

Nova Scotia Teachers Union

NSTU REPRESENTATIVE HANDBOOK



2005 EDITION

CONTENTS

Letter from NSTU President 1

NSTU Contact Numbers/Addresses 2

Role of the NSTU Rep 4

Important Dates 5

NSTU Supports for the NSTU Rep 7

 – Structure 8

 – Executive Staff 9

 – NSTU Documents 21

 – Regional/Local Communication Networks 24

 – Contacts—NSTU Services 25

Programs & Services:

 Professional Development Supports 27

 NSTU Counselling Services 27

 Teachers *Plus* Credit Union 27

 Johnson Inc. 27

 Pension Services Group 27

Appendix

 A. Communications Network Contact Form 28

 B. NSTU Reps Contact Form 29

 C. NSTU Representatives Registration Form 31

Glossary of Union Terms 35

Nova Scotia Teachers Union

OFFICE OF THE PRESIDENT



DR. TOM PARKER BUILDING

Dear NSTU Representative,

I want to take this opportunity to thank you for volunteering your time and energy to serve as the representative of the Nova Scotia Teachers Union at your school. We are all very much aware of the increased demands and complexities being experienced by today's classroom teachers and school administrators. To take on the additional responsibilities of NSTU rep is a truly selfless act.

The NSTU representative is critical to the success of the NSTU's mission to serve, lead, and represent the teachers of Nova Scotia. You provide the essential connection between the provincial body, the local, and the individual member. The NSTU rep makes sure that the numerous communications emanating from central office get placed in teachers' mail boxes; distributes *The Teacher*; relays vital information to members during negotiations and crises; directs teachers with questions or problems to the appropriate source of help within the union; brings concerns of his/her staff to local meetings; explains Union decisions and policies to school staff; conducts votes on contracts and elections of provincial executive members, and provincial president; and provides invaluable feedback when difficult issues need to be resolved.

The above is only a partial listing of the duties of the NSTU rep. But it makes clear how indispensable you are to the effective functioning of your Union. Again, thank you on behalf of the NSTU.

Mary-Lou

President

ACKNOWLEDGEMENT

The NSTU would like to acknowledge the many NSTU representatives who provided feedback on the content of this document.



TO CONTACT THE NSTU

We welcome your comments on this document. We are here to support your activities as an NSTU representative. To contact us regarding this or any other matter :

Phone: (902) 477-5621

Toll Free: 1-800-565-6788

Fax: (902) 477-3517

E-mail: nstu@nstu.ca

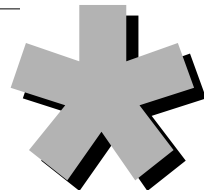
Mail: 3106 Joseph Howe Drive, Halifax, NS B3L 4L7

Website: www.nstu.ca

REMEMBER—

If you have a question or concern, call your Local President or central office.

A listing of Local Presidents with contact numbers can be found in the **Member Diary**.



ROLE OF THE NSTU REP

Because of the importance of regular communication with our members, three key roles are:

- Timely distribution and posting of information received from the **provincial NSTU**.
- Timely distribution and posting of information received from your **NSTU Local**.
- The promotion of the NSTU website.

As NSTU rep you will be called upon to:

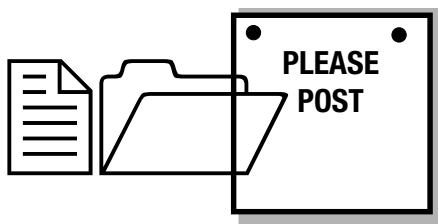
- Direct members' requests to the appropriate Local or provincial support person(s).
- Assist in verifying membership information.
- Liaise with site administrator.

Because of the principal's leadership role within the school, it is important to:

- Keep the principal informed regarding NSTU matters and activities.
- Request time on the staff meeting agenda for NSTU updates.

As NSTU rep you will also be expected to:

- Call other meetings when necessary.
- Assist new teachers to become informed NSTU members.
- Check the contractual status of term, probationary, and permanent contract teachers in your school in November as a follow up to the information provided in Article 48.01 of the Teachers' Provincial Agreement.



IMPORTANT DATES

September 2005

- 6 School Begins
- 15 Deadline: John Huntley Internship Program
- 16 Deadline: Submissions for *The Teacher*
- 16-17 ... Provincial Executive
- 23-24 ... New Member Local Contact Conference

October

- 1 Deadline: PDAF Applications
- 5 World Teachers' Day
- 13 Provincial Executive
- 14 Deadline: Membership Registry feedback
- 14 Deadline submissions for *The Teacher*
- 14-15 ... Local Presidents' Conference
- 22 Professional Associations Provincial PD Day

November

- 4-5 Provincial Professional Development
Conference
- 15 Deadline: Project Overseas Applications
- 18 Deadline: Submissions for *The Teacher*

December

- 1 Deadline: PDAF and Educational Research
Award Applications
- 1 Deadline for nominations: Lieutenant
Governor's Teaching Award
- 2-3 Provincial Executive
- 9 Deadline: Submissions for Council 2006
Resolutions
- 15 Deadline: John Huntley Internship Program
- 16 Deadline: Submissions for *The Teacher*

