



**LAURIER  
TEACHERS  
UNION**

Did you  
Know?



## Welcome back!

Welcome Back, Teachers!

It is hard to believe that summer break is already over. I hope you had time to recoup and relax with family and loved ones.

We hit the ground running August 19th and are ready for the 2021-22 school year – and whatever surprises it has in store for us!

Quick updates will be provided on Facebook or via School Delegates. Other important information will be shared directly with you by email from the LTU Office. We also encourage you to visit our website at [www.ltu.ca](http://www.ltu.ca).

Have a great start to your year and if you need support, we are only an email or phone call away!

Stephanie, LTU President

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## New Teachers

Did you know...  
we are here to support you?

As a new Teacher, you may have many questions about your contract, assignment, sick days, etc. We encourage you to check out the [QPAT New Teachers Handbook](#), the LTU website, or reach out to us with any further questions.

We are here to support you and if you haven't done so already, please fill out the [New Teacher Application](#). Your school delegate can return the application form and your 2\$ to LTU so that you can receive your LTU member card.

## School Committees

Did you know...  
TC, GB & SLSNC members are elected?

Following the first Staff Meeting, the previous LTU representative convenes a meeting to elect the members of TC, GB, SLSNC, and Union Delegate.

Committee member names must be forwarded to the principal within 5 days of the election. While the LTU Delegate, TC Chairperson, and SLSNC Chairperson should be sent to LTU as soon as they are known.

The following clauses of the local collective & the education act outline the composition of the [Teacher Council](#), [SLSNC](#), & [Governing Board](#).

**Upcoming Teacher Council Workshop Dates TBD**  
(for Chairperson, Delegate, & Principal)

## Ped Days

Did you know...  
that TC is consulted on their programming and placement?

TC must be consulted on the programming of the non-board-wide ped. days ([4-2.06 7](#)).

### Ped Day Fun Facts:

- Ped Days are 5 hours long (8-5.02.4)
- You should not be in the presence of students
- Part-time teachers should confirm with administration at the beginning of the school year how their partial requirement to attend ped. days will be split up (8-12.10)
- No absence deduction is made when using a pay-your-own-sub special leave day (5-14.02 p) but permission of the principal is needed.
- The placement of the 4 compensatory ECA ped. days through out the year (4-2.06 25) is also subject to consultation at TC and should be designated at the beginning of the school year.
- In most schools, five of the 20 ped. days are moveable (floaters) and teachers should also be consulted on placement and planning (8-5.02.3).



## Workload

### Did you know...

after October 15, your workload can only change with your consent?

Every year, workloads must be signed in the schools by October 15th. As of October 15th, your workload cannot be modified without your consent. If administrators wish to modify any assigned minutes, they must receive your permission first before making any changes.

What does your workload consist of? Your Total Assigned Workload includes your minutes for teaching, remediation, supervision, homeroom, support, and other tasks.

Workload Documents:

- [Pre-K & Kindergarten](#)
- [Elementary School](#)
- [Secondary School](#)
- [Adult Education](#)
- [Vocational Training](#)

## Schedule for Absence Deduction

### Did you know...

there's a difference between your workload and the schedule for absence deduction purposes?

The schedule for absence deduction purposes includes your Total Presence Time (Total Assigned Time and Personal Work). There is no deadline in the collective agreement for this to be completed, however, it is in your best interest to submit it at the beginning of the school year to avoid being deducted a full day (384 minutes) for every absence.

If changes occur, teachers can revise and resubmit any time. It is used to prepare your absence report at the school which is sent to HR. Failure to submit it will result in losing more pay than necessary.

## Waivers at High School

### Did you know...

there are 3 voluntary waivers that apply for high school Teacher schedules?

**Clauses 8-12.03 and 8-8.03.1 of the local agreement state the following and if any of the below can not be followed a teacher must choose to waive their rights:**

#### Reason 1

a) The presence schedule of each teacher shall include a daily preparation period within the students' timetable at least equal to the duration of the instructional period during which the teacher shall not be assigned duties referred to in clause 8-7.02 (b)\*, unless he or she waives this right in writing prior to October 1.

