400.51 200.18
<b>Educational Psychologists:</b> For each room up to 12 each of the next 12 rooms each of the next 12 rooms	466.75 233.42 116.63	476.09 238.09 118.96	485.61 242.86 121.34	495.32 247.71 123.77
<b>School Counsellors:</b> For each room up to 12 each of the next 12 rooms each of the next 12 rooms	466.75 233.41 116.63	476.09 238.08 118.96	485.61 242.84 121.34	495.32 247.70 123.77
<b>Sole Charge:</b> Number of Grades 1 to 3 4 to 6 7 or more	3151.81 3678.38 4381.83	3214.85 3751.95 4469.46	3279.14 3826.99 4558.85	3344.73 3903.53 4650.03
<b>Specialist Teachers</b>	4667.74	4761.09	4856.31	4953.44
<b>Department Heads</b>	3889.66	3967.45	4046.80	4127.73

## **SCHEDULE D**

### **MEMORANDUM OF UNDERSTANDING RE CLASS SIZE AND WORKLOAD**

1. It is agreed that during the term of this Agreement the Employer will not alter conditions as they currently exist for teachers with respect to:

- (a) the length of the instructional day for students;
- (b) the hours of classroom instruction for teachers;
- (c) the length of the workday for teachers;

provided, however, that nothing in this Agreement shall be construed to violate Section 28 of the *Schools Act*, 1997.

**SCHEDULE E**

**MEMORANDUM OF UNDERSTANDING RE EMPLOYEE ASSISTANCE PROGRAM**

The parties agree that available sick leave can be utilized by teachers enrolled in the Employee Assistance Program for involvement in counselling for any of the reasons which the teacher became enrolled in the program.

The details of the hiring of the Employee Assistance Program Coordinator will be the responsibility of the EAP Coordinating Committee established between the parties. The office location for the Coordinator will be that of the NLTA. The administrative costs referenced in Clause 55.02 will include travel expenses related to the program, telephone, postage, and office supplies.

★ **SCHEDULE F**

**MEMORANDUM OF AGREEMENT RE DEFERRED SALARY LEAVE**

I have read the terms and conditions of Deferred Salary Leave Plan and hereby agree to enter the Plan under the following terms and conditions:

(1) ENROLMENT DATE:

I wish to enroll in the Deferred Salary Leave Plan commencing \_\_\_\_\_.

(2) YEAR OF LEAVE:

I shall take my leave of absence from the \_\_\_\_\_  
School Board from \_\_\_\_\_ to \_\_\_\_\_.

(3) FINANCIAL ARRANGEMENTS:

The financing of my participation in the Deferred Salary Leave Plan shall be according to the following schedule:

- (a) two out of three years \_\_\_\_\_
- (b) three out of four years \_\_\_\_\_
- (c) four out of five years \_\_\_\_\_
- (d) five out of six years \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Witness

## SCHEDULE G

### MEMORANDUM OF UNDERSTANDING RE SCHOOLS ACT

It is not Government's intent to revise the *Schools Act* during the term of this Agreement in a manner which would modify or negate any terms or conditions of this Collective Agreement. In the event that legislative changes to the *Schools Act* do modify or negate any terms or conditions of this Collective Agreement, the NLTA shall have the right to re-open negotiations with respect to such terms and conditions and shall have full access to the dispute resolution mechanisms provided in the *Newfoundland Teacher (Collective Bargaining) Act*.

## ★ SCHEDULE H

### MEMORANDUM OF UNDERSTANDING RE PART-TIME SCHOOL COUNSELLORS AND PART-TIME EDUCATIONAL PSYCHOLOGISTS

The parties to the Collective Agreement agree as follows:

1. "Allowance" means the allowances payable to school counsellors and educational psychologists set out in Schedule C of the Collective Agreement.
2. Effective September 1, 1987, school counsellors shall be paid allowances in proportion to the percentage of assigned time spent on school counselling in accordance with the following table:

<b>Percentage of Assigned Time Spent Counselling</b>	<b>Percentage of Allowance</b>
Less than 40	No Allowance
40 - 55	55
56 - 65	65
66 - 75	75
76 -100	100

3. Assigned time spent on school counselling activities shall include both individual and group counselling activities, but shall not include scheduled teaching of credit courses, including school counselling courses which are credited for grade placement.
4. Effective September 1, 2008 educational psychologists shall be paid allowances in proportion to the percentage of time spent on assigned duties related to educational psychology in accordance with the following table:

<b>Percentage of Assigned Time Spent on Educational Psychology Duties</b>	<b>Percentage of Allowance</b>
Less than 40	No allowance
40 - 55	55
56 - 65	65
66 - 75	75
76 - 100	100

## ★ SCHEDULE I

### LABRADOR BENEFITS AGREEMENT

#### ARTICLE 1: SCOPE

1.1 This Agreement is applicable to all employees in Labrador whose Employers are signatory to this agreement, represented by the Canadian Union of Public Employees, the Newfoundland and Labrador Association of Public & Private Employees, the Registered Nurses' Union Newfoundland and Labrador, the Newfoundland and Labrador Teachers' Association and the Royal Newfoundland Constabulary Association. The terms of the agreement will be considered to form an integral part of all collective agreements.