January 2006

- 19-20 ... Provincial Executive
- 21 Deadline: Submissions for *The Teacher*
- 31 Deadline: In-Province Teacher Exchange

February

- 1 Deadline: PDAF Applications

February, cont'd

- 17 Deadline: Submissions for *The Teacher*
- 16-17 ... Provincial Executive

March

- 15 Deadline: John Huntley Internship Program
- 24 Deadline: Submissions for *The Teacher*

April

- 1 Deadline: PDAF Applications
- 1 Provincial Executive
- 5 Deadline: Submissions Summer Travel Applications
- 23-29 ... Education Week
- 27 Provincial Executive
- 28 Deadline: Submissions for *The Teacher*
- 28-29 ... NSTU Local Presidents' Conference
- 30 Deadline: Deferred Salary Leave Plan Applications

May

- 19-21 ... Annual Council
- 26 Deadline: Submissions for *The Teacher*

June

- 1 Deadline: PDAF Applications
- 2-3 Provincial Executive
- 30 School Ends

July

- 4 NSTU Summer Hours Begin
- 21 Deadline: Sept. issues of *The Teacher*
- 24-28 ... NSTU Summer Shutdown

August

- 1 Deadline: PDAF Applications

September 2006

- 1 NSTU Summer Hours End
- 5 School Begins

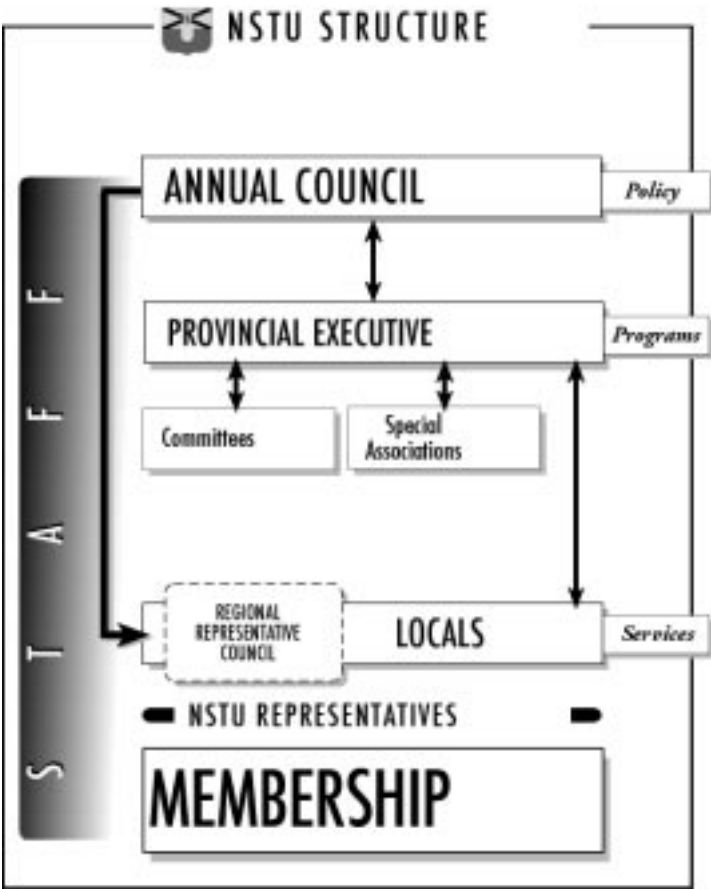


SUPPORTING THE NSTU REP

The NSTU supports the NSTU rep in a variety of ways:

- I ORGANIZATIONAL STRUCTURE**
- II NSTU STAFF**
- III NSTU DOCUMENTS**
- IV REGIONAL COMMUNICATION NETWORKS**
- V CONTACTS—NSTU SERVICES**

I ORGANIZATIONAL STRUCTURE



II NSTU STAFF

The following are the major areas of responsibility at the NSTU and the names of staff working in those areas. This is designed to assist you in locating the right person for what you require.

