

LINC Agreement

Teachers' Local Agreement

2019-2022



Between:

The Board of Education of Northern Lights School Division No.113
and

The Teachers of the Northern Area Teachers' Association of Saskatchewan



Teachers' Local Agreement

Local Implementation Negotiation Committee (LINC)

This Agreement made at Prince Albert in the Province of Saskatchewan,
this 26th day of June, 2020.

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, 2019 to August 31, 2022 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.

TABLE OF CONTENTS

	Preamble	i
	Value Statement	ii
	Table of Contents	iii-iv
SECTION 1	SALARIES FOR SUBSTITUTE TEACHERS	Page 1
SECTION 2	PAY PERIODS FOR TEACHERS	Page 1
SECTION 3	SPECIAL ALLOWANCE	Page 2
SECTION 4	REIMBURSEMENT OF TRAVEL AND MOVING EXPENSES	Page 2
SECTION 5	PROFESSIONAL DEVELOPMENT/LEAVES	Page 4
SECTION 5.1	DEFINITIONS	Page 4
SECTION 5.2	EDUCATIONAL LEAVE TABLE	Page 5
SECTION 5.3	ADMINISTRATIVE AND APPLICATION DETAILS	Page 6
	5.3.1 SHORT TERM EDUCATIONAL LEAVE DETAILS	Page 6
	5.3.2 MEDIUM TERM EDUCATIONAL LEAVE DETAILS	Page 6
	5.3.3 LONG TERM EDUCATIONAL LEAVE DETAILS	Page 7
SECTION 5.4	EDUCATIONAL LEAVE COMMITTEES	Page 9
SECTION 5.5	ANNUAL CONVENTION	Page 9
SECTION 6	DEFERRED SALARY PLAN	Page 10
SECTION 7	EDUCATIONAL BURSARIES	Page 11
SECTION 8	MATERNITY LEAVE	Page 12
SECTION 9	ADOPTION LEAVE	Page 13
SECTION 10	PARENTAL LEAVE	Page 13
SECTION 11	PATERNITY LEAVE	Page 13
SECTION 12	COMPASSIONATE LEAVE	Page 14
SECTION 13	NEGOTIATION LEAVE	Page 14
SECTION 14	ADDITIONAL LEAVE	Page 15
	14.2.1 PERSONAL LEAVE	Page 15
	14.2.2 COURT DUTY	Page 15
	14.2.3 FUNERAL LEAVE	Page 15
	14.2.4 PRESIDENTIAL LEAVE	Page 15
	14.2.5 MEDICAL LEAVE	Page 15
	14.2.6 PRESSING NECESSITY	Page 16
SECTION 15	NORTHERN AREA TEACHERS ASSOCIATION (NATA)	Page 16
SECTION 16	HOUSING	Page 17
SECTION 17	NORTHERN ALLOWANCE	Page 22
SECTION 18	RETIREMENT GRATUITY	Page 25
SECTION 19	DISPUTE RESOLUTION & GRIEVANCE PROCEDURE	Page 26
SECTION 20	LIAISON COMMITTEE	Page 26
	LINC SIGNING PAGE	Page 27

APPENDIX LIST

APPENDIX A	DIRECT DEPOSIT INFORMATION FORM	Page 28
APPENDIX B	EXPENSE CLAIM FORM	Page 29
APPENDIX C	MOVING EXPENSES	Page 30
APPENDIX D	EDUCATIONAL LEAVE APPLICATION FORM	
	▪ D1 - SHORT TERM EDUCATIONAL LEAVE	Page 31
	▪ D2 - MEDIUM TERM EDUCATIONAL LEAVE	Page 33
	▪ D3 - LONG TERM EDUCATIONAL LEAVE	Page 35
APPENDIX E	MEDIUM/LONG TERM EDUCATIONAL LEAVE AGREEMENT	Page 37
APPENDIX F	APPLICATION FOR BURSARY	Page 39
APPENDIX G	MATERNITY/ADOPTION/PARENTAL LEAVE AGREEMENT	Page 40
APPENDIX H	APPLICATION FOR LEAVE	Page 42
	▪ PATERNITY	
	▪ COMPASSIONATE	
	▪ NEGOTIATION	
	▪ PERSONAL	
	▪ COURT DUTY	
	▪ FUNERAL	
	▪ PRESIDENTIAL	
	▪ MEDICAL	
	▪ PRESSING NECESSITY	
APPENDIX I	HOUSING SUBSIDY APPLICATION	Page 43
APPENDIX J	HOUSING RENT SCHEDULE – YEARS 1-3	Page 44