#### ARTICLE 2: DURATION

2.1 This agreement shall be effective from the February 10, 2020, and shall remain in full force and effect until March 31, 2022. It shall be renewed thereafter through the normal process of collective bargaining utilized by each of the employee groups, or, with the consent of the parties, will be renewed through joint negotiations. At the request of either party negotiations shall commence six (6) months prior to the expiry date of this agreement.

#### ARTICLE 3: LABRADOR ALLOWANCE

3.1 Labrador Allowance for employees covered by this agreement shall be paid in accordance with Schedule "A."

LABRADOR ALLOWANCE			
	DATE	SINGLE	DEPENDENT
<b>GROUP 1</b>	10-Feb-20	2939	5878
	1-Apr-20	2979	5918
	1-Apr-21	3019	5958
<b>GROUP 2</b>	10-Feb-20	3402	6793
	1-Apr-20	3442	6833
	1-Apr-21	3482	6873
<b>GROUP 3</b>	10-Feb-20	3558	7089
	1-Apr-20	3598	7129
	1-Apr-21	3638	7169

In the case of spouses who are both employed by Her Majesty the Queen in Right of Newfoundland and Labrador as represented by Treasury Board, or a Board, Agency or Commission, the total amount paid to both employees shall not exceed the dependent rate for the allowance contained in this article. This allowance shall be paid to employees on a pro-rated basis in accordance with their hours of work excluding overtime.

3.2 Labrador Benefits will be paid to employees for periods of maternity, parental and adoption leave.



**ARTICLE 4: TRAVEL ALLOWANCE**

4.1 Employees covered by this agreement shall receive a travel allowance to help offset the costs of travel to areas outside of Labrador based on the following rates per employee and his/her dependent(s). The travel allowance shall be paid out during the pay period following April 15th at the rate in effect on April 15th of the year in which the allowance is to be paid.

<b>TRAVEL ALLOWANCE</b>			
	<b>DATE</b>	<b>EMPLOYEE</b>	<b>DEPENDENT</b>
<b>GROUP 1</b>	10-Feb-20	911	702
	1-Apr-20	950	702
<b>GROUP 2</b>	10-Feb-20	962	754
	1-Apr-20	1001	754
<b>GROUP 3</b>	10-Feb-20	1015	806
	1-Apr-20	1054	806

- 4.2 (a) This allowance shall be paid to employees in the first pay period following April 15th of each year on a pro-rated basis in accordance with their hours of work in the previous twelve (12) month period, excluding overtime. The amount of travel allowance to be paid shall be based on the number of dependents at March 31st of each year.
- (b) An employee retiring, resigning or otherwise terminating employment shall be entitled to a proportional payment of travel allowance as determined in 4.2 (a) based on the employee's hours of work in the current fiscal year. In the case of death the payment shall be made to the employee's beneficiary or estate.
- 4.3 (a) For the purpose of calculating this benefit the following leaves shall be considered as hours of work:
- (i) Maternity Leave/Parental Leave/Adoption Leave
  - (ii) Injury-on-Duty/Worker's Compensation Leave
  - (iii) Paid Leaves
  - (iv) Any other period of unpaid leave for which the employee is eligible to accrue service under the respective collective agreement
- (b) The provisions of 4.3 (a) will not apply when the employee would otherwise have been laid off.
- (c) The provision of 4.3(a) (iv) will apply only to employees who have worked or have been credited with hours of work under 4.3(a) (i), (ii) or (iii) for a period of 20 days in the aggregate in the qualifying period.
- 4.4 In the case of spouses who are both employed by Her Majesty the Queen in Right of Newfoundland and Labrador as represented by Treasury Board, or a Board, Agency or Commission, each spouse shall receive the employee travel allowance, but only one spouse shall claim the benefit for dependents.
- 4.5 The travel benefit available to the Royal Newfoundland Constabulary Association under their Collective Agreement and to teachers under Article 25 of the NLTA Labrador West Collective Agreement shall continue to apply except in cases where Article 4 of this joint agreement provides a greater benefit. E.g. Members of the RNCA would continue to receive the employee travel benefit under their collective agreement unless the employee travel benefit in this joint agreement is greater. In addition to the employee benefit under the RNCA collective agreement, members of the RNCA shall also receive the dependent benefit under the joint agreement.

**ARTICLE 5: LEAVE**

5.1 Employees covered by this agreement shall receive three (3) non-cumulative, paid leave days in the aggregate per year. This leave will only be utilized when the employee is delayed from returning to the community due to interruptions to a transportation service occurring within Labrador. This article shall also apply where there has been an interruption to a transportation service occurring at the last departure point directly to Labrador.

**ARTICLE 6: EXISTING GREATER BENEFITS**

6.1 No provision of this agreement shall have the effect of reducing any benefit for any employee which exists in each applicable employee group collective agreement outlined in Article 1.