#### Reason 2

b) The presence schedule of each teacher shall not require that he or she perform any of the duties referred to in clause 8-7.02 (b)\* for more than one hundred and fifty (150) consecutive minutes unless he or she waives this right in writing. A period of recess shall not be considered as interrupting the continuity of these one hundred and fifty (150) minutes.

c) Notwithstanding the above, where the school had adopted an instructional timetable with teaching periods greater than 50 minutes, a recess of at least twenty (20) minutes duration or divided into two (2) blocks of at least ten (10) minutes each during which the teacher is not required to perform any of the duties referred to in clause 8-7.02 (b)\* shall interrupt the continuity of these one hundred and fifty (150) minutes.

#### Reason 3

The teacher shall be entitled to an uninterrupted period of at least fifty (50) minutes for her/his lunch, excluding travelling time for an itinerant teacher. This lunch break shall begin between 11:15 and 13:30

## LTU Committees

### Did you know...

LTU has many committees that require teacher participation?

Every year LTU puts out a call to all Teachers asking for their help in representing their colleagues on the following SWLSB/LTU committees:

- [Educational Policies Committee](#) (3 Teachers)
- [Professional Improvement Committee](#) (3 Teachers)
- [Teacher Training Committee](#) (2 Teachers)
- [Special Education Advisory Committee](#) (2 Teachers)
- [Parity Committee for Special Needs](#) (1 Teacher)
- [Labour Relations Committee](#) (1 Teacher)

As well, LTU has 2 standing committees:

- LTU Finance and Budget (2 Teachers)
- LTU Nominations (3 Teachers)

For more information on each committee's mandate, please click on the committee links above.

## BOD Vacancies

### Did you know...

you can make a difference too?

The following positions are currently vacant:

#### **Director for Laval Junior Academy**

#### **Director for East Laval Elementary**

Genesis ES  
Jules Verne ES  
Terry Fox ES  
St. Paul ES  
St. Vincent ES

If you are interested in representing your Sector, contact Loretta for further details.

## Negotiations

### Did you know...

in education, things have to change now!

There are still elements of the provincial collective agreement that need to be voted on by the general Membership, namely *salary and premiums*. A Special General Meeting will be called before the end of September and all necessary information will be shared with you as soon as possible.

## Contacting LTU

### Did you know...

you are represented in many ways?

Each school & centre elects at least one delegate at the beginning of each school year and is represented by a Sector Director elected to the LTU Board of Directors. In addition to your school Delegates and Sector Directors, teachers can reach out to the LTU office directly with any questions or concerns. We rely on you to keep up with issues that arise at your school and to report them.

Check out [Who We Are](#) for the list of LTU's Delegates & Sector Directors on the [LTU website](#)

LTU Administrative Assistant

[Loretta Gifuni](#)



**Stephan Ethier**  
Director of Membership  
Welfare

#### **Dossiers**

- Labour Relations
- Health & Safety
- Grievances
- Parental Rights
- Medical Leaves
- Workload
- Pay
- Pension
- Insurance
- Staffing
- Contracts
- LTU Board of Directors
- QPAT Board of Directors
- QPAT Membership Plans
- QPAT Health and Safety



**Stephanie McLellan**  
President

#### **Dossiers**

- Spokes Person
- LTU Operations
- Collective Agreements
- Local & Provincial Negotiations
- Labour Relations
- LTU Board of Directors
- LTU Executive
- SWLSB Affairs
- QPAT Affairs
- Social Media & Events
- QPAT Executive:  
Member-at-Large
- QPAT Board of Directors:  
Member-at-Large



**Melanie Massarelli**  
Director of Pedagogical  
Affairs

#### **Dossiers**

- Pedagogical Issues
- Teacher Training
- Teacher Appraisal
- Professional Improvement
- Special Needs
- Parity Committee
- Adult Education
- Vocational Training
- Virtual Campus
- Evaluation/Reporting
- Oversize Classes
- Subject-Time Allocation
- BSR
- QPAT Board of Directors
- LTU Board of Directors