SECTION 1

SALARIES FOR SUBSTITUTE TEACHERS

- 1.1 A substitute teacher, holding a valid Saskatchewan Teaching Certificate, shall receive a daily salary of one one-hundred and ninety-seventh (1/197) or one one-hundred seventy-ninth (1/179), where applicable, of the minimum of Class IV as set out in the Provincial Collective Bargaining Agreement. If a teacher substitutes three (3) or more consecutive days in the same school he/she shall be paid in accordance with the current provincial salary grid for his/her classification and experience. This rate shall be effective from the first day of the consecutive period.
- 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 probationary certificate, but who do not possess a permanent teaching certificate, shall receive a daily allowance of one hundred fifty dollars (\$150.00). 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 automatically paid in 12 month installments. At any time a teacher may request, from the payroll supervisor, a 10 month pay option. At any time a teacher may request, from the payroll supervisor an advance. See **Appendix A** [Form 400-4 Direct Deposit](#).
- 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.com.

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 ten percent (10%) 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 equals 50% allowance.

Annual Consultant Allowance = Percentage employed as consultant \times (STF Salary Grid \times 10%)

Daily Consultant Allowance = $\frac{\text{STF Salary Grid} \times 10\%}{\text{Teacher days in school year}} \times \text{X days employed as a consultant}$

- 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 he/she is 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 website www.nlsd113.com for current mileage & travel rates **Form 501-2**.
- 4.2 Teachers based in fly in communities who are on 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, step-mother, step-father, mother in law, father in law or grandmother, grandfather). All conditions as stated in Section 4 will apply.

- 4.3 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.
- 4.3.1 For teachers on a temporary contract, three of the four round trip flights will be pro-rated based on 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.)
- 4.4 Transportation for teachers in fly-in communities, as outlined in Section 4.2 of this agreement, is non-accumulative. A teacher terminating his/her 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 two hundred dollars (\$1200.00) per year.
- 4.5.1 For teachers on a temporary contract, freight subsidy will be pro-rated. (Number of days of contract divided by number of days in school year multiplied by \$1200)
- 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 website www.nlsd113.com for current mileage & travel rates **Form 501-2**.
- 4.6.1 Reasonable freight charges supported by original receipts.
- 4.6.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school with original receipts.
- 4.6.3 Reasonable charges for hotel rooms only as substantiated by original receipts.
- 4.6.4 The total claim for expenses, not including air freight or air travel for fly-in communities as provided for in Section 4.3 of this agreement, shall not exceed two thousand dollars (\$2000.00) per teacher or two round trips at Board approved mileage rates from the point of departure whichever is less. See **Appendix C - [Moving Expenses Form 500-1](#)**.
- 4.6.5 Should a teacher on a temporary contract be offered and accept a permanent contract within the current year the teacher shall receive up to the remaining balance of the initial two thousand dollar (\$2000.00) moving allowance.
- 4.7 A teacher terminating his/her contract prior to the expiration of the school year shall repay The Board the unearned portion of their moving expenses and freight subsidy 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.

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 Strategic Plan.

This may include, but not be limited to: taking academic classes (i.e online classes), non-credit classes, short courses, webinars, attending conferences, curriculum networking, 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 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 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	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	* 2 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 numbers	10 days max/teacher/academic yr (teacher initiated)	12 leaves per year 4 leaves per term 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.
Principal to recommend and superintendent 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 will 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 on 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 days to 4 (four) months.
- 5.3.2.4 Medium Term Educational Leave applications must be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca by the dates indicated in the table above. 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 the Superintendent of 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 statement of marks (or certificate) as proof of completion of classes.

5.3.2.6.2 The monthly amount of grant shall be one-twelfth (1/12) 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** for 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 5.3.2.7 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 5 (five) months to a maximum of fourteen (14) months.

- 5.3.3.3 The monthly amount of grant shall be one-twelfth (1/12) of fifty-one percent (51%) of the teachers 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 the Superintendent of 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 the Superintendent of 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 his/her prior assignment in the same school upon return.

5.4 Educational Leave Committees

5.4.1 The Long Term Educational Leave Committee shall be composed of a maximum of two representatives of The Teachers (one of which will act as Chairperson) and a maximum of two Senior Administration staff (one of which will be the Superintendent of Human Resources).

5.4.1.1 The Long Term Educational Leave Committee shall consider applications for Long Term Educational Leaves and make their recommendations to The Board prior to the March Board of Education meeting.

5.4.1.2 The Board shall communicate all approved long-term leaves to the teachers.

5.4.1.3 The Long Term Educational Leave Committee shall meet at least once a year or more as determined by the Chairperson of the Educational Leave Committee.