**ARTICLE 7: DEFINITIONS**

- 7.1 **Dependent** – for the purpose of this Agreement, dependent means a spouse, whether of the same or opposite gender, and children under eighteen (18) years of age, or twenty-four (24) years of age if the child is in full time attendance at a school or post-secondary institution or any child that remains in the direct care of the parent in the same household because the dependent is medically verified as disabled and under twenty-four (24) years of age.
- 7.2 **Spouse** – for the purpose of this agreement, spouse means a person to whom an employee is legally married or a person in a common law relationship with whom the employee has lived with for more than one (1) year.

**SCHEDULE A**

**COMMUNITY GROUPING**

The employee’s community grouping shall be determined by the location of their headquarters.

<b>GROUP 1</b>	<b>GROUP 2</b>	<b>GROUP 3</b>
Happy Valley/Goose Bay	Red Bay	Rigolet
North West River	L'Anse au Loup	William's Harbour
Sheshatshiu	L'Anse au Clair	Norman's Bay
Wabush	Forteau	Black Tickle
Labrador City	Pinware	Pinsent's Arm
Churchill Falls	West St. Modest	Makkovik
	Mud Lake	Postville
	Cartwright	Hopedale
	Mary's Harbour	Davis Inlet/Natuashish
	Port Hope Simpson	Nain
	St. Lewis	
	Charlottetown	
	Lodge Bay	
	Paradise River	

**MEMORANDUM OF UNDERSTANDING**

**RE: NURSES COMMITTEE**

The parties acknowledge that the Registered Nurses’ Union Newfoundland and Labrador (RNUNL) have indicated that they have issues of concern unique to Nurses who live and work in Labrador and that the RNUNL will attempt to address these concerns through a committee which will be established subsequent to these negotiations.

**MEMORANDUM OF UNDERSTANDING**

**RE: LABRADOR BENEFITS AGREEMENT - INTERPRETATION**

In an effort to clarify the interpretation of certain items contained in the Labrador Benefits Agreement the parties agree to the following:

- 1) Article 4.2(b) refers to employees who terminate employment, (i.e. are not on layoff status and do not have recall rights). These employees have their Travel Allowance paid out based on the hours worked in the current year and it shall be paid out at the rate in effect on the date employment is terminated.
- 2) For the purposes of Article 4.4 it is agreed that an employee may refuse to claim the employee benefit if it is to their benefit to have their spouse claim them as a dependant. Employees who exercise this option will not be entitled to any portion of the Employee Travel Allowance. It is incumbent on the employee to communicate this choice to their respective Employer(s).
- 3) Notwithstanding Schedule A, the following employee shall be entitled, on a without prejudice basis, to the rates applicable to Mud Lake as long as they remain within the employ of their current Employer and continue to permanently reside in Mud Lake:

Vyann Kerby, Health Labrador Corporation

This agreement is effective from April 1, 2013 and shall expire upon the renewal of the Labrador Benefits Agreement expiring March 31, 2016.

- 4) For the purposes of clarification and in accordance with Article 3.1 (Labrador Allowance), Article 4.1 (Travel Allowance) and Article 9.1 (Definitions), benefits are applicable for the fiscal year (April 1 to March 31) in which a dependent reaches 18 years of age or 24 years of age, if the dependent is in full time attendance at a school or post-secondary institution. Full time attendance shall be determined by the educational institution in which a dependent is registered.

For example:

If a dependent reaches 18 years of age on January 1, 2011 and is no longer enrolled as a full time student in a post-secondary institution, they would be eligible for the travel benefit payable April 15, 2011.

\_\_\_\_\_  
Earl Hann  
On behalf of the Unions

\_\_\_\_\_  
Lisa Curran  
On Behalf of the Employers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**February 10, 2020**

Mr. Steve Brooks  
Executive Director  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1

Dear Mr. Brooks:

This letter is to confirm that for teachers in Labrador, the payment of the travel allowance provided under Article 4 - Travel Allowance, of the Joint Agreement on Labrador Benefits shall be calculated for the school year, September to June, but shall be paid in accordance with the provisions of Article 4 of the Joint Agreement.

Yours truly,

Lisa Curran  
Chief Negotiator  
Collective Bargaining Division

Original letter dated December 20, 1999

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**February 10, 2020**

Mr. Jerry Earle  
President  
NAPE  
330 Portugal Cove Place  
St. John's, NL A1B 3M9

Re: Labrador Benefits Allowance and Travel Allowance for School Board Student Assistants (NAPE) and School Board Support Staff (NAPE and CUPE)

Within three (3) months of the date of signing of the Labrador Benefits Agreements, officials from the Human Resource Secretariat (HRS) of the Government of Newfoundland and Labrador, the Newfoundland and Labrador English School District (NLESD) and Newfoundland and Labrador Association of Public and Private Employees (NAPE) will meet to discuss the application of the Labrador Benefit Allowance and the Travel Allowance for employees who work less than full time hours as outlined in the above respective collective agreements.