ACCOUNTING

Ann Kinsman, Bookkeeper

BUSINESS OFFICE

Maureen Smith, Business Manager

COUNSELLING SERVICES

Peter Mullally, Acting Supervisor

Sharon Gibson, Counsellor

Marian McDonald, Counsellor

Darcell Cromwell, Secretary

CURRICULUM / STAFF DEVELOPMENT

Curriculum and Certification

Ron Brunton, Executive Staff Officer, Professional Initiatives

Lise Meunier, Secretary

Inservices

Danny Eddy, Coordinator, Professional Development & Public Affairs

Gail Doucette, Secretary

Earl Rutledge, Coordinator, Professional Development & Technology

Gail Doucette, Secretary

Gérard Cormier, Coordinator, Outreach Programs & Equity Services

Lise Meunier, Secretary

Ron Brunton, Coordinator, Professional Initiatives

Lise Meunier, Secretary

PD Grants

Danny Eddy, Coordinator, Professional Development & Public Affairs

Gail Doucette, Secretary

Research

Ron Brunton, Coordinator, Professional Initiatives

Lise Meunier, Secretary

Technology Initiatives

Earl Rutledge, Coordinator, Professional Development & Technology

Gail Doucette, Secretary

Equity

Gérard Cormier, Coordinator, Outreach Programs & Equity Services

Lise Meunier, Secretary

LIBRARY

Janet Kyle Hathaway, Librarian

MEMBER SERVICES

Contract Interpretation

Bill Berryman, Executive Staff Officer, Member Services

Kate Ingram, Secretary

Bruce Kelloway, Executive Staff Officer, Member Services

Kate Ingram, Secretary

Earle Tubrett, Assistant Executive Director

Khrista Hopper, Secretary

Joan Ling, Executive Staff Officer, Member Services

Deb Savoie, Secretary

Bill Redden, Executive Staff Officer, Member Services

Erin Keefe, Secretary

Early Intervention Program for Teachers

Krista Boychuk, Program Manager (Maternity Leave)

Jennifer Freeman, Acting Program Manager

Heather Richard (Case Coordinator)

Employment Insurance / Maternity and Parental Leave

Joan Ling, Executive Staff Officer, Member Services

Deb Savoie, Secretary

Insurance

Bill Redden, Coordinator, Group Insurance Services

Erin Keefe, Secretary

Negotiations

Bill Berryman, Executive Staff Officer, Member Services

Kate Ingram, Secretary

Bruce Kelloway, Executive Staff Officer, Member Services

Kate Ingram, Secretary

Joan Ling, Executive Staff Officer, Member Services

Deb Savoie, Secretary

Bill Redden, Executive Staff Officer, Member Services

Erin Keefe, Secretary

Pension and Retirement

Bill Redden, Coordinator, Pension Services

Erin Keefe, Secretary

Joan Ling, Executive Staff Officer, Member Services

Deb Savoie, Secretary

PROFESSIONAL SERVICES

Annual Council

Earle Tubrett, Assistant Executive Director

Khrista Hopper, Secretary; Audrey Cuvilier, Coordinator,

Council Preparations

Leadership, Outreach and New Member Services

G rard Cormier, Coordinator, Outreach Programs & Equity Services
Lise Meunier, Secretary

Resolutions and Policy

Monica Maloney, Coordinator, Policy Development & Resolutions
Lillian Pottie, Secretary

Teacher Exchanges

Earle Tubrett (In-Province)
Khrista Hopper, Secretary

PUBLICATIONS**Aviso**

Monica Maloney, Editor
Lillian Pottie, Secretary; Karla Hatt, Desktop Publisher

The Teacher

Angela Murray, Editor
Sonia Matheson, Advertising/Desktop Publisher

PUBLIC AFFAIRS

Danny Eddy, Coordinator,
Professional Development & Public Affairs
Gail Doucette, Secretary

PUBLIC RELATIONS

Paul McCormick, Staff Officer,
PR & Communications
Marcia Hirtle, Secretary
Angela Murray, Staff Officer, PR
& Communications, Editor of
The Teacher
Marcia Hirtle, Secretary

PROFESSIONAL ASSOCIATIONS

Monica Maloney, Coordinator
Linda Kline, Secretary
Sonia Matheson, Desktop
Publisher

Retired Teachers**Organization**

Earle Tubrett, Liaison
Deb Savoie, Secretary

WEBSITE and WEBMAIL

Paul McCormick,
Webmaster
Angela Murray, Assistant
Webmaster
Liane Deslauriers,
Webmail Database
Coordinator
Karla Hatt, Desktop
Publisher



2005-2006 Provincial Executive: Standing (left to right): Jack Toomey, Northside-Victoria; Hope Lemoine, Cumberland; Monica Ryan, Inverness-Richmond; Belinda Snow, Annapolis-Hants-West-Kings; Lee MacKenzie, Cape Breton; Keith Skinner, Antigonish-Guysborough; Terrence Doucette, Queens-Shelburne; Simon Wilkin, Dartmouth; Russell Comeau, Digby-Yarmouth; Hugh Fraser, Halifax City; Glenn DeMone, Lunenburg; Deborah McIsaac, Cape Breton; David MacDonald, Colchester-East Hants; Helen Malle, Halifax County. **Seated (left to right):** Shelley Morse, Annapolis-Hants West-Kings; Scott McKellar, secretary-treasurer, Community College; Alexis Allen, first vice-president; Mary-Lou Donnelly, president; Allan MacLean, second vice-president, Pictou; Susan Noiles, Halifax City; Linda Samson, Conseil syndical acadien de la Nouvelle-Écosse. **Missing from photo:** Bonnie Steeves, Halifax County.

