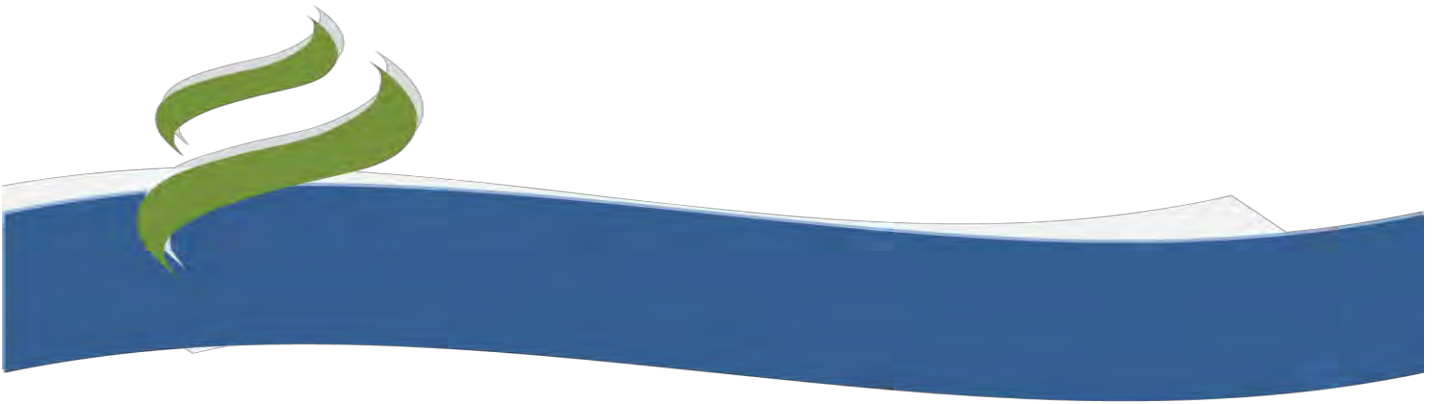


LINC Agreement

Teachers' Local Agreement

2025 - 2028



Between:

The Board of Education of Northern Lights School

Division No.113 and

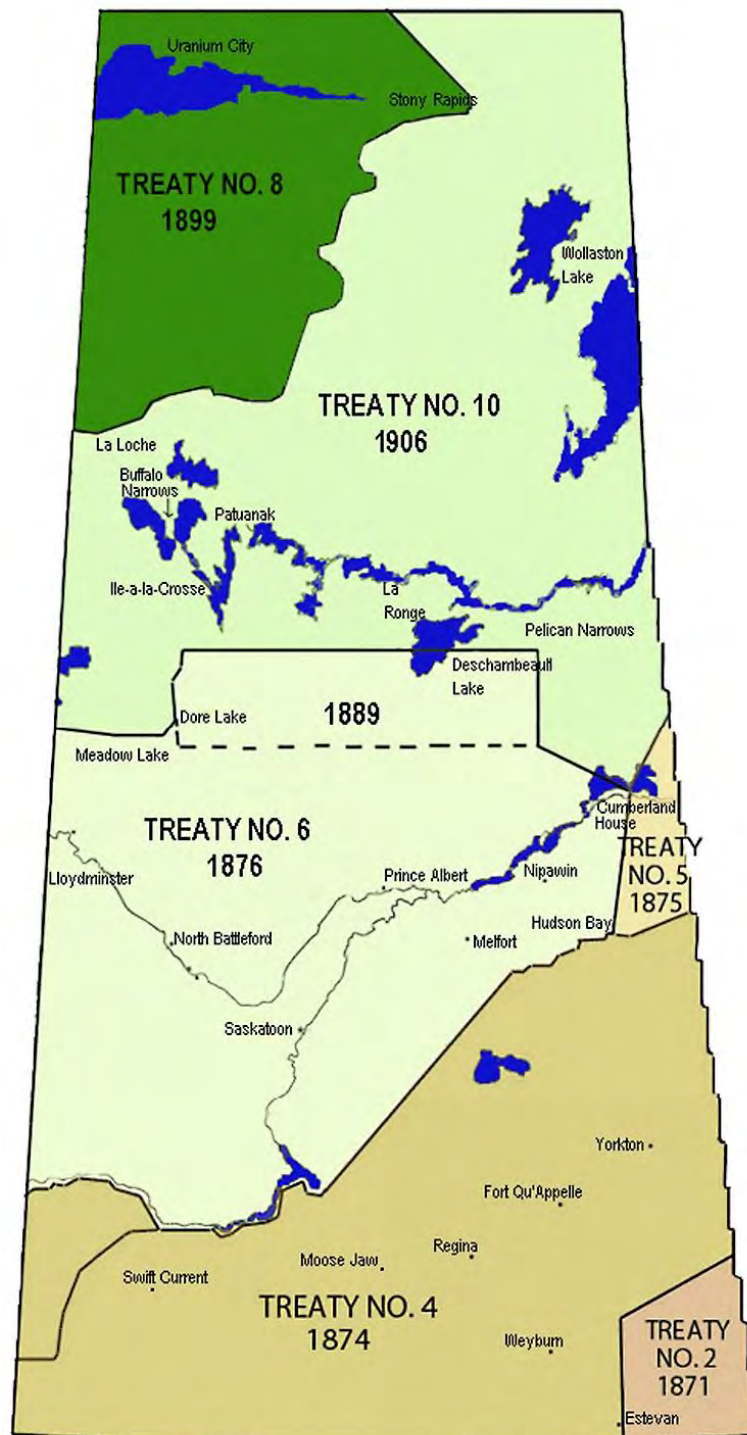
The Teachers of the Northern Area Teachers' Association of Saskatchewan



Land Acknowledgement

We are currently on Treaty 6 Territory and the Homeland of the Métis. The boundaries of Northern Lights School Division extend to Treaty 5, 8 & 10 territories. We give thanks to the Cree, Dene, Saulteaux, and Métis peoples for the ability to learn, live and work on their traditional lands. We pay our respects to the Elders, both past and present, who have occupied this land throughout generations.

Treaty Map of Saskatchewan





Teachers' Local Agreement Local Implementation Negotiation Committee (LINC)

BETWEEN:

THE NORTHERN LIGHTS SCHOOL DIVISION No. 113, BOARD OF EDUCATION

Hereinafter called "The Board"

AND

The Teachers of the

NORTHERN AREA TEACHERS' ASSOCIATION OF SASKATCHEWAN

Hereinafter called "The Teachers"

This Agreement, negotiated in accordance with *The Education Act, 1995*, shall be effective from September 1, 2025 to August 31, 2028 and thereafter until revised in accordance with *The Education Act, 1995*. Unless the context otherwise requires, all terms and expressions used in this Agreement shall have the same meaning as are given them in *The Education Act, 1995*, and *The Interpretation Act*.

The terms and conditions herein reduced to writing represent the whole Agreement negotiated by the parties and are not subject to any additional terms and conditions other than those, if any, prescribed by law.



VALUE STATEMENT

The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between Northern Lights School Division No. 113 and the Northern Area Teachers' Association. This agreement will help to accomplish our goals by setting terms and conditions of employment relating to both allowances and working conditions, which affect all employees covered by this agreement.

Both parties agree to improve the quality of education in the Northern Lights School Division No. 113, to maintain professional standards and the highest quality of instructional service, and to promote the well-being and increased efficiency of its teachers so that the students and the people of the school division will be effectively served. Accordingly, all are in support of this Local Agreement and are committed to continue an effective working relationship now and in the future.

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SECTION 1

SALARIES FOR SUBSTITUTE TEACHERS

- 1.1 A substitute teacher, holding a valid Saskatchewan Teaching Certificate, shall be paid a daily rate equivalent to the teacher's annual rate of salary in accordance with the Provincial Collective Bargaining Agreement (PCBA), based on the formula below.

Formula: **Daily Rate** =
$$\frac{1}{\text{number of school days in the school year}}$$

- 1.2 Payment made in accordance with Section 1.1 of this agreement shall be deemed to include the amount payable in lieu of annual vacation.
- 1.3 Substitute teachers who possess a current temporary teaching permit, but who do not possess a permanent teaching certificate, shall receive a daily allowance of two hundred and sixty dollars (\$260.00). Payment made in accordance with this agreement shall be deemed to include the amount payable in lieu of annual vacation.

SECTION 2

PAY PERIODS FOR TEACHERS

- 2.1 **Payment of Salaries**
Teachers are paid in 12 monthly installments by default. A portion of their monthly salary is automatically deducted and deposited into the Summer Savings Plan, which is paid out in four equal installments over July and August.
A teacher may request to opt out of the Summer Savings Plan at any time by contacting Payroll. If a teacher opts out, they cannot opt back in until the next school year.
A teacher may also request a salary advance at any time through Payroll.
See **Appendix A – Form 400-4 Direct Deposit** for related processes.
- 2.2 **Dates of Payment**
Payments will be made to the teacher's bank on the last banking day prior to the 16th of the month and the last banking day of the month, except the final December payment, which will be made on the last teaching day of the month.
- 2.3 **Earning Statements**
Earning statements are available through the online employee information system www.nlsd113.ca.

SECTION 3

SPECIAL ALLOWANCE

- 3.1 **Consultants Allowance**
Each Teacher assigned as a consultant in the employ of The Board shall be paid an annual Consultant's Allowance in the amount of thirteen percent (13%) of their salary scale as provided in the Provincial Collective Bargaining Agreement. Where the consultant position is less than 1 (one) FTE, the allowance will be applied to that portion of the

consultant duties ie: 50% consultant duties equal 50% allowance.

Specialists (Speech and Language Pathologist, Occupational Therapist and Educational Psychologists) in the employ of The Board shall be paid an annual Consultant's Allowance in the amount of twenty percent (20%) of their salary scale as provided in the Provincial Collective Bargaining Agreement.