Yours truly,

Lisa Curran  
Chief Negotiator  
Collective Bargaining Division

## **SCHEDULE J**

### **MEMORANDUM OF UNDERSTANDING RE INJURY ON DUTY**

The following are the Articles referenced in Clause 16:01:

- 16.01 Subject to Clauses 16.02 and 16.03, a teacher who is unable to perform duties because of personal injury received in the performance of those duties shall be placed on special leave with normal net pay.
- 16.02 Such leave shall not be granted where it has been determined by the Minister that the injury received was due to the teacher's serious and wilful misconduct.
- 16.03 In the event that a teacher becomes:
- (i) permanently disabled; or
  - (ii) incurs a recurring disability as a result of an injury received in the line of duty which is determined not to have been caused by the teacher's serious or wilful misconduct, the case shall be submitted to the Minister for determination of the benefits which may be due the teacher. In any case the benefits shall not be less than those due had the teacher been covered under Workers' Compensation.
- 16.04 In the event that a teacher dies as a result of an injury received in the performance of duty, the estate shall receive all death benefits that the teacher would receive if that teacher had been covered by Workers' Compensation, in addition to any eligible benefits under the NLTA Pensions Act.
- 16.05 Subject to Clause 16.03, Injury on Duty leave with normal net income will cease when the teacher returns to full-time employment as a teacher.

## **SCHEDULE K**

### **MEMORANDUM OF UNDERSTANDING RE TEACHER CERTIFICATION**

No person covered by the provisions of this Collective Agreement shall have their current salary reduced as a result of any modifications which might occur to the Teacher Certification Regulations.

## **SCHEDULE L**

### **GOVERNMENT OF NEWFOUNDLAND & LABRADOR NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION ANNUAL PREMIUM RATE SETTING PROCESS**

Each year, both Government and NLTA will use this Premium Rate Setting Process to determine the required premium rates under their Group Insurance programs. For the Government program, this process will be used to calculate the contribution rate to the NLTA program, subject to clause 8 below. For the NLTA program, this process will be used to compare against the Government premium rate for determining Government's contribution, subject to clause 8 below. In both cases the rates are exclusive of all surplus, deficit or other cash adjustments.

The Basis of this Premium Rate Setting Process follows:

1. The Accidental Death and Dismemberment rate is determined by the insurers and the rate is negotiated with the Insurer and accepted by each plan sponsor.
2. The Basic and Dependent Life rates will be the rates determined by the rate setting mechanism for each of the NLTA and Government plans as outlined below:

<b>5 Year Experience Rating</b>		
1	Projected Annual Premium	\$
2	Adjusted Premium (5 years)	\$
3	Paid Claims (5 years)	\$
4	Demographic Factor	%
5	Total Projected Claims	(3 x 4)
6	Claim Ratio	5/2
7	Projected Annual Claims	1 x 6
8	Retention Charges	\$
9	Required Premium	7 + 8
10	Projected Premium	1
11	Required Rate Action	9/1

Note: For purposes of this calculation, under the Government plan, paid claims are reduced by any post age 65 life claims.

3. The health premium rates will be determined by the rate setting mechanism for each of the NLTA and Government plans as outlined below.

<b>Health Premium Rate Setting Formula</b>		
1	Projected Annual Premium	\$
2	Paid Claims from Previous Period	\$
3	Claims Adjustments	\$
4	IBNR Adjustment	\$
5	Total Paid Claims	(2+3+4)
6	Trend/Inflationary Factor	%
7	Amendment Factor	\$
8	Total Projected Paid Claims	(5+7)x6
9	Retention Charges	\$
10	Total Projected Claims & Retention	(8+9)
11	Projected Loss Ratio	10/1
12	Rate Action Required	11 - 100

### **Process**

4. Upon receipt of the renewal information from the insurer, confirmation of the financial information, review of all claims and trend information, Government and the NLTA will submit the foregoing information to an agreed upon group insurance consultant for the purpose of producing a premium rate adjustment schedule as noted in numbers 2 and 3 above.

