

PRAIRIE SPIRIT LOCAL COLLECTIVE AGREEMENT

Additional Clarifying information and Forms

Section 2: [Board of Review Form](#)

Section 3: Calendar Development – the Board of Education has the final approval of the calendar as per legislation in The Education Act, 1995.

Section 4: Contracts of Employment

Teachers should be familiar with the three (3) types of contracts (see definitions in the Collective Agreement):

- continuing/indefinite
- replacement
- temporary

Section 6: Pay Period

All PSTA members have the ability to select the 10-month pay option and arrange a 12-month plan with their financial institution.

A sample pay stub for 10 and 12-month pay periods is provided in Appendix B in the Collective Agreement.

Section 7: Preparation Time

Individual PSTA members are trusted to make their own professional decisions regarding their personal preparation time and these decisions should not impact other members' preparation time unless mutually agreed upon.

It is expected that staff would be located in a PSSD facility. On those rare occasions when preparation time may take staff out of a PSSD facility to attend to professional responsibilities, staff shall continue to seek approval from their in-school administrators/supervisors.

Division Office based members have the flexibility to recapture their preparation time at another time if they are involved in an event for the Division.

Section 8: Professional Development

Professional development may include, but is not limited to: conferences, Professional Learning Communities, Provincial accreditation, mentoring, teacher visitations, short courses, special subject councils, working with Learning Support Facilitators, working with colleagues, and school initiatives.

To access funds, teachers need to consult with the in-school administrator. Members that are based from the Division office need to consult with their supervisor.

Section 9: Reimbursement of Expenses
Use PSSD Expense/Mileage [Forms](#)
Example of how to claim mileage:
A teacher regularly works in Vanscoy. On another day the teacher goes to Osler for a Division committee meeting. The teacher will claim mileage on the difference from the total mileage to Vanscoy minus the total mileage to Osler.

Section: 12.1: Compassionate Leave
Inform in-school administrator.
For additional Compassionate Leave please use: [Request for Leave of Absence](#)

Section 12.2: Deferred Salary Leave
Members are advised to contact the [STF](#) regarding self-directed deferred salary leave prior to applying, **in particular to inquire about pension implications.**

Refer to [Administrative Policy 502 Leaves of Absence](#) in reference to placement upon return from a leave.

Arrangements must be made under the guidance of [Canada Revenue Agency](#) Regulations.

Use [Deferred Salary Leave Application Form](#)

Section 12.3: Education Leave
Prior to applying, members are advised to contact the [STF](#) to clarify the status of their benefits during such leave.

Refer to [Administrative Policy 502 Leaves of Absence](#) in reference to placement upon return from leave.

Use [Education Leave Application Form](#)

Section 12.5: Extracurricular or Overnight Supervision
PSSD — in collaboration with the PSTA — has developed a list of approved extra-curricular activities. Most of these activities include recognition for time with students and planning for these events (without students). The list is provided as Appendix A of this document. Members may submit activities not on the list to be considered by using the appropriate form.

A teacher may carry up to 15 hours to the next school year.

Forms: [Extracurricular or Overnight Supervision or Noon Supervision Claim for Pay-Out](#)

[Extracurricular or Overnight Supervision Claim for EDO](#)

[Extracurricular Activities Request Form](#)

Section 12.6:

Family Leave

See Compassionate Leave for definition of immediate family.

Section 12.7:

Negotiation Leave

Discussions regarding the process and costs would occur prior to the budget year for shared funding.

Section 12.8:

Noon Supervision

All teachers are entitled to a duty free noon period. Members who are not attached to a classroom, i.e. Division office based, should ensure they schedule a noon period that is duty-free. Meetings and travel time are not expected to occur during this time.

Teachers wishing to provide noon supervision must complete an application form at the school.

Forms: [Noon Hour Supervision Request Form](#)

[Noon Hour Supervision Administrator's Yearly Report](#)

[Noon Hour Supervision Claim for EDO](#)

[Extracurricular or Overnight Supervision or Noon Supervision Claim for Pay-Out](#)

Section 12.9:

Parenting Leave

Please consult with the [STF](#) regarding the procedure.

Use Form 8-I and 8-II from the [Supplemental Employment Benefits Plan Application](#). Article 8 in the agreement refers to the SEB plan.

Refer to [Administrative Policy 502 Leaves of Absence](#) in reference to placement upon return from a leave.

Form: [Request for Leave of Absence](#)

Section 12.10:

Personal Leave

In a year based on 197 instructional days, leaves without pay beyond seven (7) days may impact superannuation.

Contact the [STF](#) for further clarification.

Form: [Request for Leave of Absence](#) form

Section 12.11:

Pressing Necessities

Flight delays do not fit the criteria of a pressing necessity.

Teachers should inform their in-school administrator if they are a member of a First Responder team, local fire department or other community emergency team

Section 12.12: Other Leaves – Convocation/Graduation
Dependent includes child

Section 12.12: Other Leaves – Jury Duty / Witness Duty
Article 2, Provincial Collective Bargaining Agreement

Section 12.12: Other Leaves – Sabbatical Leave
Other Options Include:
 Deferred Salary Plan
 Leave Without Pay

Related links:

[Prairie Spirit Administrative Policies and Procedures Module 5 \(Human Resources\)](#)

[Saskatchewan Teachers Federation](#)

[Saskatchewan Teachers Retirement Plan](#)

[Teachers Superannuation Commission](#)

Appendix A

PSSD Extra-Curricular Overview

Definition by LINC:

Extra-curricular Supervision **shall be defined as supervision of and planning for** approved voluntary student activities provided outside of the regular instructional classroom program.