Formula: **Annual Consultant Allowance** = Percentage employed as consultant/specialist **X** (STF Salary Grid) **X** applicable %

Formula: **Daily Consultant Allowance** =
$$\frac{(\text{STF Salary Grid}) \times \text{applicable \%}}{\text{Teacher days in school year}} \times \text{days employed as a consultant/specialist}$$

- 3.2 Notwithstanding Section 3.1 of this agreement, any consultant receiving an allowance greater than that provided in Section 3.1 shall continue to receive that allowance until they are no longer employed by The Board, the teacher's job description changes such that no allowance is warranted, or the amount of the current allowance is superseded by that provided in Section 3.1 of this agreement.
- 3.3 Professional fees - educational psychologists in the employ of The Division will have their annual membership professional fee paid by the Board.

SECTION 4

REIMBURSEMENT OF TRAVEL AND MOVING EXPENSES

- 4.1 With the exception of the annual convention, when a teacher or principal is required and authorized by the Superintendent of Education to attend meetings, workshops, and institutes outside of their community, all reasonable travel and sustenance expenses shall be reimbursed at and in accordance with Board-approved rates. See **Appendix B Form 501-1 Expense Claim**.
See the website www.nlsd113.ca for current mileage & travel rates **Form 501-2**.
- 4.2 The Board will provide scheduled air transportation, out of La Ronge, Prince Albert, or Saskatoon, for four (4) round trips per year, one (1) of which will be to and from the community at the beginning and end of the school year, for teachers and their immediate families (spouse and dependent children) based in fly-in communities. Teachers who make their own or other arrangements for travel shall be limited to the lesser of the equivalent airfare from the community to La Ronge or mileage at Board-approved rates.
- 4.2.1 For teachers on a temporary contract, three of the four round-trip flights will be prorated based on the number of days worked. (Number of days of contract divided by number of days in school year multiplied by three. Result will be rounded to the nearest half.)
- 4.3 Teachers based in fly-in communities who are on a continuing contract with Northern Lights School Division may transfer one (1) round-trip flight to an immediate family member (children, including adult children, mother, father, stepmother, stepfather, mother-in-law, father-in-law or grandmother, grandfather). All conditions as stated in Section 4 will apply.

- 4.4 Transportation for teachers in fly-in communities, as outlined in Section 4.2 of this agreement, is non-accumulative. A teacher terminating their contract with the Board prior to the end of the school year shall be responsible for all costs associated with leaving the community.
- 4.5 The Board will provide a freight subsidy to teachers living in fly-in communities in the amount of one thousand five hundred dollars (\$1500) per year.
- 4.5.1 For teachers on a temporary contract, the freight subsidy will be prorated. (Number of days of contract divided by number of days in school year multiplied by \$1500).
- 4.6 The Board will reimburse board-initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community in which the school is located as follows: See **Appendix C - Moving Expenses Form 500-1**. See the website www.nlsd113.ca for current mileage & travel rates **Form 501-2**.
- 4.6.1 LIMIT – The total moving allowance shall not exceed \$3000 per teacher.
- 4.6.2 FREIGHT - Reasonable ground freight charges supported by original receipts.
- 4.6.3 TRAVEL – Mileage at Board rates for trips and/or air travel to the school community supported by original receipts.
- Air travel as provided in Section 4.3.
 - Mileage is at Board rates listed in **Form 501.2**
- 4.6.4 MEALS – meal allowance at board rates for the teacher and up to two additional people
- 4.6.5 HOTEL - Reasonable hotel room costs supported by original receipts.
- 4.6.6 FLY-IN COMMUNITIES
- Travel reimbursement shall be the lesser amount of either air travel or mileage for vehicle trips to the school community. Vehicle trips are defined as point A to point B.
 - Reasonable air freight costs shall be reimbursed outside of the \$3000 limit.
- 4.6.7 Should a teacher on a temporary contract be offered and accept a permanent contract within the current year in the same community, the teacher shall receive up to the remaining balance of the initial three thousand dollars \$3000 moving allowance.
- 4.7 A teacher terminating their contract prior to the expiration of the school year shall repay any moving allowance or freight subsidy received during the school year, prorated for the proportion of the teaching contract the teacher did not fulfill (see calculations below). In extenuating circumstances, The Board may waive repayment of the amount owing or any portion thereof.

Formula: **Amount repayable =**

Allowance paid during the school year $\times$ $\frac{\text{Contracted teaching days remaining in school year}}{\text{Total contracted teaching days in school year}}$

- 4.7.1 The Teacher authorizes the Board to deduct the repayment amount from the Teacher's final pay. If the amount owing exceeds the final pay, the Teacher shall remit the remaining balance to the Board within thirty (30) days of the final pay date. Any unpaid balance after this period may be subject to recovery through other lawful means.

SECTION 5

PROFESSIONAL DEVELOPMENT

5.1 Definitions

5.1.1 Professional development

The intent of professional development is to enhance the ability of teachers to support **The Good Life**; "mitho-pimatisowin", "miyo-pimatisowin", "mino-pimatisowin", "hotiyé ʔeghena", "hokiyé ʔeghena" for students and to enhance teacher skills in relation to the Division's Strategic Plan.

This may include, but is not limited to: taking academic classes (e.g., online classes), non-credit classes, short courses, webinars, attending conferences, curriculum networking, and participating in workshops or seminars. For the purpose of facilitating the management of issues arising from teacher involvement in professional development and to ensure the equitable and optimum allocation of resources for professional development in this contract, leaves will be administered in three categories.

5.1.2 Short-term education leave is intended to allow and support teachers to access learning opportunities intended to meet the immediate needs of the teacher or the school.

5.1.3 Medium-term education leave is intended to allow and support teachers to access learning opportunities that will support division program objectives or improve/broaden the qualifications of teachers.

5.1.4 Long-term education leave is intended to allow and support teachers to access academic learning.

5.2 For terms and attributes of the three categories of educational leave, refer to the table below:

Leave/Attribute	Short-term	Medium-term	Long-term
Rationale	Immediate needs of teacher or school See Section 5.1	Teacher qualification or support to division program. See Section 5.1	Academic qualifications See Section 5.1
Duration	Up to 10 days per academic year	11 teaching days up to 4 months	5-14 months
Application Date	1 month prior to leave	Sept. 20 for Jan. 1 Jan. 15 for Apr. 1 Apr. 15 for Sept. 1	February 1 for the following academic year Appendix E
Application Form	Appendix D1	Appendix D2	Appendix D3 Appendix E
Approval Process	Principal to recommend Superintendent to approve	*4-person committee *Principal and Superintendent recommend *Director of Education approve	* 4-person committee * Director recommend * Board approve
% of salary paid	100%	51-71% See 5.3.2.6.2	51-71% See 5.3.3.3
Replacement required	Substitute	Temporary contract of qualified teacher	Temporary contract of qualified teacher
Limit on total number of leaves		12 leaves per year 1 leave per teacher	4 leaves per academic year.
Return service required	None	Twice the leave of school days taken 2:1 ratio See 5.3.2.8	Twice the leave of school days taken 2:1 ratio See 5.3.3.9.1
Eligibility	None	1 year	2 years
Expenses for Leave	If initiated by Board it will be paid at Board rates. If initiated by teacher will be paid at NATA/School rates.	Educational Bursary See section 7	% of salary only Not eligible for Bursary

*** Teachers applying for courses directly related to their professional growth plan will be given preference**

5.3 Administrative and Application Details

5.3.1 Short-term Education Leave Details

- 5.3.1.1 Submit application to principal one month prior to leave. The principal is to recommend, and the superintendent is to approve.
See **Appendix D1 Short-Term Education Leave application**- teacher-initiated only.
- 5.3.1.2 Recipients of Short-Term Educational Leave teacher-initiated may receive reimbursement from NATA and/or school professional growth funds.
- Recipients of Short-Term Educational Leave, Board-initiated, will receive full reimbursement of travel expenses at Board rates. For Board-initiated professional development opportunities, the superintendent will provide a registration form, which will serve as the leave request.
- Short-term education Leave will not be available for programs already sponsored by NLSD.
- 5.3.1.3 Upon completion of the event, the teacher will provide a short summary of the content of the PD and submit to Human Resources hroffice@nlsd113.ca.

5.3.2 Medium-Term Educational Leave Details

- 5.3.2.1 Medium-Term Educational Leave may be granted to a teacher at the request of the principal, and with prior recommendation of the Medium-Term Education Leave Committee and the Superintendent of Education.
- 5.3.2.2 To qualify, any teacher with one (1) or more years of continuous service with The Board shall be eligible to apply for Medium-Term Educational Leave.
- 5.3.2.3 Medium-Term Educational Leave shall be considered to be any leave from 11 (eleven) days to 4 (four) months.
- 5.3.2.4 Medium-term Educational Leave applications must be submitted to Human Resources, hroffice@nlsd113.ca by the dates indicated in the table in 5.2. See **Appendix D2 Medium-Term Educational Leave Application**.
- 5.3.2.5 All teachers requesting Medium-Term Educational Leave shall be notified in writing by Human Resources of the decision of the responsible committee.