5. The group insurance consultant will:
  - Request and liaise with the plan sponsors and the insurers to ensure the necessary information is received in a timely fashion.
  - Review and confirm the reasonableness of any assumptions made.
  - Review and confirm that the information contained in the information pertaining to each plan is correct and reasonable.
  - Prepare a brief summary to each of the parties outlining the premium rates calculated using this premium rate setting process, including a summary of all calculations, indications that all documents have been reviewed and confirmation that the premium rates have been calculated using the agreed upon process.
  - Meet with both plan sponsors, if necessary, to address any issue that may arise.
6. Each party shall be responsible for expenses associated with the provision of its plan renewal information from the insurer, confirmation of the financial information, review of all claims and trend information, to the group insurance consultant. The parties shall pay equally the expenses and remuneration of the group insurance consultant.
7. Once the rate has been determined using the prescribed calculation and using the required supporting documentation, the rates calculated using this method will be used to determine the Government contribution to the NLTA plan.
8. (a) For employees, and retirees who were hired by March 31, 2020, the Government contribution to the NLTA required premium rate will be 50% of the lowest premium rate obtained for each Group Insurance plan option (identified in Items 1, 2, and 3 above) as determined by the calculation contained in Item 4. For example, where the Government required premium rate for Basic Health is greater than the NLTA required premium rate for Basic Health, Government will contribute 50% of the NLTA required premium rate. Conversely, where the Government required premium rate is less than the NLTA required premium rate, Government will contribute 50% of the Government required premium rate. Under no circumstances will the Government contribution to the NLTA for employees, and retirees who were hired by March 31, 2020 exceed 50% of the NLTA rate calculated under this schedule.  
(b) For employees hired after March 31, 2020 (“Newly Hired Employees” as defined in Letter #9), the employer’s share of the cost of post-employment NLTA group insurance premiums will be 40% of the lowest premium rate obtained for each Group Insurance plan option (identified in Items 1, 2, and 3 above) as determined by the calculation contained in Item 4. For example, where the Government required premium rate for Basic Health is greater than the NLTA required premium rate for Basic Health, Government will contribute 40% of the NLTA required premium rate. Conversely, where the Government required premium rate is less than the NLTA required premium rate, Government will contribute 40% of the Government required premium rate. Under no circumstances will the Government contribution to the post-employment NLTA group insurance premiums for Newly Hired Employees exceed 40% of the NLTA rate calculated under this schedule.
9. Inflation/Trend factors will be negotiated and agreed to with each Insurer independently by Government and NLTA. As both plans are insured, the Insurer(s) will have a vested interest in ensuring that the appropriate/ reasonable factor is used.
10. After these premium rates have been calculated, both Government and NLTA have the option of using any surplus funds they have available to offset the respective rates in their own plans.
11. The components of the premium rate setting mechanism are as follows:
  - Projected Annual Premium – Projection of premium derived solely from the monthly premium rates and number of employees covered under the program. The rates and volumes are those in force in the most recent month available for the premium rate setting.
  - Paid Claims – Total Cash Claims paid through the period.
  - IBNR Adjustment – Any adjustment to the Incurred But Not Reported Reserve.



- Inflation/Trend Factor – The negotiated inflation/trend factor agreed to by the insurer and the plan sponsor.
- Amendment Factor – Estimated claims adjustment due to a benefit level change.
- Claim Adjustments – Credits or charges for items such as non-recurring claims.
- Retention Charges – Projected Charges outlined in the underwriting agreement between the insurer and Government including General administration, claims administration and processing, Risk Charges, Premium Tax, out of scope expenses (i.e.: mail outs, Amendments), Consulting fees and Pooling Charges.
- Projected annual premium is reduced by any third party administration fees, however these fees are added to the total rate to determine the final contribution rate.
- Paid claims exclude all new ex gratia claims.
- The demographic factor refers to the insurers adjustment for the change in the composition of the insured group, in terms of age, sex, etc.

## **SCHEDULE M**

### **MEMORANDUM OF UNDERSTANDING RE RETROACTIVITY**

Unless otherwise stated in the Agreement, all Clauses are effective as of the date of signing of this Agreement.

## **SCHEDULE N**

### **MEMORANDUM OF UNDERSTANDING RE TEACHING AND LEARNING ASSISTANTS**

1. It is understood and agreed by the parties that the scope of practice of Teaching and Learning Assistants does not enable them to fulfill the responsibilities for which a teaching Certificate IV or higher is required. As such, the parties agree that responsibilities requiring a Certificate IV or higher cannot be carried out by Teaching and Learning Assistants.
2. It is understood and agreed by the parties that teachers holding Certificate IV or higher are eligible for Teaching and Learning Assistant positions. It is also understood and agreed that a teacher who is working on a full-time basis as a Teaching and Learning Assistant will not be eligible for substitute, term and replacement teaching positions during the term of their contract. It is further understood and agreed by the parties that a teacher who is contracted for a substitute, term or replacement Teaching and Learning Assistant position shall not be eligible for a substitute, term or replacement teaching position during the term of the paid substitute, term and replacement contract periods.
3. It is understood and agreed by the parties that all Articles, Clauses, Letters, Schedules, Memorandums of Agreement, and interpretations of this Collective Agreement shall apply to teachers employed in Teaching and Learning Assistant positions unless otherwise specifically exempted, amended or clarified herein as follows:
  - (a) unless otherwise specifically exempted, amended or clarified herein, the use of the terms “teacher” or “teachers” in the Agreement includes teachers employed in Teaching and Learning Assistant positions;
  - ★ (b) the following provisions of this Collective Agreement are not applicable to teachers in teaching and learning assistant positions: Clauses 6.05, 6.06, 6.08, 6.10, 6.11, 7.01, 7.02, 7.03, 7.04, 7.09, 9.02, 9.04, 9.10(a), 9.12, 9.17, 29.01, and 33.03; Article 20.