Conditions:

- Does not occur during a teacher's assigned time.
 - Is the supervision of, or/and the planning for approved voluntary student activities provided outside of the regular instructional classroom program. Supervision is not just attendance.
 - Has a direct impact on students
 - Students benefit from the event/program
 - Events in which students must choose to join. (Students opt in- events in which all must attend/do and opt out are not considered extra-curricular)
- Reminder: High Risk Activities need prior approval whether they are Extra-curricular or part of the Phys. Ed. Program.

Categories:

Athletics
<i>Supervision of and Planning for</i>
Archery
Badminton
Basketball
Biking
Bingo/Fundraiser (Supervision) + Coordinator (Planning)
Broomball
Canoe
Cheerleading
Cross-country
Curling
Fitness
Floor Hockey
Football
Golf
Hockey
Intramurals/house games
Rugby
Running
Self-defence
Skating
Slo Pitch
Small Ball Basketball
Soccer
Soft Lacrosse

Athletics
<i>Supervision of and Planning for</i>
Table Tennis
Track and Field
Volleyball
Walking Club
Weightlifting
Tournament Planner
Athletic Director (Planning Only)

Citizenship
<i>Supervision of and Planning for</i>
Bingo/Fundraiser Coordinator
Environmental Clubs
Gender and Sexuality Alliance
Library Assistance Groups
Playground Improvement Committees
Youth Advisory Clubs
School events for community(<i>when organized by student committee/club</i>)
School Concession/Store
School Graduations/Farewells
School Milk Program
School Award Programs
School Missions
Student office workers
School Safety Patrol
Students Against Drinking and Driving (SADD)
Service Learning Committees
School Snack Programs
Student Representative Councils
Student Leadership Committees
Students Uniting Nations

Culture & Leisure
<i>Supervision of and Planning for</i>
Academic Clubs
➤ Math
➤ Science
➤ Writing
➤ Languages
➤ Poetry
➤ storytelling
Academic Competitions

Bingo/Fundraiser (Supervision) + Coordinator (Planning)
<p>Fine Arts Clubs</p> <ul style="list-style-type: none"> ➤ Drama ➤ Art ➤ Music ➤ Dance ➤ Crafts ➤ Choir ➤ Jazz Band ➤ Talent Show
<p>Game Clubs</p> <ul style="list-style-type: none"> ➤ Board games ➤ Cards ➤ Chess
Book Clubs
Photography Clubs
Camping / Outdoor Clubs
Cooking Clubs
<p>Public Speaking Clubs</p> <ul style="list-style-type: none"> ➤ Debate ➤ Oratory
Glee Club
Movie Club
Newspaper Club
Scrap booking Club
<p>Technology Clubs</p> <ul style="list-style-type: none"> ➤ Computers ➤ Audio visual ➤ Multi-media ➤ Website
Sign Language
School Festivals, Performances, Concerts, and Celebrations (Consult flow chart if clarification required)
Travel
Voyager Club
Yearbook

Is this an approved Extra-Curr Activity?



*Teachers may request an activity not listed in Appendix A be considered by submitting [the Extra-Curricular Activities Request Form](#) to the HR Superintendent or PSTA president.

Appendix B:

Pay Period Comparison

Sample of 12 pay employee with summer deferral

	Payroll Amount	Position Code	Step	Pay Level
Gross Earnings	7,136.80	TEACH 1210	CLASS 4	10
Pension Deduction	(547.88)	TEACH 1210	CLASS 4	10
STF Deduction	(72.10)	TEACH 1210	CLASS 4	10
CPP Deduction	(335.95)	TEACH 1210	CLASS 4	10
EI Deduction	(123.47)	TEACH 1210	CLASS 4	10
Federal Tax Deduction	(936.31)	TEACH 1210	CLASS 4	10
Sask. Tax Deduction	(587.63)	TEACH 1210	CLASS 4	10
Group Life Deduction	(14.10)	TEACH 1210	CLASS 4	10
ICP Deduction	(99.92)	TEACH 1210	CLASS 4	10
Net Pay before Deferral	4,419.44	<i>net pay x .1667 = deferral amount</i>		
Summer Deferral Deduction	(736.72)	TEACH 1210	CLASS 4	10
NET PAY	3,682.72	TEACH 1210	CLASS 4	10

Sample of 10 pay employee

	Payroll Amount	Position Code	Step	Pay Level
Gross Earnings	7,136.80	TEACH 10	CLASS 4	10
Pension Deduction	(547.88)	TEACH 10	CLASS 4	10
STF Deduction	(72.10)	TEACH 10	CLASS 4	10
CPP Deduction	(335.95)	TEACH 10	CLASS 4	10
EI Deduction	(123.47)	TEACH 10	CLASS 4	10
Federal Tax Deduction	(936.31)	TEACH 10	CLASS 4	10
Sask. Tax Deduction	(587.63)	TEACH 10	CLASS 4	10
Group Life Deduction	(14.10)	TEACH 10	CLASS 4	10
ICP Deduction	(99.92)	TEACH 10	CLASS 4	10
NET PAY	4,419.44	TEACH 10	CLASS 4	10

STF – Saskatchewan Teachers’ Federation

CPP – Canada Pension Plan

EI – Employment Insurance

ICP – Income Continuance Plan

Appendix C:

Section 9: Reimbursement of Expenses for Approved Stage of Provincial Competition

Extra-Curricular Activity	<i>Travel expenses shall be paid to teacher coaches/leaders in full beginning at this level of competition leading to a provincial championship</i>
Golf	Provincials
Cross-Country	Provincials
Soccer	Regionals
Football	Quarter-Finals
Volleyball	Regionals
Curling	Regionals
Wrestling	Regionals
Basketball	Regionals
Badminton	Regionals
Track	Provincials
Cheerleading	Provincials
Drama	Provincials