- 5.3.2.6 Recipients of Medium-Term Educational Leave may receive remuneration as per Table 5.2.
- 5.3.2.6.1 Recipients shall submit up-to-date transcripts or a statement of marks (or certificate) as proof of completion of classes.
- 5.3.2.6.2 The monthly amount of grant shall be one-tenth (1/10) of fifty- one percent (51%) of the teacher's annual salary, plus ten percent (10%) per dependent, to an overall maximum of seventy-one percent (71%), for each month the teacher is on Medium-Term Educational Leave and actively taking classes for up to four (4) months of educational study acceptable to the Superintendent of Education.
- 5.3.2.7 A teacher proceeding on Medium-Term Educational Leave shall be required to sign the approved Educational Leave Agreement within two (2) weeks of the offer of leave. See **Appendix E Educational Leave Agreement**.
- 5.3.2.8 In order that the School Division receives the full benefit of the Medium-Term Educational Leave, the teacher will provide a return of service at twice the leave of school days taken 2:1 ratio.
- 5.3.2.9 Recipients of Medium-Term Educational Leave who do not fulfill their employment obligations with The Board, as per Section 5.3.2.8 of this agreement, shall repay on demand that portion of the grant which bears the same relationship to the unfulfilled portion of their employment obligation, plus a penalty of ten percent (10%) of that portion of the grant.
- 5.3.2.10 A teacher who has been on Medium-Term Educational Leave and who has an obligation to repay The Board in service or financial reimbursement, and who, because of death or permanent disability, is unable to fulfill their obligation, shall have this sum or obligation considered paid as of the date that death or permanent disability occurred. This sum or obligation may also be waived at the discretion of The Board.
- 5.3.2.11 Teachers on Medium-Term Educational Leave may qualify for NLSD Bursaries under Section 7 of this agreement.

5.3.3 Long-Term Educational Leave Details

- 5.3.3.1 To qualify, any teacher with two (2) or more years of continuous service with The Board shall be eligible to apply for Long-Term Educational Leave.
- 5.3.3.2 Long-term Educational Leave shall be considered to be any leave which is five (5) months to a maximum of fourteen (14) months.
- 5.3.3.3 The monthly amount of grant shall be one-tenth (1/10) of fifty-one percent (51%) of the teacher's annual salary, plus ten percent (10%) per dependent, to an overall maximum of seventy-one percent (71%), for each month the teacher is on Long-Term Educational Leave and actively taking classes for up to fourteen (14) months of educational study acceptable to the Superintendent of Education.

- 5.3.3.4 A maximum of four (4) Long-Term Educational Leaves shall be granted each year.
- 5.3.3.5 Teachers wishing to obtain Long-Term Educational Leave must submit applications stating comprehensive plans for the period of leave to Human Resources, hroffice@nlsd113.ca, no later than February 1 of the year in which the leave is requested. See **Appendix D3 Long-Term Educational Leave Application**.
- 5.3.3.6 All applicants for Long-Term Educational Leave shall be notified of the decision of The Board not later than March 31 of the year in which the leave is granted.
- 5.3.3.7 A teacher proceeding on Long-Term Educational Leave shall be required to sign the approved Educational Leave Agreement within two (2) weeks of the offer of leave. See **Appendix E for Educational Leave Agreement**.
- 5.3.3.8 Leave is subject to the submission of your approved courses and must be received by Human Resources, hroffice@nlsd113.ca.
- 5.3.3.9 Following Long-Term Educational Leave, the teacher shall:
- 5.3.3.9.1 Teacher will provide a return of service at twice the leave of school days taken at a 2:1 ratio.
 - 5.3.3.9.2 Submit transcripts and/or proof of completion of classes.
- 5.3.3.10 Recipients of Long-Term Educational Leave who do not fulfill their employment obligations with The Board, as per Section 5.3.3.9.1 of this agreement, shall repay on demand that portion of the grant which bears the same relationship to the unfulfilled portion of their employment obligation, plus a penalty of ten percent (10%) of that portion of the grant.
- 5.3.3.11 A teacher who has been on Long-Term Educational Leave and who has an obligation to repay The Board in service or financial reimbursement, and who, because of death or permanent disability, is unable to fulfill their obligation, shall have this sum or obligation considered paid as of the date that death or permanent disability occurred. This sum or obligation may also be waived at the discretion of The Board.
- 5.3.3.12 Teachers on Long-Term Educational Leave with Pay do not qualify for NLSD bursaries under Section 7 of this agreement.
- 5.3.3.13 The Board will make every effort to reassign the teacher to their prior assignment in the same school upon return.
- 5.3.3.14 To rescind the approved leave, the teacher must write to the Education Leave Committee for Board approval by May 31st.

5.4 Educational Leave Committee

5.4.1 The Educational Leave Committee shall be composed of a maximum of two representatives of The Teachers (one of whom will act as Chairperson) and a maximum of two Senior Administration staff (one of whom will be the Director or designate). This committee will be used to consider Medium-Term and Long-Term Educational Leaves.

5.4.2 Long-Term Education Leave

The Educational Leave Committee shall meet in February to consider applications for Long-Term Educational Leaves for the following academic year and make their recommendations to The Board prior to the March Board of Education meeting.

5.4.2.1 The Board shall communicate their decision on applications for long-term leaves to the applicant.

5.4.3 Medium-Term Education Leave

The Education Leave Committee will meet to discuss applications following the three deadlines for medium-term leave applications and make their recommendations to the Director of Education.

5.4.3.1 The Director of Education shall communicate their decision on applications for medium-term leaves to the applicant.

5.5 Annual Convention

5.5.1 There shall be an annual convention with joint planning, representation, and contribution from The Board and The Teachers' Executive.

5.5.2 The Convention chair shall submit a short informative list of possible keynote speakers to the Director of Education. The Board will choose to fund a keynote speaker to a reasonable amount that aligns with the Board's Strategic Plan.

5.5.3 Prior to the NATA convention, the Board shall make available to The Teachers' Executive one lump sum payment as per the following amounts per NATA member. NATA members on secondment to other agencies are not included in this payment.

In-Person Conventions: \$325/member

Virtual Conventions: \$100/member

5.5.4 The in-person Fall convention will take place over the course of three days for presentations, professional development opportunities and the NATA General Meeting. As per Article 2, Section 2.6 of the Provincial Collective Agreement, Teachers will be provided a day with pay adjacent to the convention in lieu of their travel time to the in-person convention. A virtual convention will take place over two days, featuring presentations, professional development opportunities, and the NATA Annual General Meeting.

5.5.5 In addition to section 5.5.2 of this agreement, The Board agrees to pay the cost of transporting isolated fly-in teachers to the NATA Convention.

5.6 General Meetings of the NATA

- 5.6.1 During a virtual convention, teachers will be granted a half day during the Fall Convention and a half day in May/June for their general meeting of members.
- 5.6.2 Teachers will be granted a half day during the in-person Fall convention and a half day in May/June for their general meeting of members. This is in lieu of travel time to attend the in-person convention.
- 5.6.3 The May/June half day for the NATA general meeting will be mutually agreed upon through the calendar approval process.

5.7 Truth and Reconciliation Day

Recognizing the Truth and Reconciliation Commission of Canada's 94 Calls to Action, the Board of Education and NATA are mutually committed to respecting, implementing, and integrating Indigenous languages and spiritual and cultural beliefs in education. On or about September 30 of each year, teachers shall be granted a professional development day to attend Indigenous language, spiritual, cultural, or ceremonial events or participate in professional development on Truth and Reconciliation.

SECTION 6 DEFERRED SALARY PLAN

6.1 Introduction

The purpose of a Deferred Salary Leave Plan is to provide a teacher with a one (1) year leave of absence in conjunction with a period of continuous employment by The Board.

6.2 Committee

- 6.2.1 A committee composed of a maximum of three (3) representatives of the Teachers (one of which will act as Chairperson) and a maximum of two (2) representatives of The Board, shall consider applications for the Deferred Salary Leave Plan and make recommendations to The Board.
- 6.2.2 This committee may be the Educational Leave Committee.

6.3 Application

To enter the Plan in the fall of any given year, the teacher shall submit an application **(Appendix F) Deferred Salary Plan** to Human Resources on behalf of the Board no later than May 1 of that year. The Committee shall make their recommendations to the Board, and the Board shall communicate all approved leaves to the teachers. The teacher shall have the option to begin deferring a portion of net salary in June or the fall of the year of approval.

6.4 Terms

The terms of the Deferred Salary Leave Plan, inclusive of service and leave, are three (3), four (4) or five (5) years.

6.5 Percentage Deduction

Upon entering the Plan, the teacher shall defer the respective percentage of net annual professional salary to the Deferred Salary Leave Plan for each of the years that salary is deferrable. These percentages are thirty-three-point three (33.3), twenty-five (25) or twenty (20) for three (3), four (4) or five (5) year terms, respectively. It is understood that in the year in which the teacher is absent, that teacher will receive the same salary as was received in the years in which the deductions were being made. (i.e. if thirty-three-point three percent (33.3%) was deducted for two (2) years, the teacher will receive sixty-six-point six percent (66.6%) of salary in the third (3rd) year, the year in which they are absent).

6.6 Intention to Start

The teacher shall notify Human Resources of the intention to take the Deferred Salary Leave Plan leave of absence by March 31 of the year in which the leave is to begin.

6.7 Postpone/Defer

In the event of unforeseen circumstances which would prevent the teacher from taking the Deferred Salary Leave during the term of the plan, the leave may be postponed prior to May 31 of the year in which the leave is to begin for one year up to three times by mutual written agreement between The Teacher and The Board.

6.8 Return to School Division

At the expiration of the leave, The Board will reinstate the employee with terms and conditions and benefits as per Teachers' Local Agreement in effect at the time of return. Every effort will be made to reassign the teacher to an equivalent assignment within the division.

6.9 Credits Not Earned

The period of leave shall not be credited for purposes of increment, accumulated sick leave or days in lieu.

6.10 Retirement Eligibility

If the teacher plans to use the period of leave for retirement eligibility service, the teacher's pension contributions will be deducted each month during the period of leave. The teacher must request this deduction prior to the leave.

6.11 Cancellation

If, due to unforeseen circumstances, the teacher finds it necessary to opt out of the plan, the teacher will indicate their intention to Human Resources, hroffice@nlsd113.ca. Saved monies will be reimbursed to the teacher within 30 days of the plan being cancelled.