5.4.2 The Medium Term Education Leave Committee shall be composed of one (1) representative of the Teachers and one from NLSA.

5.4.2.1 The Medium Term Education Leave Committee will meet (in person or via other means of communication) three times per year as per Table 5.2.

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.

5.5.1.2 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.

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

Year 1;	2019-2020	\$275/member
Year 2;	2020-2021	\$275/member
Year 3;	2021-2022	\$300/member

5.5.3 As per Article 2 of the Provincial Collective Agreement teachers shall be granted a NATA business day at convention with pay in respect to unpaid travel time to convention.

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

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 (1) 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 make application in writing to 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 she/he is absent.)

6.6 Intention to Start

The teacher shall notify the Superintendent of Human Resources of the intention to take 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 to a later year 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 re-assign 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.

SECTION 7 EDUCATIONAL BURSARIES

7.1 Applications for Bursary must be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca for prior approval at least one (1) calendar month before the commencement of the class. Application must include documentation outlining the course description to demonstrate relevance to curriculum. See **Appendix F** Application for Bursary.

7.2 Educational Bursaries are awarded only to those teachers who are employed on a continuing contract.

7.2.1 After 2 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 by the Board and not be considered bursaries. Travel expenses will be reimbursed at Board approved rates. Submit completed forms to the Superintendent of Human Resources hroffice@nlsd113.ca
See **Appendix B Form 501-1 Expense Claim**.
See website www.nlsd113.com for current mileage & travel rates - **Form 501-2**.

7.4.2 Bursaries can not be used for program or status continuance.

7.5 Upon submission of original receipts and confirmation of successful completion for 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*. See **Appendix G** Maternity Leave Agreement.

8.2 The teacher requesting maternity leave shall make written application at least four (4) weeks in advance of the date on which she wishes to begin her leave and shall provide the Superintendent of Human Resources with a statement from her physician certifying pregnancy and specifying the estimated date of birth.

8.3 A teacher requesting to return early from maternity leave shall make written application four weeks in advance of the initial planned returned 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*. See **Appendix G** for Adoption Leave Agreement.
- 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*. See **Appendix G** Parental Leave Agreement.
- 10.2 The teacher requesting Parental Leave shall make written application at least four weeks (4) in advance of the date on which she/he wishes to begin his/her leave, unless the parental leave is applied for and used in conjunction with the maternity leave request.
- 10.3 During the 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 PATERNITY LEAVE

- 11.1 Teachers shall upon application be granted up to five (5) days with pay for the purpose of attending the birth of their child. See **Appendix H** Application for Leave.
- 11.2 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by five (5). Rounded to the nearest half day.

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
See **Appendix H** Application for Leave.
- 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.
- 12.3 For days over and above five (5), a teacher may apply to The Board under Section 14.2.6 of this agreement. See **Appendix H** Application for Leave.
- 12.4 Compassionate Leave days shall be non-accumulative.
- 12.5 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by two. 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 his or her duties for the purpose of negotiation between The Teachers and The Board.
See **Appendix H** Application for Leave.
- 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 negotiating meeting, then the absent party shall be responsible for all costs incurred by the other party.

SECTION 14

ADDITIONAL LEAVE

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

14.2 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:

14.2.1 Personal Leave

Up to two (2) days per school year as personal leave. This leave shall be non-accumulative.

See **Appendix H** Application for Leave.

14.2.1.1 For teachers on a temporary contract this leave will be prorated per number of days in the contract. (Number of days in contract divide by number of days in school year multiplied by two. and rounded to the nearest half day).

14.2.2 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.

See **Appendix H** Application for Leave.

14.2.3 Funeral Leave

Up to one (1) day of leave with pay in order to serve as a pallbearer or eulogist.

See **Appendix H** Application for Leave.

14.2.4 Presidential Leave

Up to ten (10) 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. See **Appendix H** Application for Leave.

14.2.5 Medical Leave

In addition to the sick leave provided through the Provincial Collective Bargaining Agreement, the Board will provide two (2) days leave with pay for teachers who must attend to immediate family specialist or emergency needs.

14.2.5.1 Complete **Appendix H** Application for Leave and attach confirmation from the attending physician as required.

14.2.5.1 For teachers on a temporary contract this leave will be prorated per number of days in the contract. (Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day)

14.2.5.2 For the purpose of interpreting this section, 'immediate family' is defined as in Section 12.2.

14.2.6 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. Complete **Appendix H** Application for Leave. 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 personnel who have provided The Board with signed authorization by October 31 of each year. The changes in fees should be effective upon notification by NATA. Fees collected will be forwarded to the NATA within thirty (30) days of collection. The amount of such collections shall be made in accordance with the regulations that are established by NATA.