NSTU EXECUTIVE STAFF



Executive Director

Wayne Noseworthy - wnoseworthy@nstu.ca

Coordinator of all programs



Assistant Executive Director

Earle Tubrett etubrett@nstu.ca

- Coordinate Member Services Programs
- Coordinate Sheonoroil Foundation
- Coordinate Legal Services
- Coordinate Regional Services (Prov. Exec.)
- Annual Council
- Arbitration Services
- Contract interpretation
- PIPEDA
- In-Province Teacher Exchange
- EdU Law
- Negotiations



Community College & Negotiating Services

Bill Berryman - bberryman@nstu.ca

- Coordinate Community College Services
- Contract interpretations
- Arbitrations
- Grievances
- Negotiating Services (Provincial & Community College)
- Occupational Health & Safety
- Single-Tier Bargaining



Professional Initiatives

Ron Brunton - rbrunton@nstu.ca

- Coordinate Research & Data Analysis - Membership Statistics
- Coordinate Curriculum Services
- Coordinate Teacher Education & Certification Services: public school/community college
- PD Initiatives
- School Advisory Councils
- CAPTO Initiatives
- Assessment & Accountability
- Technology Initiatives—supplemental support
- Curriculum Services—supplemental support
- Inclusion



Outreach Programs & Equity Services

Gérard Cormier - gcormier@nstu

- Coordinate Union leadership development plans
- Coordinate French Language Services
- Inservice design and delivery (resource to staff)
- Coordinate Equity Initiatives
- Coordinate Union outreach programs for new and prospective members
- Coordinate NSTU Rep Training
- CAPTO Initiatives
- PD Initiatives
- John Huntley Memorial Internship Program



Negotiating Services

Bruce Kelloway - bkelloway@nstu.ca

- Coordinate provincial Negotiation Services (elementary/secondary)
- Coordinate Community College Negotiation Services
- Coordinate Local Negotiation Services
- Contract interpretation and inservices
- Arbitrations
- Grievances



Special Services

Joan Ling - jling@nstu.ca

- Coordinate Special Services—EI/Maternity/Parental
- Pension Services
- Contract interpretation
- Negotiations
- Arbitrations
- Grievances
- ERIP
- APSEA / Negotiations
- Deferred Salary
- Pre-Retirement Seminars



Professional Development & Public Affairs

Danny Eddy - deddy@nstu.ca

- Coordinate Professional Development Initiatives
- Coordinate Public Affairs Programs
- Coordinate initiatives for teachers in administrative positions
- PD Initiatives
- Regional Workshops—TWAR
- CAPTO Initiatives
- Local Professional Development Committees
- Employee Assistance Program
- Summer Learning Opportunities



Governance & Professional Support

Monica Maloney - mmaloney@nstu.ca

- Coordinate Professional Associations
- Coordinate Policy Development
- Coordinate Resolutions Process
- Local Constitutions / Parliamentary Procedure
- Aviso
- CAPTO Initiatives
- PD Initiatives



Pensions & Group Insurance

Bill Redden - bredden@nstu.ca

- Coordinate Pension Services
- Pre-retirement Seminars
- Coordinate Group Insurance Services
- Coordinate Early Intervention Program
- Negotiations
- Arbitrations
- Grievances
- Contract Interpretation
- ERIP



Educational Technologies

Earl Rutledge - erutledge@nstu.ca

- Coordinate Technology Initiatives
- Communications (special projects)
- Leadership Development Conference
- Liaison - Universities
- Joint PD Initiatives—CAPTO
- PD Initiatives
- Inclusion (supplementary support)

NSTU INTERMEDIATE STAFF

Public Relations & Communications



Paul McCormick - pmccormick@nstu.ca

- Coordinate Public Relations Program
- Coordinate Media Relations / News Releases / Conferences
- External and Internal Communications—Advise
- Media Tours
- Advertising
- Research
- CAPTO PR Initiatives
- Webmaster
- Oversee Printing Contract

Public Relations & Communications



Angela Murray - amurray@nstu.ca

- Managing Editor, *The Teacher*
- Media Relations / News Releases /Conferences
- Education Week
- Assistant Webmaster



Business Manager

Maureen Smith - msmith@nstu.ca

- Personnel Management
- Property Management
- Coordinator of Internal Systems
- Investments & Budget
- Management of Employee Pension Plan

Acting Supervisor of Counselling Services



Peter Mullally - pmullally@nstu.ca

- Program Administration
- Assessment & Referral
- Counselling
- School Crisis Intervention / Consultation
- Liaison with community of therapists
- Workshops
- Community Participation

Counsellors



Sharon Gibson & Marian McDonald

sgibson@nstu.ca;

mmcdonald@nstu.ca

- Assessment & Referral
- Counselling
- Workshops
- Community Participation
- School Crisis Intervention / Consultation
- Liaison with community of therapists

SUPPORT STAFF

Darcell Cromwell

dcromwell@nstu.ca

Secretary, Counselling Services

- Counselling Services
- Stress Management Workshop

Gail Doucette gdoucette@nstu.ca

Secretary, Professional Development

- Atlantic PD officers
- DSS
- Educational Research Awards
- NSELC
- Public Affairs
- Public Affairs Conference
- PD Initiatives
- Summer Travel Fellowship
- Summer Learning Booklet
- TWAR
- University Liaison
- VP-PDs / Local PD Conferences
- Professional Development

Erin Keefe ekeefe@nstu.ca

Secretary, Member Services

- Arbitrations/ Grievances
- Early Intervention Program
- General Insurance Matters
- Local Negotiations
- Section 34-36 Cases
- Pre-Retirement Seminars
- Insurance Trustees
- Pension Committee / Partners' Board