SECTION 7

EDUCATIONAL BURSARIES

- 7.1 Applications for Bursary must be submitted to Human Resources, hroffice@nlsd113.ca, for prior approval one (1) calendar month before the commencement of the class. The application must include documentation outlining the course description to demonstrate relevance to the curriculum. The successful applicant will be notified in writing.
See **Appendix G Application for Bursary**.
- 7.2 Educational Bursaries are awarded only to those teachers who are employed on a continuing contract. One bursary equals one class.
- 7.2.1 After two bursaries are awarded and classes completed, an individual may apply and be put on the wait list. There will be a limit of 4 bursaries per year per individual.
- 7.3 The number of bursaries awarded shall not exceed thirty (30) full-time equivalent classes per academic year.
- 7.4 Reimbursement of tuition and reasonable fees will be awarded to successful applicants upon the successful completion of university classes, summer short courses, or other educational professional development opportunities which are considered by The Board to be of value to northern teachers.
- 7.4.1 Accreditation seminars will be paid for by the Board and will not be considered bursaries. Travel expenses will be reimbursed at Board-approved rates. Submit completed forms to Human Resources, hroffice@nlsd113.ca
See **Appendix B Form 501-1 Expense Claim**.
See website www.nlsd113.ca for current mileage & travel rates - **Form 501-2**.
- 7.4.2 Bursaries cannot be used for program or status continuance.
- 7.5 Upon submission of original receipts and confirmation of successful completion of the program by the teacher to The Board, The Board shall make payment to the teacher within one (1) calendar month.
- 7.6 For every \$2500 in bursaries, one year of return service is required. The repayment period will begin the academic year following the year the bursary was awarded. A teacher who does not remain in the employ of The Board for the following complete academic year will be required to repay, on demand, that portion of the bursary which bears the same relationship to the unfulfilled portion of their employment obligation, plus a penalty of ten percent (10%) of that portion of the grant.
- 7.7 Programs of study eligible for bursaries or leaves which involve international travel must be approved by the Board. The program of study must be equivalent to the cost of the course and not the travel cost.
- 7.8 Travel costs are not eligible through Educational Bursaries.

SECTION 8

MATERNITY LEAVE

- 8.1 Maternity Leave shall be granted in accordance with the provisions of *The Saskatchewan Employment Act*.
- 8.2 The teacher requesting maternity leave shall make a written application at least four (4) weeks in advance of the date on which they wish to begin their leave and shall provide Human Resources with a statement from their physician certifying pregnancy and specifying the estimated date of birth.
- 8.3 A teacher requesting to return early from maternity leave shall make a written application four weeks in advance of the initial planned return date.
- 8.4 A teacher who has been granted maternity leave shall return to the position previously held or a position as similar as possible.

SECTION 9

ADOPTION LEAVE

- 9.1 Adoption Leave shall be granted in accordance with the provisions of *The Saskatchewan Employment Act*.
- 9.2 A teacher who has been granted Adoption Leave shall return to the position previously held or a position as similar as possible.

SECTION 10

PARENTAL LEAVE

- 10.1 Parental Leave shall be granted in accordance with the provisions of *The Saskatchewan Employment Act*.
- 10.2 The teacher requesting Parental Leave shall make a written application at least four (4) weeks in advance of the date on which they wish to begin their leave, unless the Parental Leave is applied for and used in conjunction with the maternity leave request.
- 10.3 During Parental Leave, the teacher shall not receive any salary, sick leave credits or credit towards salary increments.
- 10.4 A teacher who has been granted Parental Leave shall return to the position previously held or a position as similar as possible.

SECTION 11

NEW PARENT/FOSTER PARENT LEAVE

- 11.1 Teachers shall, upon application, be granted up to seven (7) days with pay for the purpose of attending the birth of their child.
- 11.2 For teachers on a temporary contract, this leave will be prorated per the number of days in the contract. Number of days in contract divided by number of days in school year multiplied by seven (7), rounded to the nearest half-day.
- 11.3 Teachers who are foster parents, with principal approval, shall be granted up to one (1) day with pay when a foster child is placed in their care and up to one (1) day with pay when a foster child leaves their care. This leave shall not exceed five (5) days in a school year.

SECTION 12

COMPASSIONATE LEAVE

- 12.1 Teachers shall, upon application, be granted up to five (5) days with pay in any one (1) academic year for absence as a result of death or serious injury or illness in the teacher's immediate family.
- 12.2 For the purpose of interpreting this section 'immediate family' shall include spouse or common-law spouse, son, daughter, mother, father, sister, brother, grandfather, grandmother, aunt, uncle, niece, nephew, foster child, grandchild, parent surrogate, parent-in-law, brother-in-law, and sister-in-law; half-brother or half-sister; stepfather or stepmother; stepchild; stepbrother or stepsister; son-in-law or daughter-in-law; aunt-in-law or uncle-in-law; and any individual for whom the person is a guardian.
- 12.3 For days over and above five (5), a teacher may apply to The Board under Section 14.1.6 of this agreement.
- 12.4 Compassionate Leave days shall be non-accumulative.
- 12.5 For teachers on a temporary contract, this leave will be prorated per the number of days in the contract. Number of days in the contract divided by the number of days in the school year, multiplied by 5, rounded to the nearest half-day.

SECTION 13

NEGOTIATION LEAVE

- 13.1 A teacher acting as a representative of the Bargaining Committee in accordance with the provisions of *The Education Act, 1995*, shall suffer no loss in salary for the time necessarily absent from their duties for the purpose of negotiation between The Teachers and The Board.
- 13.2 The Teachers Bargaining Committee shall not have more than four (4) representatives away from regular duties for the purpose of negotiations at any one (1) time.
- 13.3 The members of the Teachers Bargaining Committee shall suffer no loss of salary for LINC preparation time up to four (4) days per contract cycle.
- 13.4 If one (1) party is absent from a mutually agreed-upon negotiation meeting, then the absent party shall be responsible for all costs incurred by the other party.

SECTION 14

ADDITIONAL LEAVE

Each of the following leave allowances is on a per academic year basis and is non-accumulative.

- 14.1 The Board shall grant special leave with pay to a teacher upon request to the principal and with prior approval of the Superintendent of Education for the following:
 - 14.1.1 **Personal Leave**
Up to two (2) days per school year as personal leave. This leave shall be non-accumulative.
 - 14.1.1.1 For teachers on a temporary contract, this leave will be prorated per the number of days in the contract. (Number of days in contract divided by number of days in school year multiplied by two and rounded to the nearest half day).
 - 14.1.2 **Court Duty**
Any teacher who is required to attend court as a juror or who is subpoenaed to appear in court. The teacher will pay to the Board any remuneration received, except reimbursement of original expenses, to a maximum of the salary paid for the period of absence.
Documentation may be required.
 - 14.1.3 **Funeral Leave**
Up to one (1) day of leave with pay in order to serve as a pallbearer or eulogist.
 - 14.1.4 **NATA Executive Leave**
Up to twelve (12) days per academic year as NATA President or designate for NATA business. One-half (1/2) of the sub cost will be paid by NATA.

- 14.1.5 Family Medical Leave
The Board will provide two (2) days leave with pay for teachers who must attend to immediate family medical needs.
- 14.1.5.1 For teachers on a temporary contract, this leave will be prorated per the number of days in the contract. (Number of days in contract divided by number of days in school year multiplied by two. Rounded to the nearest half-day).
- 14.1.5.2 For the purpose of interpreting this section, 'immediate family' is defined as in section 12.2.
- 14.1.6 Pressing Necessity
The Board, at its discretion, may grant leave with pay for purposes other than those set out in this agreement for extenuating family obligations which a teacher must attend beyond their control. All other appropriate leaves must be exhausted prior to applying to the Board. Supporting documentation must accompany all requests.

SECTION 15

NORTHERN AREA TEACHERS' ASSOCIATION (NATA)

15.1 NATA Fees

The Board shall provide for the collection of NATA fees from NATA members. Changes in fees should be effective upon notification to the division's Chief Financial Officer (CFO). Notification will be provided in writing by the NATA President. Fees collected will be forwarded to NATA within thirty (30) days of collection. The amount of such collection will be in accordance with regulations that are established by NATA.

15.2 Employment Insurance Rebate

Pursuant to the provisions of *The Employment Insurance Act*, The Board shall issue payment to the NATA for the amount of the premium reduction realized for each of the teachers in the employ of The Board in accordance with Employment Insurance Regulations.

15.2.1 The annual payment to the NATA of the premium reduction realized shall be payable prior to March 1 of the following year.

SECTION 16

HOUSING

16.1 Housing Rent Rates

Housing rental rates for each unit shall be no more than the rates listed in **Appendix I Housing Rent Schedule**.

16.1.1 Basic rental rates

Basic monthly rental rates will remain in effect until which time they are renegotiated.

16.1.2 Common Areas

Every effort will be made to ensure that rental costs for common areas, e.g., laundry rooms and storage areas, including hallways, are divided as equitably as possible amongst the user Teacher/Tenants.

16.2 Possession Date

Rent will be charged from the possession date and for each month thereafter that the Teacher/Tenant occupies the unit.

16.2.1 After August 15, new in-school administrators and new teachers to a community who take possession of their teacherage after August 15, or not greater than ten (10) working days prior to school opening, shall not be charged rent for the month of August.

16.2.2 After July 15, In-school administrators and teachers new to the community moving in after July 15 will not be charged rent for July, but regular rent will apply from August 1st.

16.3 Summer Rental

Rent shall be charged for the months of June, July, and August if a Teacher/Tenant retains possession of the teacherage, either by occupancy by the Teacher/Tenant and/or his/her family, or by leaving their belongings in the teacherage for the summer months. Any Teacher/Tenant who vacates a housing unit relinquishes claim to that unit in the fall housing assignment. Further, Teacher/Tenant belongings shall not be stored in any other Division property (e.g., school gymnasium, storage shed, etc.), with the exception of the Stony Rapids School and Ben McIntyre School, only after approval by the Superintendent of Facilities or Designate.