**LETTER #1 - ATTENDANCE AT MEETINGS**

February 1, 2024

Mr. Trent Langdon  
President  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Reference: Attendance at Meetings

Dear Mr. Langdon:

The Employers agree that when meetings of committees established under this Collective Agreement are arranged through mutual agreement of the parties, that teacher representatives on these committees shall be granted paid leave to attend such meetings, upon the provision of adequate notice and unless the granting of such leave unduly disrupts school operations.

It is further agreed that the leave would include time for travel to and from such meetings.

Yours truly,



Lisa Curran  
Chief Negotiator  
School Board Committee

**LETTER #2 - INSTRUCTION TIME**

February 1, 2024

Mr. Trent Langdon  
President  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Langdon:

Under Section 28 of the *Schools Act*, 1997, it is understood by my department that instruction time includes all scheduled class activities, but does not include recess periods.

Yours truly,



Tracy King  
Deputy Minister  
Department of Education

## **LETTER #3 - PENSIONABLE SERVICE DURING A LEGAL WORK STOPPAGE**

February 1, 2024

Mr. Trent Langdon  
President  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Reference: Pensions

Dear Mr. Langdon:

In any case where pensionable service is lost due to a legal work stoppage, regulations will be passed to allow a teacher so affected to purchase an amount of pensionable service equal to the amount so lost. Such service shall be purchased at twice the normal contribution rates at the salary in effect at the time of the work stoppage and within three months of the termination of the work stoppage.

Where the loss of salary during a work stoppage would normally affect a teacher's pensionable salary, the teacher's pensionable salary shall be calculated as if there were no loss of salary.

This policy will be effective from September 1, 1985.

Further, effective February 1, 2024, it is agreed that all teachers who have lost pensionable service due to a past legal work stoppage will be allowed an opportunity to purchase an amount of pensionable service equal to the amount so lost. Such service shall be purchased in accordance with the provisions of this letter and within three months of the signing date of this agreement.

Yours truly,



Lisa Curran  
Chief Negotiator  
School Board Committee

**LETTER #4 - EMERGENCY SUPPLY**

February 1, 2024

Ms. Stefanie Tuff  
Executive Director  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Ms. Tuff:

I wish to confirm to you the procedure which the Department will follow in the granting of permission for School Boards to use uncertified teachers by way of emergency supply when fully qualified teachers are not available. These are as follows:

- 1) When general approval is sought and given for Boards to use emergency supply teachers as substitutes, our letter of approval to the Boards will contain clear instructions as to the manner in which the authority may be actioned. Specifically, we will make sure that Boards clearly understand that they must in each hiring situation ensure that a certified teacher capable of fulfilling the job function is not available for employment before they enter into a contractual arrangement with an emergency supply teacher.
- 2) The Department will forward copies of requests for emergency supply teachers to the Newfoundland and Labrador Teachers' Association.

Yours truly,



Tracy King  
Deputy Minister  
Department of Education

**LETTER #5 - INTERPRETATION OF ARTICLES 9 AND 13**

**MEMORANDUM**

TO: ALL BOARD CHAIRPERSONS  
RE: INTERPRETATION OF ARTICLES 9 AND 13 OF THE NLTA COLLECTIVE AGREEMENT  
FROM: TRACEY KING, DEPUTY MINISTER, DEPARTMENT OF EDUCATION  
DATE: FEBRUARY 1, 2024

It has come to my attention that there may be some confusion regarding the interpretation placed on the above referred Articles. In situations where redundancies occur, it is my interpretation that Article 9 – Layoffs, should be used to effect any reassignments. Article 13 – Transfer of Teachers, should be utilized in other situations where transfers are required.

Yours truly,



Tracy King  
Deputy Minister  
Department of Education  
cc: District Directors

**LETTER #6 - LENGTH OF PRIMARY DAY**

February 1, 2024

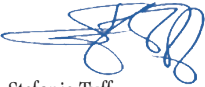
Tracy King  
Deputy Minister  
Department of Education

Dear Ms. King,

It is understood and agreed by the parties that, notwithstanding Schedule D, School Boards may increase the hours of instruction for students in Grades 1-3 to a maximum of five (5) hours each school day commencing September 2002, provided as follows:

All School Boards agree that, effective September 1, 2002, the length of the instructional day for all students in Kindergarten and Grades 1 - 3 in all schools in the province shall be established at a maximum of five (5) hours calculated in accordance with Letter #2 - Instruction Time (p. 66) of this Agreement; that is, all scheduled class activities, excluding recess periods, shall be included in the calculation.

Sincerely yours,



Stefanie Tuff  
Executive Director  
Newfoundland and Labrador Teachers' Association

**LETTER #7 - LETTER OF UNDERSTANDING RE: MARKET ADJUSTMENT**

February 1, 2024

Mr. Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

This will confirm our understanding reached during negotiations whereby if the Employer determines that it is unable to recruit/retain teachers in specific positions at a particular geographic site, the Employer may provide benefits to teachers beyond those outlined in the Collective Agreement.