Marcia Hirtle mhirtle@nstu.ca

Secretary, Public Relations

- Media Relations
- New Member Program
- Public Relations
- School Media Tours
- Sheonorol
- Teacher Resources
- *The Teacher* (Assistance)
- School Rep & Local Presidents' Mailings
- Education Week

Kate Ingram kingram@nstu.ca

Secretary, Member Services

- Arbitrations/ Grievances
- Arbitration Summaries
- Booklet & Pamphlet Updates
- Community College Agreement
- Local/Regional Negotiations: Halifax, Cape Breton, Southwest, APSEA
- CCEWC
- Member Services
- Job Security

Linda Kline lkline@nstu.ca

Secretary, Professional Associations

- Professional Associations
- Conference Book
- Conference Preparation
- Handbook
- Leadership Conference
- Mailings
- Newsletter input
- Professional Association Membership Lists
- Curriculum
- Professional Associations Coordination Committee

Patty Maher pmaher@nstu.ca

Secretary to the Executive Director

- Responsibilities for the Executive Director
- John Huntley Memorial Internship Program
- Presidential Election
- Ratification Vote Documents
- Council
- CAPTO
- Finance & Property
- Personnel
- Table Officers

Lise Meunier lmeunier@nstu.ca

Secretary, Professional Development

- CONTACT
- Equity Initiatives
- Inclusion
- Certification / CC Certification
- John Huntley Memorial Internship Program
- PDAF
- French Language Services
- TIP
- Translation
- Reserve/Associate Membership
- Advisory Board - Cape Breton University
- Affirmative Action
- Assessment & Accountability
- Women in Education
- CAAC & CAAC-PS
- College Advisory Committee on Professional Training
- Comité de programmation acadienne
- Substitute Teacher Committee
- Equity
- Minister's Advisory Committee on Teacher Certification

Lillian Pottie lpottie@nstu.ca

Secretary, Professional Services

- Aviso
- Legislative Submission
- Local Constitutions
- Policy
- Parliamentary Procedures
- Council Workbook
- Resolutions
- Reports (Referred & Disposition)
- PreCouncil Local Vote
- Structure Review
- Submissions
- Prime Minister Awards
- Resolutions

Bev Quillan bquillan@nstu.ca

Secretary to the President

- Responsibilities for the President
- Budget Work Group
- Local Presidents and Treasurers
- Nominating Committee
- Database management
- Council

Debra Savoie dsavoie@nstu.ca

Secretary, Member Services

- Arbitrations / Grievances
- CTF Documentation
- Deferred Salary
- ERIP
- EI / Maternity
- Provincial Agreement
- RTO
- Local Negotiations: CSANE, Valley
- PEWC
- Professional Committee
- Single Tier

Karla Hatt - khatt@nstu.ca

Desktop Publisher

- AVISO
- Council Workbook
- Resolutions Booklet
- Design, layout and edit NSTU publications including newsletters, pamphlets, brochures, posters, advertisements
- Proofreading
- Professional Associations Conference Booklet
- Web page Maintenance
- Electronic Documents (PDF)

Audrey Cuvillier acuvillier@nstu.ca

Administrative Assistant

- Coordinator—Council preparations
- Policy
- Provincial Executive meetings and functions
- Provincial Executive Database
- Executive Planning
- Guidebook updates

Liane Deslauriers

ldeslauriers@nstu.ca

Database Coordinator

- Softec
- Webmail Data
- Cases/Legal Billing
- Membership Registry / Teacher database
- Local/Committees
- Schools/School Rep
- P/A Conference Reg. Data
- Survey Data

Joe Gallant

Building Custodian

- Meeting room setup
- Building Security
- Mail
- General janitorial duties

Janet Hathaway

jhathaway@nstu.ca

Librarian

- Ordering of books
- Cataloguing & managing collection
- Circulation and inter-librarian loans
- Subscriptions
- Management of Library Budget
- Print/Web Indices Searches

Khrista Hopper

khopper@nstu.ca

Supervisor of Office Services

- Responsibilities for the Assistant Executive Director
- Administer Internal Document Transfer to Webmaster
- Coordinate Air Travel
- Council
- File Management & Retention
- In-Province Teacher Exchange
- Internal Office systems
- Internal technology & network administration
- Regional Elections
- Sheonoroil

Renee Montgomery

rmontgomery@nstu.ca

Receptionist / Typist

- Switchboard
- Mail and faxes
- Hotel bookings
- Meeting room bookings
- Professional Associations correspondence, membership lists, newsletter input, mailings and minutes

Ann Kinsman akinsman@nstu.ca

Bookkeeper

- Accounts payable, receivable
- Ceridian Payroll Maintenance
- Financial statements
- PDAF
- Reconciliation of Investment Portfolio
- Shenonoroil
- Various Accounts Teachers *Plus*
- Year End Audit Preparation
- Budget Work Group
- Finance & Property

Sonia Matheson

smatheson@nstu.ca

Desktop Publisher

- Design and layout of *The Teacher*
- *The Teacher*—advertising, distribution and accounts
- Design and layout of Professional Associations (PA) newsletters
- PA Conference Book
- Electronic Documents (PDF)
- Coordinate September School Mailing
- Member Diary
- Proofreading