16.4 Utility charges

16.4.1 Water and Sewer

NLSD will pay all sewer and water charges from the local community. Water and Sewer rates are subject to change at the discretion of each community. The taxable benefit charged will be calculated based on actual water and sewer costs paid by NLSD on behalf of each Teacher/Tenant.

16.4.2 Electricity

Where units are metered, Teacher/Tenants shall pay for electricity directly to SaskPower. Efforts will be made by the Division to provide metered electricity to virtually all housing units. However, it is understood that the installation of meters in units which do not presently have them will take some time and that in the intervening period every effort will be made to ensure that electricity billings are as equitable as possible.

16.4.3 Heating (other than Electric)

Fuel oil and propane will be available to Teacher/Tenants at the Division tendered rate. Teacher/Tenants will be billed directly by the fuel agent. For those units with shared storage tanks and/or furnaces, the fuel will be billed directly to the Division, and a prorated charge for heating will be made by payroll deduction as per the Tenancy Agreement.

16.5 Taxable Benefit

Teachers will be charged the appropriate taxable benefit per Canada Revenue Agency (CRA) regulations. Electrical and fly-in or isolation rebates are also taxable benefits.

16.5.1 Rental and Utility Benefit:

Employers that provide housing to employees are required to charge a taxable benefit if the housing is provided at a rental rate below Canada Revenue Agency's (CRA) ceiling levels. CRA views an employer providing subsidized rent to an employee as an employment benefit or income, and therefore, CRA is required to tax that benefit as employment income. To calculate the taxable benefit, the rent paid is deducted from the CRA ceiling amount (the ceiling amount is intended to approximate market rent), and if the rent is less than the CRA ceiling amount, then a taxable benefit situation exists.

For example, if current CRA ceiling levels are \$893/month for a house or trailer and \$534 per month for a suite or duplex. The taxable benefit for a house with a rental rate of \$500 per month would be \$393 per month (\$893 ceiling amount less the \$500 rent paid). If an employee rented this house for all 12 months during the year, the total taxable benefit would be \$4,716 and would be added in box 40 on the employee's T4 and included in their taxable income when they complete their tax return. In many cases, an employee may owe taxes when completing their tax return, as the division does not calculate or submit any taxes during the year on the employee's behalf for taxable benefits.

The Division also pays all water and sewer bills for all teacher housing. The amount of these water and sewer charges paid on behalf of employees is also added to the taxable benefit in box 40 of the T4, and this is also included in the employee's taxable income when calculating annual income tax. Water and sewer costs vary between \$30 and \$90 per month. Resulting in taxable benefits on an annual basis between \$360 and \$1,080. Employees should also note that even if they are on leave from the Division, if they are still in the employ of the Division and receiving subsidized rent, a taxable benefit will still be calculated and included on their T4.

16.6 Housing Allowance- Teacher Provided Housing

Housing allowance shall be provided to all teachers in the employ of the Division who provide their own housing within the boundaries of the Northern Saskatchewan. Administration District (NSAD). The Board may grant a housing allowance for purposes other than those set out in this section, after considering the special circumstances of each case. **See Appendix I for Housing Allowance Application.**

Teachers employed under contract on a part-time basis and providing their own housing shall receive a portion of the housing allowance that corresponds to the amount of time they teach.

The onus being on the teacher to complete the application at the point of hire or when living circumstances change within a 30-day period. Retroactive pay of the allowance will not be provided to teachers who fail to submit the application and confirm its receipt within 30 days.

16.6.1 Housing allowance rates shall be paid over a ten (10) month period.

16.6.2 Exemptions:

Teachers housed in Provincial, Federal, Municipal Government or Board-supplied/owned buildings, and teachers housed in Convents shall not be entitled to the allowance.

16.6.3 Housing Allowance Rate

HOUSING ALLOWANCE RATE - SCHEDULE A:

Community(s)	Rate per year
La Ronge, Air Ronge	\$2,938
Green Lake	\$2,484
Buffalo Narrows, Beauval, Weyakwin, Timber Bay	\$2,938
La Loche, Sandy Bay, Cumberland House, Bear Creek	\$3,232
Pinehouse Lake, Jans Bay, Cole Bay	\$3,540
St. Georges Hill, Brabant Lake	\$3,687
Uranium City, Stony Rapids	\$3,834

16.6.4 Second Occupant

Where more than one (1) teacher providing their own housing dwells in the same residence, the primary resident shall receive the normal housing allowance; other residents shall receive an allowance of seven hundred and ninety-two dollars per year.

16.6.4.1 Occupants have the option to have the total payment divided in another way. Requests must be in writing directly to Payroll, payroll@nlsd113.ca.

Example: La Ronge occupants may request that the two thousand nine hundred and thirty-eight dollars (\$2,938) (primary resident) and the seven hundred and ninety-two dollars (\$792.00) (second resident), be paid as one thousand eight hundred and sixty-five dollars (\$1,865) for each of the two (2) occupants.

16.7 Housing Grievance

Definition

A grievance exists when there is a dispute or difference of opinion between the Board and the NATA or any teacher employee as to the interpretation of any provision of housing-related issues or where either party or an employee alleges that any provision of housing-related clauses in the LINC agreement has been violated.

Time Limits:

16.7.1 The number of days indicated at each procedural step pursuant to Section 16.8.4 is considered a maximum. The time limits specified may be extended by written agreement of the parties to this agreement.

16.7.2 If any grievance is not initiated at Step One pursuant to Section 16.8.4 within thirty (30) days of the occurrence of the event or condition upon which it is based, the grievance shall be considered waived and thus shall no longer be deemed a grievance and may not be processed as such.

16.7.3 All grievances must be appealed to the next formal step pursuant to Sections 16.8.4, 16.8.5 and 16.8.6 within the prescribed time limits. Failure to do so shall deem the grievance settled on the basis of the disposition at the previous step.

Procedures:

16.7.4 **Step One:** A grievance is initiated by notifying both the Division Designate and the NATA Housing Chair in writing. The written notice shall include the particulars of the grievance, the relevant section(s) of this collective agreement and the remedy requested. The party receiving the grievance shall consider the matter and shall provide the grievant with a written decision within twenty (20) days of its receipt.

16.7.5 **Step Two:** In the event the grievant is not satisfied with the outcome of the grievance at Step One, the matter may be submitted to Step Two as follows:

16.7.5.1 Within thirty (30) days after the receipt of the decision pursuant to Step One, the grievant shall request, in writing, a meeting with the other party to be held within twenty (20) days of said request. The parties shall endeavour to resolve the grievance within ten (10) days commencing with the date set for the meeting. Each party is responsible for the costs incurred necessary to attend the meeting.

16.7.6 **Step Three:** In the event the grievance is not resolved at Step Two, the grievant may refer the matter to arbitration within thirty (30) days beyond the date on which the parties conclude that they cannot resolve the matter. The applicable arbitration procedures shall be those set out in Sections 261 through 264 of *The Education Act, 1995*.

16.8 Arbitration Board

The arbitration Board shall not have the authority to add to, subtract from, modify, change, or alter any of the provisions of this collective bargaining agreement; nor to add to, detract from, or modify the language therein in arriving at a determination of the issue presented that is proper within the limitations expressed herein.

SECTION 17

NEW TEACHER ALLOWANCE

17.1. New Teacher Allowance

New teacher allowance will be paid annually as per Schedule B for all new teachers.

NEW TEACHER ALLOWANCE – SCHEDULE B

First year of employment with the Board	\$3,600 annually
Second year of employment with the Board	\$2,400 annually
Third year of employment with the Board	\$1,200 annually

Should two new teachers share an NLSD housing unit, the new teacher allowance will be split using the same percentage rate used for the rent rate.

Example: If two teachers share an NLSD unit and each pays 50% of the rent, they would each receive 50% of the new teacher allowance.

- 17.1.1 Should a new teacher begin employment with the Board after January 1st, they will receive the \$300 per month from January 1 until the end of the school year or the end of their employment contract, whichever comes first. The following year, on September 1, they will still be eligible to receive the first-year \$300 benefit for the following full school year of employment.

SECTION 18

NORTHERN ALLOWANCE

18.1 Northern Allowance is payable to all teachers in the employ of the Division who live and work in northern Saskatchewan boundaries as defined by the Northern Saskatchewan Administration District (NSAD). The determination of the Northern Allowance in what follows is in accordance with the principles of, and provision for, Northern Allowance as identified below:

18.1.1 Principles relating to the establishment of Northern Allowance:
Recognition of a 'northern cost factor' which impacts teacher living costs, as does the operation and maintenance costs incurred by the Board of Education.

Northern allowance is determined by identifying and evaluating the cost factors which affect teacher living and housing. These factors include, but are not limited to the availability and quality of:

- Roads (gravel or highway) and other forms of transportation;
- Health services (hospital or nursing station);
- Retail, grocery, or convenience stores;
- Gas stations;
- Banking outlets;
- Recreational facilities;
- Post office.

18.1.2 It is recognized that the conditions and other related factors identified in Section 18.1.1 above have been and are constantly changing and therefore the northern allowance requires regular monitoring and possible adjustment.

18.1.3 The relative difficulty in recruiting teachers in a community shall also be a recognized factor.

18.1.4 Teachers on staff at the signing of the 1994 - 1997 Agreement who continue to be employed by The Board shall retain a Northern Allowance at a rate that is not less than what they were receiving in 1994-95, provided that they continue to teach in the same community.

18.1.5 Teachers hired after the signing of the 1994-1997 Agreement shall be paid a Northern Allowance not less than the rates in Schedule C.