Yours truly,



Lisa Curran  
Chief Negotiator  
School Board Committe

★ **LETTER #8 - MOVEMENT OF SPEECH LANGUAGE PATHOLOGISTS AND EDUCATIONAL PSYCHOLOGISTS**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

The parties agree that permanent employees employed in a permanent position during the term of this Collective Agreement in the classification of Speech Language Pathologists or Educational Psychologists will continue to be covered by this Collective Agreement, as long as they remain in a permanent position.

Yours truly,



Lisa Curran  
Chief Negotiator  
School Board Committee

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**LETTER #9 - LETTER OF UNDERSTANDING RE: EMPLOYER COST SHARING FOR POST EMPLOYMENT NLTA GROUP INSURANCE PREMIUMS**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

Re: Employer Cost Sharing for Post Employment NLTA Group Insurance Premiums

The parties hereby confirm and acknowledge that:

1. Employees who are hired subsequent to March 31, 2020 (“Newly Hired Employees”) shall receive post-employment employer cost sharing of NLTA group insurance premiums in accordance with clause 5 of this Letter of Understanding.
2. Former employees who are rehired subsequent to March 31, 2020 following resignation, retirement, termination, or layoff and who no longer have recall rights under the Collective Agreement, shall be considered to be Newly Hired Employees for the purpose of this Letter of Understanding.
3. Notwithstanding clause 2 above, former employees with service prior to March 31, 2020 who are hired subsequent to March 31, 2020 by another School Board or the same School Board within one hundred and

twenty (20) calendar days of resignation, retirement or termination shall not be considered to be Newly Hired Employees for the purpose of this Letter of Understanding.

4. Excepting Newly Hired Employees who receive post-employment employer cost sharing of NLTA group insurance premiums in accordance with clause 5, the Employer's share of the cost of NLTA group insurance premiums for employees shall be based on the lowest required premium rate as determined in accordance with Schedule L of the Collective Agreement.
5. The Employer's share of the cost of post-employment NLTA group insurance premiums for Newly Hired Employees shall be calculated as 40% of the lowest required premium rate as determined in accordance with Schedule L of the Collective Agreement. The parties acknowledge that for any employee to access employer cost sharing of NLTA post-employment group insurance benefits, whether Newly Hired Employees or otherwise, a minimum of five years of pensionable service under the Teachers' Pension Plan is required.
6. Nothing in this Letter of Understanding shall have the effect of disqualifying an employee's or Newly Hired Employee's eligible survivor(s) from participation in the NLTA Group Insurance Plan, provided however that the Employer's share of the cost of post-employment NLTA group insurance premiums for eligible survivor(s) shall be the same as was the case for the deceased employee or deceased Newly Hired Employee.
7. This Letter of Understanding shall prevail where any term herein conflicts with a provision of the Collective Agreement, one of its Schedules, Letters or Memoranda of Agreement, including, without limitation, any practice, settlement of dispute, agreement or arbitration award arising from events prior to the date of signing of the Collective Agreement.
8. This Letter of Understanding may be executed in any number of counterparts, each of which will be considered an original of same, and which together will constitute one and the same instrument. A facsimile signature or an otherwise electronically reproduced signature of any party shall be deemed to be an original.

Yours truly,



Lisa Curran  
Chief Negotiator  
School Board Committee

**LETTER #10 - LETTER OF UNDERSTANDING RE: EMPLOYER HOUSING**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

This is to confirm our understanding reached during negotiations that, in communities where the Employer owns and operates rental accommodations, first option in renting said accommodations shall be given to NLTA members.

Sincerely,



Tracy King  
Deputy Minister  
Department of Education

**★ LETTER #11 - RECRUITMENT AND RETENTION COMMITTEE**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

There shall be a Committee established within 120 days of the signing of this Agreement for the purpose of investigating issues related to the recruitment and retention of teachers and substitute teachers. The Committee shall have representation from the Newfoundland and Labrador Teachers' Association, Department of Education and school districts. The Committee shall report on these issues not later than one (1) year after the establishment of the Committee.

Sincerely,



Lisa Curran  
Chief Negotiator  
School Board Committee



★ **LETTER #12 - ACCESS TO LEAVE ACCRUALS**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

The parties acknowledge that the Employer is exploring methods in which the employee can access their leave accruals.

Sincerely,



Lisa Curran  
Chief Negotiator  
School Board Committee

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★ **LETTER #13 - TARC REPORT COMMITTEE**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

There shall be an Advisory Committee established within 120 days of the signing of this Agreement for the purpose of considering the appropriateness and feasibility of implementing recommendations from the Teacher Allocation Review Committee Report, released October 14, 2022. The Committee shall consist of a maximum of three (3) representatives from each of the Newfoundland and Labrador Teachers' Association, the Department of Education and the School Districts. The Committee shall bring a report forward not later than one (1) year after the establishment of the Committee.