Krista Boychuk

kboychuk@nstu.ca

Early Intervention



*Program Manager
(Maternity Leave)*

Jennifer Freeman

jfreeman@nstu.ca

EIP Acting Program Manager



- Program Administration
- Develop & implement return-to-work programs
- Meet with teachers, employers, health care practitioners
- Promote EIP
- Report to Insurance Trustees
- Assist teachers when applying for disability benefits

Heather Richard

hrichard@nstu.ca

EIP Case Coordinator



- Develop & implement return-to-work programs
- Meet with teachers, employers, health care practitioners
- Report to EIP Manager
- Assist teachers when applying for disability benefits

Hilton Smith

Building Dayman

- Meeting room setup
- Mail
- General janitorial duties

III NSTU DOCUMENTS

As an NSTU rep you should have the following essential documents on hand for easy reference:

Regional Agreement

The Regional Agreement governs relations between the school board and the teacher. It contains such items as personal leave, staffing procedures including surplus and term recall, and grievance procedure.

Provincial Agreement

The Provincial Agreement governs relations between the government, as employer, and the teacher. It contains such items as salary, tenure and provincial programs like deferred salary leave, successor rights, certification, PDAF and professional development.

Member Diary

This document is a useful reference for many of the questions usually posed to NSTU reps.

NSTU Rep Insurance Profile

Distributed each fall by NSTU Insurance Trustees.

NSTU Guidebook

Comprising the NSTU Constitution, Policy and Operational Procedures, this is a one-stop reference for Union governance.

Much of this information is available on the NSTU website, www.nstu.ca. Copies of the above can also be ordered through central office.

Documents for NSTU Members

The following documents are produced by the NSTU to provide information to our members. The most recent copies will be found on the NSTU Website. Print copies may be obtained from central office. In certain cases, only limited print copies are available.

GOVERNANCE

- Hints for Effective Policy Writing
- Hints for Effective Resolution Writing
- Making NSTU Meetings Work
- NSTU Guidebook
- NSTU Policy Procedures
- NSTU Procedures: Council Resolutions
- NSTU Representatives' Handbook
- NSTU Representative Training Template
- Resolutions Booklet
- The Resolutions Process—Roles and Responsibilities

COMMUNICATIONS

- Parent-teacher Conferences
- Public Relations and School Programs
- The Edge (how the media work)
- Study Tips

COMMUNITY COLLEGE MEMBERS

- Benefits of Membership for Community College Members
- Community College Professional Support Agreement
- Community College Faculty Agreement

MEMBER SERVICES

- All regional agreements
- Atlantic Provinces Special Education Authority Agreement
- Early Intervention Program for Teachers (brochure)
- MEDOC Travel Plan
- Occupational Health and Safety Act: Questions and Answers
- Retired Teachers Group Insurance Plan

Teachers' Guide to Disability Benefits
Teachers' Guide to Employment Insurance
Teachers' Guide to Maternity and Parental Leave
Teachers' Guide to Pension Plan & Retirement Tips
Teachers' Guide to the Deferred Salary Leave Plan
Teachers' Provincial Agreement
Term Contracts for Nova Scotia Teachers: Popular
Questions

NEW TEACHERS

A Handbook for Beginning Teachers
Benefits of Membership for Public School Teachers
New Member's Guide to the NSTU
Teacher Induction Program (brochure)

PROFESSIONAL DEVELOPMENT

Professional Development Offerings of the NSTU
(brochure)
Summer Learning Opportunities for Teachers

PUBLICATIONS

AVISO Magazine
Member Diary
The Teacher

PROFESSIONAL ASSOCIATIONS

Newsletters for each Professional Association
NSTU Professional Associations Handbook
Professional Associations Conference Booklet

SUBSTITUTE TEACHERS

A Handbook for Substitute Teachers
Reserve Member Group Insurance Book
Substitute Teaching for Nova Scotia Teachers: Popular
Questions

IV REGIONAL/LOCAL COMMUNICATION NETWORKS

I **NSTU Reps in Local**

Each school has a Union rep(s). Reps provide the essential connection between the provincial body, the Local and the individual member.

II **Local Executive**

This executive is made up of teachers elected from the Local. The Local Executive is a committee of the Provincial Executive and conducts the business of the Local.

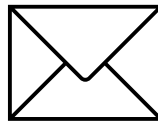
III **Regional Representative Council (RRC)**

The RRC represents the bargaining unit and deals directly with the school board.

IV **Provincial Executive**

The Provincial Executive is comprised of teachers elected from across the province to represent NSTU members. They meet monthly and direct the business of the Union between Councils. A list of Provincial Executive members can be found in the Member Diary.

Lists of Local Executive, RRC members and NSTU reps can be obtained from your Local President.



V CONTACTS—NSTU SERVICES

If you need further information from central office on any of the following matters, please contact the person or department indicated below. In Halifax, call 477-5621; or call toll free, 1-800-565-NSTU (6788); or email nstu@nstu.ca.