18.1.6 All teachers are eligible to receive Northern Allowance as constituted above, except:

18.1.6.1 Teachers seconded outside of the Northern Saskatchewan Administration District (NSAD);

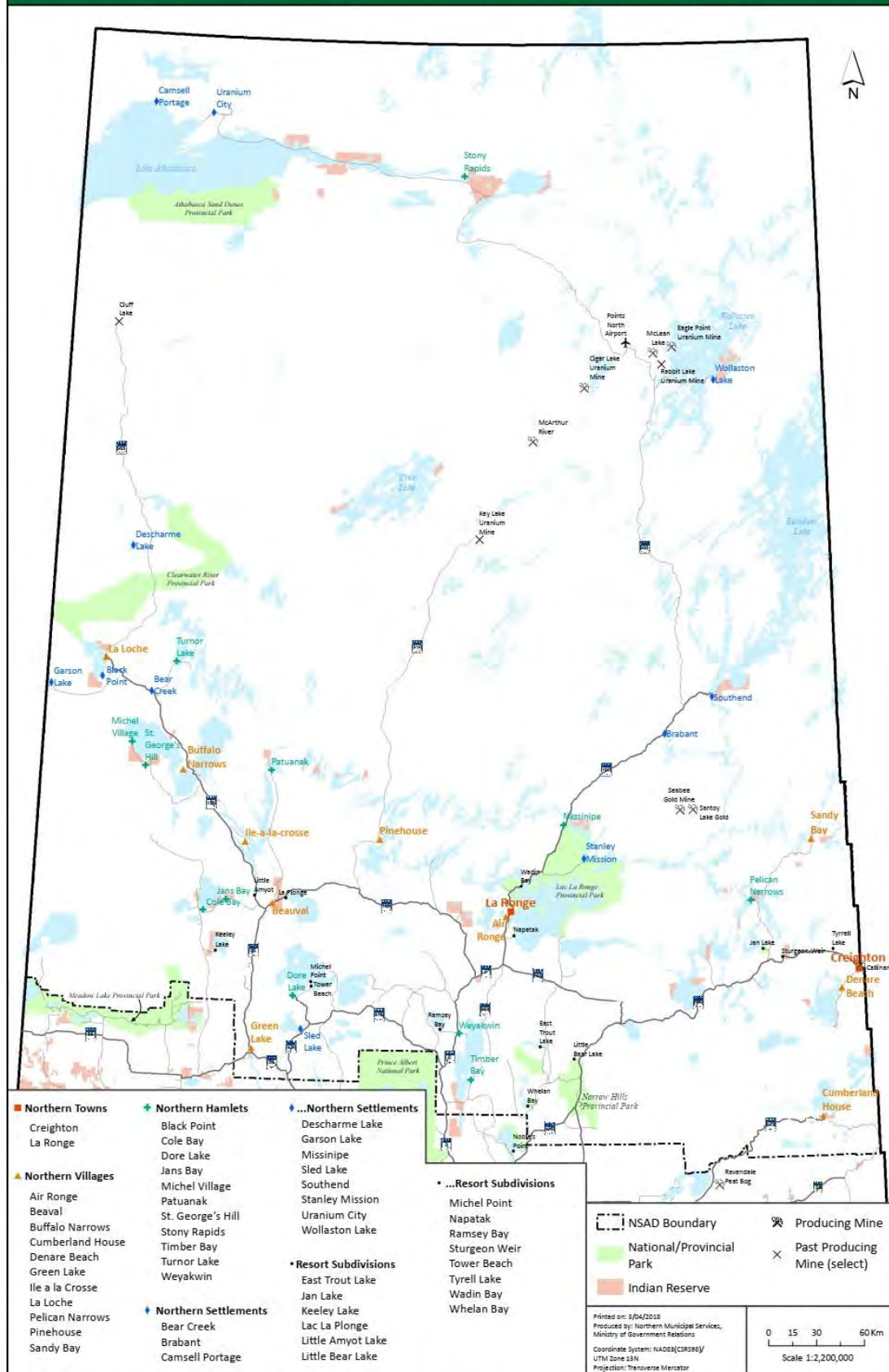
18.1.6.2 Teachers who choose to reside outside the NSAD.

NORTHERN ALLOWANCE - SCHEDULE C:

Community (s)	Rate
Bear Creek	\$4,140.00
Beauval	\$3,311.00
Brabant Lake	\$6,772.00
Buffalo Narrows	\$3,311.00
Cole Bay	\$4,664.00
Cumberland House	\$4,140.00
Green Lake	\$2,258.00
Jans Bay	\$4,664.00
La Loche	\$4,140.00
La Ronge/Air Ronge *	\$1,204.00
Pinehouse Lake	\$4,664.00
Sandy Bay	\$6,772.00
St. George's Hill	\$5,494.00
Stony Rapids	\$10,000.00
Timber Bay	\$3,311.00
Uranium City	\$10,000.00
Weyakwin	\$3,311.00

*La Ronge grandfathered rate \$1,375.00

Northern Saskatchewan Administration District (NSAD)



SECTION 19

RETIREMENT GRATUITY

- 19.1 The Board shall, pursuant to the provisions of *The Education Act, 1995*, pay a retirement gratuity to teachers who are superannuating due to age and service.
 - 19.1.1 Two hundred and fifty dollars (\$250.00) per year, times the number of years of continuous service up to June 30, 2004.
 - 19.1.2 Three hundred dollars (\$300.00) per year times the number of years of continuous service between June 30, 2004, and August 15, 2008.
 - 19.1.3 Four hundred dollars (\$400.00) per year times the number of years of continuous service beyond August 15, 2008.
- 19.2 To qualify, the teacher must have at least ten (10) years of service with The Board.
- 19.3 Service shall be defined as service with The Board, but shall exclude:
 - 19.3.1 Leave of Absence without pay;
 - 19.3.2 Secondment (except as noted in Section 18.5 of this agreement);
 - 19.3.3 Long-Term Disability or,
 - 19.3.4 Deferred salary leave (for the year of leave).
- 19.4 Exclusions to service defined in Section 19.3 of this agreement will not be considered as breaks in continuous service.
- 19.5 Teachers who are seconded by another agency will continue to qualify, provided the receiving agency is prepared to participate in the cost of the gratuity for their period of responsibility.
- 19.6 Teachers will be notified if the receiving agency is not prepared to participate in the gratuity payments.
- 19.7 The Retirement Gratuity is taxable in the hands of the recipient.
- 19.8 The gratuity will only be paid for the years of continuous service immediately prior to retirement and:
 - 19.8.1 If the teacher retires while in the employ of The Board; and
 - 19.8.2 If the teacher has completed all of the documentation to qualify for a teacher's pension benefit.

SECTION 20

DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

20.1 Teachers who have questions or concerns regarding the interpretation of this Agreement shall consult with the NATA president before initiating a formal request for interpretation and/or implementation.

20.1.1 The teacher shall consult with the NATA president within twenty (20) teaching days from the time of the occurrence, raising the question or concern, or when the teacher ought reasonably to have known of the matter.

20.1.2 The NATA president, following consultation with the teacher as per section 20.1.1, shall collaborate with the HR Manager to problem-solve issues related to local collective bargaining agreement interpretation and/or implementation specifically related to any questions or concerns raised by a teacher pursuant to section 20.1.

20.1.2.1 The NATA president and the HR Manager shall collaborate within ten (10) teaching days from the date the question or concern was raised with the NATA president.

20.1.3 Either the NATA president or the HR Manager may request a consultation to gain a formal interpretation of the question or concern.

20.1.3.1 Together, the NATA president and the HR Manager will, within twenty (20) teaching days of requesting the consult, meet with the teacher LINC and the board negotiation team to develop a formal interpretation of the teacher's question or concern.

20.1.4 After the NATA president and the HR Manager have completed the process set out above, the NATA president shall communicate to the teacher, in writing, the response to the question or concern.

20.1.4.1 The NATA president shall advise the teacher, in the written response, of the teacher's right to initiate a grievance if the teacher is still not satisfied with the response.

20.2 A grievance includes any difference of opinion which may arise as to the meaning, interpretation or application of a word, expression or provision contained in this Agreement and also includes a question or concern which is not settled in accordance with the process set out in section 20.1.

20.2.1 A grievance may be brought, by either party, to the attention of the NATA president and HR Manager through the submission of a written statement of grievance.

20.2.1.1 In the case of a grievance brought by a teacher, the written statement of grievance shall be submitted within twenty (20) teaching days of the teacher's receipt of the written response referred to in section 20.1.4.

20.2.1.2 In the case of a grievance brought by the NLSD, the written statement of grievance shall be submitted within twenty (20) teaching days from the time of the occurrence that is the subject of the grievance or when the NLSD ought reasonably to have known of the matter.

- 20.2.1.3 The written statement of grievance shall include the particulars of the grievance, including the steps already taken to attempt to resolve the grievance.
- 20.2.1.2 The NATA president and HR Manager shall, within twenty (20) teaching days of receiving the written statement of grievance, convene a Board of Review.

20.3 The Board of Review shall consist of five members:

- a. Two members appointed by the NATA.
- b. Two members appointed by the board.
- c. A mutually acceptable individual to act as chair of the Board of Review.

20.4 The Board of Review shall meet within thirty (30) teaching days from receipt of the written statement of grievance to address the grievance. The Board of Review shall be responsible for interpreting the Agreement.

20.4.1 In the event that the timelines set out in section 20.1 or section 20.2 are not met, the Board of Review shall have the authority to consider extenuating circumstances and to grant relief, on terms that in the Board of Review's opinion are just and reasonable, against breaches of the timelines.

20.4.2 Both parties shall have the opportunity to speak to the grievance.

20.4.3 The Board of Review shall have the opportunity to ask questions for clarification.

20.4.4 Following information gathering, the Board of Review shall deliberate in closed session. The written decision of the Board of Review will be communicated verbally as soon as possible and, in writing, within five (5) teaching days of the decision of the Board of Review.