Sincerely,



Lisa Curran  
Chief Negotiator  
School Board Committee

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★ **LETTER #14 - RESPONSIVE TEACHING AND LEARNING MODEL COMMITTEE**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

There shall be a Committee established within 120 days of the signing of this Agreement for the purpose of conducting a review of the Responsive Teaching and Learning Model. The Committee shall consist of a maximum of three (3) representatives from each of the Newfoundland and Labrador Teachers' Association, the Department of Education and the School Districts. The Committee shall bring a report forward not later than one (1) year after the establishment of the committee.

Sincerely,



Lisa Curran  
Chief Negotiator  
School Board Committee

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★ **LETTER #15 - NATIONAL DAY FOR TRUTH AND RECONCILIATION**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

Should a statutory holiday be recognized by the Provincial authorities in recognition of the National Day for Truth and Reconciliation the paid holidays provided in Clause 28.01(a)(ii) shall be increased by one and the teaching days will be reduced by one.

Sincerely,



Lisa Curran  
Chief Negotiator  
School Board Committee

★ **LETTER #16 - OTHER POST-EMPLOYMENT BENEFITS**

February 1, 2024

Ian Crewe  
Chief Negotiator  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL  
A1B 1W1

Dear Mr. Crewe:

The Parties agree to meet to discuss Government's position that there are challenges to the long-term sustainability of providing other Post-Employment Benefits (OPEBs) within 90 days of signing the collective agreement.

Sincerely,



Lisa Curran  
Chief Negotiator  
School Board Committee

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★ **NEW HIRING MEMORANDUM OF UNDERSTANDING**  
**THIS MOU GOVERNS SENIORITY TRANSFER TO THE EXCLUSION OF CLAUSE**  
**6.11 WHILE IT IS IN EFFECT**

Notwithstanding Article 6 the following will apply for the Transfer Round:

Seniority Transfer Round for Tenured Teachers and Teachers who are/were Eligible to Successfully Complete Probation at the End of the School Year (Excluding Positions of Administrative Responsibility as listed in clause 36.01(a)).

- (a) There shall be an initial posting by May 1 of all permanent positions known to the School Districts, hereinafter referred to as the "seniority transfer round". The School Districts shall make reasonable effort to accommodate requests from competent, suitable and qualified teachers who are tenured or who are/were eligible to successfully complete probation at the end of the school year. When filling permanent positions only, if more than one such teacher makes a request for the same permanent teaching position, all of whom are assessed as competent, suitable and qualified, preference shall be given to the teacher with the greatest seniority as defined in Clause 9.01(a).
- (b) First offers to the most senior competent, suitable and qualified applicant for each position posted in the transfer round shall be made by no later than 72 hours after the posting has closed, excluding weekends and holidays. Notwithstanding the foregoing, offers shall be made by 8:30 am, excluding weekends and holidays.
- (c) All seniority transfer round positions shall be posted for a period of four (4) calendar days, excluding weekends and holidays, following the conclusion of the redundancy/reassignment/layoff/recall process as per Article 9 of the Provincial Collective Agreement. New vacancies will be posted during the seniority transfer round as they arise.

- (d) The seniority transfer round shall end on July 15. In filling permanent positions that arise after July 15, the employer shall not be required to give consideration to tenured teachers and teachers who are/were eligible to successfully complete probation at the end of the school year, unless such a permanent position would result in betterment for a teacher in accordance with the definition of “betterment of position” in clause (e) of this MOU.
- (e) For the purposes of this MOU, “betterment of position” means a teacher’s right to be offered and to accept a position that increases, alone or in combination with another position, their percentage of a full time position. For greater clarity, offers to part time teachers of positions that better their percentage of a full-time position, alone or in combination with another position, shall not be considered to be offers within the meaning of this MOU.
- (f) Subject to clause (b) above, all offers on seniority transfer round positions shall be made as soon as possible following the closing date for applications. Applicants shall have 24 hours to accept or reject an offer. Allowing an offer to expire shall mean that the offer is rejected.
- (g) As offers are accepted and rejected, seniority based offers on transfer round positions shall continue to be made in accordance with clause (b).
- (h) Teachers can expect to receive multiple offers for seniority transfer round positions, based on seniority, as offers are accepted and rejected. There shall be a limit of three (3) offers on seniority transfer round positions which any individual teacher applicant may accept or reject, subject to betterment of position as per clauses (d) & (e) herein.
- (i) Teachers may remove themselves from a competition they are no longer interested in before they have received an offer in that competition. If they have not removed themselves from that competition and an offer is made, it shall be deemed to be an offer within the meaning of clause (h).
- (j) It is understood that seniority transfer round positions for which there are no competent, suitable and qualified applicants who are tenured teachers or teachers who are/were eligible to successfully complete probation at the end of the school year will not be subject to the requirements for seniority based transfers and shall otherwise be filled in accordance with Clause 6.11 of the Provincial Collective Agreement.
- (k) Probationary teachers who accepted a permanent position on or before February 1, 2024 shall have the same rights as tenured teachers for the purpose of this MOU. The parties agree that this MOU is in effect from February 1, 2024 until August 31, 2026 and does not roll over to the next collective agreement in the absence of all parties’ agreement to same.