Accounting	A. Kinsman
Administration (General)	W. Noseworthy
APSEA Contract	J. Ling
Aviso	M. Maloney
Canadian Teachers' Federation	W. Noseworthy
Certification	R. Brunton
Community College	B. Berryman / B. Kelloway
CONTACT Conference	G. Cormier
Council (Annual Meeting)	E. Tubrett
Counselling Services	P. Mullally
Curriculum	R. Brunton
Deferred Salary Leave Plan	J. Ling
Developing Successful Schools	D. Eddy
Early Intervention Program for Teachers .	K. Boychuk
Early Retirement Incentive Program	J. Ling
.....	& B. Redden
Education Students	E. Rutledge
Education Week	A. Murray
Educational Technologies	E. Rutledge
Elections (Regional Executive Members) ...	E. Tubrett
Employees Assistance Program	D. Eddy
Employment Insurance	
Appeals	J. Ling
Information	J. Ling
Equity	G. Cormier
Finance	W. Noseworthy
Grievances	Member Services
Insurance	B. Redden

International Assistance	W. Noseworthy
Leadership Training	E. Rutledge
Locals (general communication)	W. Noseworthy
Local Professional Development	
Committees	D. Eddy
Membership Registry	R. Brunton
Member Services	
Discipline	E. Tubrett
Multiculturalism	G. Cormier
Negotiations	B. Kelloway/B. Berryman
New Member Initiatives	G. Cormier
NSTU Guidebook	M. Maloney
NSTU Representatives	R. Brunton & G. Cormier
Occupational Health & Safety Act	B. Berryman
PD Grants (NSTU)	D. Eddy
PD Workshops	E. Rutledge, G. Cormier & D. Eddy
Pensions	B. Redden/J. Ling
PIPEDA	E. Tubrett
Professional Agreements	Member Services
Professional Associations	M. Maloney
Professional Cases (Discipline)	J. Ling
Program Development	
Assistance Fund (PDAF)	D. Eddy
Project Overseas	M. Maloney
Promotional Services	P. McCormick
Property	M. Smith
Provincial PD Committee	D. Eddy
Public Affairs	D. Eddy
Public Relations	P. McCormick
Resolutions (Council)	M. Maloney
Retired Teachers Organization	E. Tubrett
Summer Learning Opportunities	D. Eddy
<i>The Teacher</i>	A. Murray

Professional Development Supports

The NSTU supports the professional development of teachers in a variety of ways.

Through negotiations at the Provincial Level, the Program Development Assistance Fund was established. At the Regional level, monies are managed through the professional development fund. Teachers seeking P.D. support should become familiar with these articles.

The Provincial body also offers grants for Summer Travel and Educational Research grants, as well as grants through the Sheonoroil Foundation to support school-based anti-violence programs.

It should be noted that participation in professional development activities is essential to professional growth.

NSTU Counselling Services

The NSTU provides high quality, short-term counselling services to members. The service is voluntary, confidential and has no user fees.

Teachers must self-refer by calling the NSTU, 477-5621 locally in Halifax, or toll-free at 1-800-565-6788, and ask for counselling services.

Teachers *Plus* Credit Union (TPCU)

The Teachers *Plus* Credit Union is a full service financial institution which serves teachers and their families. Members can contact the Credit Union by calling (902) 477-5664 or 1-800-565-3103.

Johnson Inc.

To enroll in insurance plans or to receive answers to insurance questions, call Johnson Inc., the Plans Administrator, at 1-800-453-9543 or (902) 453-9543.

Pension Services Group

The Pension Services Group, a division of the Nova Scotia Department of Finance, is the Administrator of the Teachers' Pension Plan. To obtain individual pension data or to receive quotes for purchases, call 1-800-774-5070 or 424-5070.

APPENDIX A

COMMUNICATION NETWORKS CONTACT INFORMATION

	Phone	Fax	E-mail
NSTU Provincial (office)	1-800-565-6788	477-3517	nstu@nstu.ca
NSTU Executive Staff Liaison			
Provincial Executive Member(s)			
Local President			
Local Executive Members			
VPPD			
VP Economic Welfare			
VP Communications			
VP Public Affairs			
VP Public Relations			
Secretary			
Treasurer			
NSTU Local (office)			

APPENDIX C
NSTU REPRESENTATIVES REGISTRATION FORM

Each school should submit the following form to NSTU central office as early as possible in the school year. Either photocopy the two pages or remove them by cutting on the dotted line. As well, this form will be sent out early in September from central office. Additional copies are available from central office as needed or from the NSTU website.



NSTU REPRESENTATIVES REGISTRATION FORM

APPENDIX D

NSTU REPRESENTATIVE(S) (one rep. recommended for every 25 teachers)

Name:

NSTU Webmail:

Prof. #:

@nstu.ca

@nstu.ca

TOTAL NUMBER OF TEACHERS IN SCHOOL FOR NSTU MAILING PURPOSES

(do not include APSEA teachers as they receive information at the Centre or at home)

NAME OF SCHOOL _____

ADDRESS OF SCHOOL _____

POSTAL CODE _____

TELEPHONE NUMBER _____

FAX _____



GRADE LEVELS IN SCHOOL

Grade Level (ex. P-3, 4-6) :

- Elementary _____
- Junior _____
- Senior _____

- Community College
- Other (please specify) _____

Please indicate if your school has more than one site, encompasses more than one school at one address or has re-located since last year.