20.5 If the grievance is not resolved to the satisfaction of both parties, either party may refer the matter to arbitration in accordance with the terms of the arbitration or grievance in *The Education Act, 1995*, and any amendment thereto.

SECTION 21

LIAISON COMMITTEE

21.1 It is agreed that a Liaison Committee be established by November 30, consisting of three (3) representatives of The Board and three (3) representatives of The Teachers, for the purpose of discussing matters of mutual concern. The committee shall meet at least two (2) times per year, with every effort to meet once per semester. All costs for such meetings will be borne by The Board.

Signing Page

Northern Lights School Division No. 113 Local Implementation Negotiation Committee (LINC)

Teachers' Local Agreement 2025 – 2028

Dated at Prince Albert, SK on the 10 of March, 2026.
Location day month

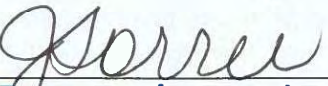
Signed on Treaty 6 Territory and the Homeland of the Métis

Board of Education

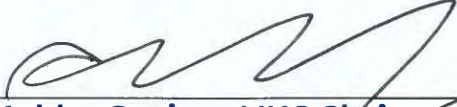

Joey McCallum, Board Chair
NLSD


Clifford Laprise, Board Trustee
NLSD

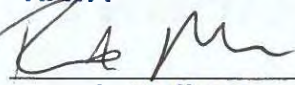

Rose Richardson, Board Trustee
NLSD

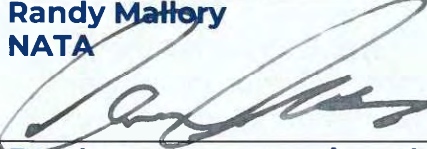

Joyce Torrie, Board Trustee
NLSD

Northern Area Teachers' Association


Ashley Squires, LINC Chair
NATA


Viviana Ruiz Arcand, President
NATA


Randy Mallory
NATA


Brock Hevenor, Housing Chair
NATA

Direct Deposit

Section A Identification Information		
Surname		
Given names		
Social Insurance Number		
NLSD email address		
Phone number	☐ voicemail	
Mailing address Box #/ Town/ Postal Code		
Section B Payment Information		
Payroll deposits	Paid monthly the last banking day of the month	
Advance payment (<i>optional</i>)	Paid last banking day prior to the 15 th	
☐ Yes, I want a mid-month advance each month. Select either % or \$	_____% 1% - 49% salary	\$ _____ flat rate amount
Section C Bank Information		
Transit number (5 digits)	Institution number (3 digits)	Account number (up to 12 digits)
Name of Account Holder		
I have enclosed one of the following to verify my banking information:		
☐ Direct Deposit form Signed/stamped by your bank ☐ Void cheque		
Section D Consent		
I hereby authorize Northern Lights School Division No. 113 to deposit my pay directly to my bank account as described in the Payment Information Section B of this form.		
X _____ Employee signature	Date: _____ day _____ month _____ year	
Section E Submit to Payroll Department		
Submit completed form with a void cheque or bank form to: Payroll Email: payroll@nlsd113.ca . Payroll Fax: 306 425 4932 Payroll Department: 108 Finlayson Street, La Ronge Central Office		

Expense Claim Form

Name: _____ School: _____

Purpose of Travel and Location of Event: _____

DATE	ORIGIN/ DESTINATION	MILEAGE	LODGING	MEALS	OTHER EXPENSES (Receipt(s) Required)	TOTAL
	From: To:			_____ Breakfast _____ Lunch _____ Dinner		
	From: To:			_____ Breakfast _____ Lunch _____ Dinner		
	From: To:			_____ Breakfast _____ Lunch _____ Dinner		
	From: To:			_____ Breakfast _____ Lunch _____ Dinner		
	From: To:			_____ Breakfast _____ Lunch _____ Dinner		
Total Payable		\$	\$	\$	\$	\$

For current Board rates see www.nlsd113.com > Forms Manual > **Form 501-2**

I hereby certify that the above expenditures were incurred on Board-approved business.

Employee Signature

Date

Approved By

Code To: _____

Program Name: _____

Moving Expenses

Teachers' Local Agreement Section 4

4.6 The Board will reimburse Board-initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community in which the school is located as follows:

- 4.6.1 LIMIT – The total moving allowance shall not exceed \$3000 per teacher.
- 4.6.2 FREIGHT - Reasonable ground freight charges supported by original receipts.
- 4.6.3 TRAVEL – Mileage at Board rates for trips and/or air travel to the school community supported by original receipts.
 - Air travel as provided in Section 4.3.
 - Mileage is at Board rates listed in Form 501.2
- 4.6.4 MEALS – meal allowance at board rates for the teacher and up to two additional people
- 4.6.5 HOTEL - Reasonable hotel room costs supported by original receipts.
- 4.6.6 FLY-IN COMMUNITIES
 - travel reimbursement shall be the lesser amount of either air travel or mileage for vehicle trips to the school community. Vehicle trips are defined as point A to point B.
 - reasonable air freight costs shall be reimbursed outside of the \$1500 limit.
- 4.6.7 Should a teacher on a temporary contract be offered and accept a permanent contract within the current year in the same community; the teacher shall receive up to the remaining balance of the initial three thousand dollars (\$3000.00) moving allowance.

4.7 A teacher terminating his or her contract prior to the expiration of the school year shall repay the Board the unearned portion of their moving expenses prorated to the number of days remaining in the contract of employment. In extenuating circumstances, The Board may waive repayment of the amount owing or any portion thereof.

4.7.1 The Teacher authorizes the Board to deduct the repayment amount from the Teacher's final pay. If the amount owing exceeds the final pay, the Teacher shall remit the remaining balance to the Board within thirty (30) days of the final pay date. Any unpaid balance after this period may be subject to recovery through other lawful means.

- For fly-in communities, do not include the cost of air freight and air travel on this claim.
- For multiple trips, original gas receipts or hotel receipts are required to support travel.
- See website www.nlsd113.ca **Form 501-2** for current mileage and meal rates.

Departure community: _____ School community: _____

				Subtotals:
Vehicle(s) mileage:	kms X	# of trips X	\$/km =	\$
Ground freight:				\$
Hotel(s):				\$
Breakfast:	# of ppl X	Rate X	Days =	\$
Lunch:	# of ppl X	Rate X	Days =	\$
Dinner:	# of ppl X	Rate X	Days =	\$
Other:			=	\$
TOTAL				\$

Submit the completed 2-page form with receipts to your school superintendent.

Submission date: _____

Approval date: _____

Teacher first name: _____ Last name: _____

Teacher's signature: _____ Superintendent signature: _____

Moving Expenses Itinerary to support moving expense claims		
Date	Brief description of route	Receipts are Attached √

Short-Term Education Leave Application

Professional Development:

The Short-Term Education Leave application relates to teacher-initiated professional development only and shall be submitted no less than 1 month prior to the leave (Section 5.1). For Board-initiated professional development opportunities, the program superintendent will provide a registration form, which will serve as the leave request.

See Section 5.2 and Section 5.3 for full application details.

Teacher Information

Name:	_____
School:	_____
Assignment:	_____
Length of Continuous Service with NLS D No.113:	_____
Current Class and Step:	_____
Educational Qualifications, Degrees Held:	_____
Specialization:	_____

Program Information

Dates of Absence (dd/mm/year):	From: _____	To: _____
Type of professional development:	_____	
Conference, workshop, webinars, seminars	_____	
Attach event details ie agenda, receipt of registration or other	_____	
Location:	_____	

Describe the benefits of the programs for each of the following:

1. Applicant:	_____
2. School:	_____
3. Division:	_____

Conditions:

I agree that upon successful completion of the PD, I will prepare a short summary of the content of the PD and forward it to Human Resources.

Initial
Initial

I understand that if my application is not approved, I may apply for Leave Without Pay as per Administrative Procedure 428.

Initial

Teacher Signature:	_____X_____	Date:	_____
Recommended by Principal:	_____X_____	Date:	_____
Approved by Superintendent:	_____X_____	Date:	_____

Submit completed application with attachments to the HR Office hroffice@nlsd113.ca

Medium-Term Education Leave Application

Professional Development:

Submit as per Table 5.2:

- ☐ September 20 for January 1 enrolment
- ☐ January 15 for April 1 enrolment
- ☐ April 15 for September 1 enrolment

Teacher Information

Name: _____

School: _____

Assignment: _____

Length of Continuous Service
with NLSD No.113: _____

Current Class and Step: _____

Educational Qualifications,
Degrees Held: _____

Specialization: _____

Describe below any previous Educational Leave from Northern Lights School Division, including dates:

Program Information

Dates of Absence (dd/mm/year): From: _____ To: _____

Type of course/class _____

Attach proposed course outline from university _____

Location: _____

Describe the benefits of the programs for each of the following:

4. Applicant: _____

5. School: _____

6. Division: _____

Dependents:

Name: _____

Birthdate:
dd/mm/yr: _____

Name: _____

Birthdate:
dd/mm/yr: _____

Name: _____

Birthdate:
dd/mm/yr: _____**Conditions:**

I understand that there will be a return service commitment for approval of all education leaves.

Initial

I understand that if my application is not approved, I may apply for Leave Without Pay as per Administrative Procedure 428

Initial

Teacher Signature: _____ *X* _____ Date: _____Recommended by
Principal: _____ *X* _____ Date: _____**Application Submission:**

Submit completed application with attachments to the HR Office hroffice@nlsd113.ca. Leave is subject to the submission of your approved university courses and must be received by Human Resources. Attach letters of recommendation (optional).

Office Use:**Date received:** _____**Educational Leave Committee:**

Recommend

☐

Does not recommend:

☐**Director's Action:** _____

Long-Term Education Leave Application

Professional Development:

Submit as per Table 5.2

☐ No later than February 1 for the following academic year

Teacher Information

Name: _____

School: _____

Assignment: _____

Length of Continuous Service with NLSD No.113: _____

Current Class and Step: _____

Educational Qualifications, Degrees Held: _____

Specialization: _____

Describe below any previous Educational Leave from Northern Lights School Division, including dates:

Program Information

Dates of Absence (dd/mm/year): From: _____ To: _____

Type of course/class _____

Attach proposed course outline from university _____

Location: _____

Describe the benefits of the programs for each of the following:

7. Applicant: _____

8. School: _____

9. Division: _____

Dependents:

Name: _____	Birthdate: dd/mm/yr: _____
Name: _____	Birthdate: dd/mm/yr: _____
Name: _____	Birthdate: dd/mm/yr: _____

Conditions:

I understand that there will be a return service commitment for approval of all education leaves.

Initial

I understand that if my application is not approved, I may apply for Leave Without Pay as per Administrative Procedure 428.

Initial

Teacher Signature: X Date: _____

Recommended by Principal: X Date: _____

Application Submission:

Submit completed application with attachments to the HR Office hroffice@nlsd113.ca. Leave is subject to the submission of your approved university courses and must be received by Human Resources. Attach letters of recommendation (optional).

Office Use:

Date received: _____

Educational Leave Committee: Recommend ☐ Does not recommend: ☐

Board of Education Action: _____

Educational Leave Agreement Medium/Long Term

This Agreement made in duplicate this _____(day) of _____(month), 202__

BETWEEN

NORTHERN LIGHTS SCHOOL DIVISION No.113,
a body duly elected Pursuant to *The Education Act, 1995*
Hereinafter called "The Board" of The First Part

AND

_____ of _____
Hereinafter called "The Teacher" of The Second Part

WHEREAS The Teacher has been in the employ of The Board for ____ years;
AND WHEREAS The Board has established a medium/long-term educational leave plan for teachers in its employ;
AND WHEREAS The Teacher is desirous of obtaining medium/long-term educational leave from The Board for the period from _____
AND WHEREAS The Board has agreed that The Teacher shall have such leave;
NOW THEREFORE in consideration of the premises and that mutual covenant, the parties hereto agree:

1. The Teacher shall be on medium/long-term educational leave during the period: from _____, 202__ to _____, 202__.
2. During the said period, The Teacher shall not teach, but shall, during the period of this leave: _____
3. Monthly remuneration to The Teacher shall be on the following basis: _____
4. The Teacher shall return to teach in the employ of The Board on _____, 202__ and shall on their return remain in the employ of The Board for a minimum of _____ years
5. In the event The Teacher wishes not to return and teach in the employ of The Board commencing _____, 202__, The Teacher shall give notice in writing to this effect to The Board on or before the 31st day of May 202__, and they shall thereupon repay the full amount of the grant received plus a penalty of ten percent (10%) of that amount.
6. In the event The Teacher wishes to terminate their contract with The Board at a date prior to that which completes the period of service specified in Point 4 of this Agreement, such termination shall be made in accordance with the Provincial Regulations. The Teacher shall thereupon repay The Board forthwith the sum of money which bears the same relationship to the unfulfilled part of their employment obligations, plus a penalty of ten percent (10%) of that portion of the grant
7. The Teacher shall lose no rights, benefits, or privileges that had been acquired by them prior to going on leave and on their return, they shall be accorded all the rights, benefits, and privileges under any schedule then in effect between The Board and The Teacher.

- 8 a) The Board will make every effort to reassign The Teacher to their prior assignment in the same school upon return.
- b) In the event that a dispute arises as a result of the offer of a position to The Teacher upon their return from the leave, they may appeal to The Board. The decision of The Board shall be binding on both parties to the Agreement.

Teacher signature

Signed on behalf of NLSD Board of Education

Witness

Witness

Date

Date

Deferred Salary Plan Application

Teacher Information

Name:

School:

Years of continuous service
with NLSL:

Assignment:

Application Details:

☐ 3-Year Plan

☐ 4-Year Plan

☐ 5-year plan

Additional Information (optional)

Intended start date of deferred
leave:

Deferred salary by payroll to begin

☐ June

☐ September

Do you want to have pension amounts deducted during the leave? ☐ Yes ☐ No

Additional Information (optional):

Conditions:

1. Submit to hroffice@nlsd113.ca on behalf of The Board no later than May 1st for June or September deferred salary to start.
2. Intent to postpone shall be submitted to Human Resources, hroffice@nlsd113.ca by May 31th.
Leave may only be postponed one year, up to three times.
3. Intent to cancel shall be submitted in writing to Human Resources, hroffice@nlsd113.ca on behalf of The Board.
4. Repayment of held salary if the application is rescinded by the Applicant shall be made within 30 days (Section 6.1.1)

Teacher signature: X

Submission date:

Application for Bursary

Teacher Information

Name:

School:

Grade Assignment:

Program Information

College/University
Attending:

Name of Class/Course:	Dates To/From:	Semester Hours:	Estimated Cost:

Conditions:

1. Submit application to Human Resources on behalf of The Board at least one month before starting the class. hroffice@nlsd113.ca
2. Application must include documentation outlining the course description to demonstrate relevance to curriculum.
3. I understand that upon reimbursement of tuition or fees paid, I am required to remain in the employment of The Board for the following complete academic school year.
4. The above is accurate and subject to approval of The Board and successful completion of the course

Teacher signature: X _____

Submission date: _____

Office Use:

Date received: _____

Board Action: Approved ☐ Not approved ☐

Note: _____

HR Manager's
Signature: _____

Housing Allowance Application

A housing allowance shall be provided to all teachers in the employ of the division who provide their own housing (effective December 31, 1997) within the boundaries of the Northern Saskatchewan Administration District (NSAD). Only employees who do not rent from NLSD fill out this form.

1. Do you own the house you are living in? YES__ NO__
Effective Date: _____
2. Are you renting the house you live in? YES__ NO__
Effective Date: _____
3. To whom is rent paid?
NAME: _____
ADDRESS: _____
OWNER PHONE NUMBER: _____
4. Location and Address of unit you are occupying:
STREET ADDRESS: _____
COMMUNITY: _____
PROVINCE: _____
5. Do other employees of The Board live in this Dwelling? YES__ NO__
6. List names of other occupants and position held with The Board:
1. _____
2. _____
7. Employee information:
NAME. _____
SCHOOL: _____

EMPLOYEE'S SIGNATURE: X _____

Submit completed application to payroll:

EMAIL: payroll@nlsd113.ca

FAX: 306 425 4932

DELIVER: Central Office, La Ronge or Sub Office, Beauval

Rent Schedule

Community		Property Type	Collect from Employee	
Bear Creek		House/Trailer 2 Bedroom	449.14	
Community		Property Type	Collect from Tenant	
Beauval	Suite/Duplex 1 Bedroom 2 Bedroom 3 Bedroom		529.94	
			594.68	
			659.41	
	House/Trailer 1 Bedroom 2 Bedroom 3 Bedroom		415.86	
			480.60	
			545.33	
Community		Property Type	Collect from Tenant	
Brabant		Suite/Duplex 2 Bedroom	529.00	
Community		Property Type	Collect from Tenant	
Buffalo Narrows	Suite/Duplex 1 Bedroom 2 Bedroom 3 Bedroom		529.94	
			594.68	
			659.41	
	House/Trailer 2 Bedroom 3 Bedroom		480.60	
			545.33	
Community		Property Type	Collect from Tenant	
Cole Bay		House/Trailer 3 Bedroom	514.36	
Community		Property Type	Collect from Tenant	
Cumberland House	Suite/Duplex 2 Bedroom 3 Bedroom		594.68	
			659.41	
	House/Trailer 2 Bedroom 3 Bedroom 5 Bedroom		480.60	
			545.33	
			674.82	

Rent Schedule

Community	Property Type	Collect from Tenant
Green Lake	Suite/Duplex	
	2 Bedroom	594.68
	3 Bedroom	659.41
	House/Trailer	
	3 Bedroom (Unit 4)	545.33
	3 Bedroom (Unit 5)	545.33
Community	Property Type	Collect from Tenant
Jans Bay	Suite/Duplex	
	2 Bedroom	550.89
	House/Trailer	
	3 Bedroom	514.36
	4 Bedroom	569.10
Community	Property Type	Collect from Tenant
La Loche	Suite/Duplex	
	1 Bedroom	529.94
	2 Bedroom	594.68
	3 Bedroom	659.41
	House/Trailer	
	1 Bedroom	415.86
	2 Bedroom	480.60
	3 Bedroom	545.33
	4 Bedroom	610.07
Community	Property Type	Collect from Tenant
Pinehouse	Suite/Duplex	
	1 Bedroom	529.94
	2 Bedroom	594.68
	3 Bedroom	659.41
	House/Trailer	
	2 Bedroom	480.60
	3 Bedroom	545.33
Community	Property Type	Collect from Tenant
St. Georges Hill	House/Trailer	
	2 Bedroom	459.63

Rent Schedule

Community	Property Type	Collect from Tenant
Sandy Bay	Suite/Duplex	
	1 Bedroom	529.94
	2 Bedroom	594.68
	4 Bedroom	724.15
	House/Trailer	
	2 Bedroom	480.60
	3 Bedroom	545.33
	4 Bedroom	610.07
Community	Property Type	Collect From Tenant
Stony Rapids	Suite/Duplex	
	2 Bedroom	485.21
	3 Bedroom	524.94
Community	Property Type	Collect from Tenant
Timber Bay	Suite/Duplex	
	2 Bedroom	529.00
	3 Bedroom	578.73
	House/Trailer	
	2 Bedroom	434.14
Community	Property Type	Collect from Tenant
Uranium City	House/Trailer	
	3 Bedroom	467.90
Community	Property Type	Collect from Tenant
Weyakwin	House/Trailer	
	2 Bedroom	459.63
	4 Bedroom	569.10