Principal's Name: _____

Please forward to:

Liane Deslauriers
 Nova Scotia Teachers Union
 3106 Joseph Howe Drive, Halifax, Nova Scotia B3L 4L7
 Phone: 479-4733 Fax: 477-3517

Glossary of Union Terms

The following glossary may help you to understand and explain some common union terms to members on your staff.

arbitration – A method of settling disputes through the intervention of a third party whose decision is final and binding. Such a third party can be either a single arbitrator, or a board consisting of a chairperson and one or more representatives. Arbitration is often used to settle major grievances and for settling contract interpretation disputes.

C.T.F. – Canadian Teachers' Federation, representing all Canadian teacher associations.

collective agreement – A contract (agreement and contract are used interchangeably) between one or more unions acting as bargaining agent, and one or more employers, covering wages, hours, working conditions, fringe benefits, rights of workers and union, and procedures to be followed in settling disputes and grievances.

collective bargaining – Method of determining wages, hours, and other conditions of employment through direct negotiations between the union and the employer. Normally the result of collective bargaining is a written contract that covers all employees in the bargaining unit.

conciliation and mediation – A process which attempts to resolve disputes by compromise or voluntary agreement. In contrast with arbitration, the mediator, conciliator or conciliation board does not bring in a binding award and the parties are free to accept or to reject its recommendation. The conciliator is often a government official while the mediator is usually a private individual appointed as a last resort.

CONTACT - Conference On New Techniques And Classroom Teaching; a collaborative initiative of the four Atlantic Province teacher organizations.

contract proposals – Proposed changes to the collective agreement put forward by the union or the employer and subject to collective bargaining.

contracting out – Practice of employer having work performed by an outside contractor and not by regular employees in the unit.

D.S.S. - Developing Successful Schools Institute; a leadership training opportunity for administrators or prospective administrators which is co-sponsored by the four Atlantic Province teacher organizations.

fringe benefits – Non-wage benefits, such as pensions, health and welfare provisions, life insurance, etc., the cost of which is borne in whole or in part by the employer.

grievance – Complaint against management by one or more employees, or a union, concerning an alleged injustice. Procedure for the handling of grievances is defined in the local and provincial agreements.

injunction – A court order restraining an employer or union from committing or engaging in certain acts. An *ex parte* injunction is one in which the application for the injunction is made in the absence of the party affected.

Local (Union) – The basic unit of union organization. The NSTU is divided into 22 locals: 20 are geographic, one corresponds to CSAP, and one represents the provincial community college members. These locals have their own constitutions and elect their own officers; they are responsible for the negotiation and day-to-day administration of the collective agreements covering their members.

lockout – A phase of a dispute in which management refuses work to employees or closes its establishment in order to force a settlement on its terms.

picketing – Patrolling near employer's place of business by union members—*pickets*—to publicize the existence of a dispute, and persuade workers to join a strike, or join a union.

PIPEDA – *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c.5.

PIPEDA was brought into force in three stages.

Stage 1: Federally-regulated private sector and out-of-province exchanges of personal information

Starting on January 1, 2001, the law applied to personal information of clients and employees in the federally regulated private sector, such as airlines, banking, broadcasting, interprovincial transportation and telecommunications. It also applied to all organizations that disclose personal information for consideration outside a province or the country.

Stage 2: Health information

Starting January 1, 2002, the law has also applied to personal health information for the organizations and activities already covered in the first stage.

Stage 3: Commercial use of personal information within individual provinces

On January 1, 2004, PIPEDA extended to every organization that collects, uses or discloses personal information in the course of a commercial activity within a province, whether or not the organization is a federally-regulated business or not. However, the federal government may exempt organizations and/or activities in provinces that have adopted privacy legislation that is similar to the federal law; Nova Scotia has not done so, but Alberta, British Columbia and Quebec have privacy legislation that exempts them from the application of PIPEDA.

R.E.W.C. – Regional Economic Welfare Committee.

This is a sub-committee of the R.R.C. Its mandate is to prepare the local asking package, negotiate a contract with the board and ensure proper implementation of the contract.

R.R.C. – Regional Representative Council. Comprised of representation from each of the Locals within a regional board. It consists of the Local President and the R.R.C. Chair. The R.R.C. deals directly with the board.

strike – A cessation of work or a refusal to work or to continue work by employees in combination or in accordance with a common understanding for the purpose of compelling an employer to agree to terms or conditions of employment. Usually the last stage of collective bargaining, when all other means have failed. Except in special cases, strikes are legal when a collective agreement is not in force. *Rotation* is a strike organized in such a way that only part of the employees stop work at any given time, each group taking its turn. *Wildcat strike* is an illegal strike.

strike vote – Vote conducted among members of a union to determine whether or not to go on strike.

work-to-rule – A deliberate slowing down of work effort, in order to raise the employer's awareness of a particular issue or issues.



NOVA SCOTIA TEACHERS UNION

3106 Joseph Howe Drive
Halifax, Nova Scotia B3L 4L7
www.nstu.ca

*Comments on this document are welcomed.
Toll free: 1-800-565-6788 E-mail: nstu@nstu.ca*

© NSTU, September 2005