15.2 Employment Insurance Rebate

Pursuant to the provisions of *The Employment Insurance Act*, The Board shall issue a cheque 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 J** Housing Rent Schedule.

16.1.1 Basic rental rates

Basic monthly rental rates will increase by \$100 for three (3) consecutive years beginning September 2018.

September 1, 2020 rental schedule remains in effect until which time they are renegotiated

Year 1 September 1, 2018

Year 2 September 1, 2019

Year 3 September 1, 2020

16.1.2 Common Areas

Every effort will be made to ensure that rental costs for common areas, e.g., laundry room and storage, including hallways, will be 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 - 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 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 his/her 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 Sask Power. 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 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. Taxable benefit is described in the Tenant Handbook.

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 employees 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. Employee's 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 Subsidy - Teacher provided housing

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

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

16.6.1 Housing Subsidy 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 subsidy.

16.6.3 Housing Subsidy Rate

HOUSING SUBSIDY RATE - SCHEDULE A:

Community(s)	Rate per month
La Ronge, Air Ronge	\$194.78
Green Lake	\$207.03
Buffalo Narrows, Beauval, Weyakwin, Timber Bay	\$244.83
La Loche, Sandy Bay, Cumberland House, Bear Creek	\$269.33
Pinehouse Lake, Jans Bay, Cole Bay	\$294.97
St. Georges Hill, Brabant Lake	\$307.21
Uranium City, Stony Rapids	\$319.46

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 subsidy; other residents shall receive a subsidy of sixty-six dollars \$66.00 per month.

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

Example: La Ronge occupants may request that the one hundred and eighty-five dollars and fifty cents (\$185.50) (primary resident) and the sixty-six dollars (\$66.00) (second resident), be paid as one hundred and twenty five dollars and seventy five cents (\$125.75) for each of the two (2) occupants.

16.7 Rental Subsidy for new teachers tenants

16.7.1 Subsidies will be deducted from the rental rates per the listing in **Appendix J** effective September 1, 2020.

RENTAL SUBSIDY FOR NEW TEACHERS - SCHEDULE B:

First year of employment with the Board	\$300 per month
Second year of employment with the Board	\$200 per month
Third year of employment with the Board	\$100 per month

The subsidy will be applied September 1, 2020, for those teacher tenants currently employed and hired September 2018 to date.

i.e. A teacher tenant hired during September 1, 2018 to August 31, 2019, will have \$100 per month credited against their monthly rent for the 2020/2021 school year, and no further subsidies.

A teacher tenant hired during September 1, 2019 to August 31, 2020, will have \$200 per month credited against their monthly rent for the 2020/2021 school year, and \$100 per month credited against their monthly rent for the 2021/2022 school year; and no further subsidies.

A teacher tenant hired effective September 1, 2020, will have \$300 per month credited against their monthly rent for the 2020/2021 school year, and \$200 per month credited against their monthly rent for the 2021/2022 school year; and \$100 per month credited against their monthly rent for the 2022/2023 school year; and no further subsidies.

16.7.2 Should teacher tenants begin employment with the Board after January 1st, they will receive the \$300 per month from January 1 until tenancy ends (i.e. June) or August 31 of that year, whichever comes first. The following year, September 1, they will still be eligible to receive the first year \$300 subsidy for the following full school year of employment.

16.7.3 The subsidy for new teachers will be considered a taxable benefit.

16.8 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 have been violated.

Time Limits:

- 16.8.1 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.
- 16.8.2 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.
- 16.8.3 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:

- 16.8.4 **Step One:** A grievance is initiated by notifying both the Division Designate and the NATA 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.
- 16.8.5 **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:
 - 16.8.5.1 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.
- 16.8.6 **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.

16.9 Arbitration Board

The arbitration Board shall not have the authority to add to, subtract from, modify, change, or alter any of the provision 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 NORTHERN ALLOWANCE

17.1 Northern Allowance

Northern Allowance is payable to all teachers in the employ of the Division who live and work in northern Saskatchewan boundaries as defined by what is the Northern Sask. 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:

17.1.1 Principles relating to establishment of Northern Allowance:

Recognition of a 'northern cost factor' which impacts teacher living and housing costs, as it 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;
- Local housing market.

17.1.2 It is recognized that the conditions and other related factors identified in Section 17.1.1 above have been and are constantly changing and therefore the northern allowance requires regular monitoring and possible adjustment.

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

17.1.4 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.

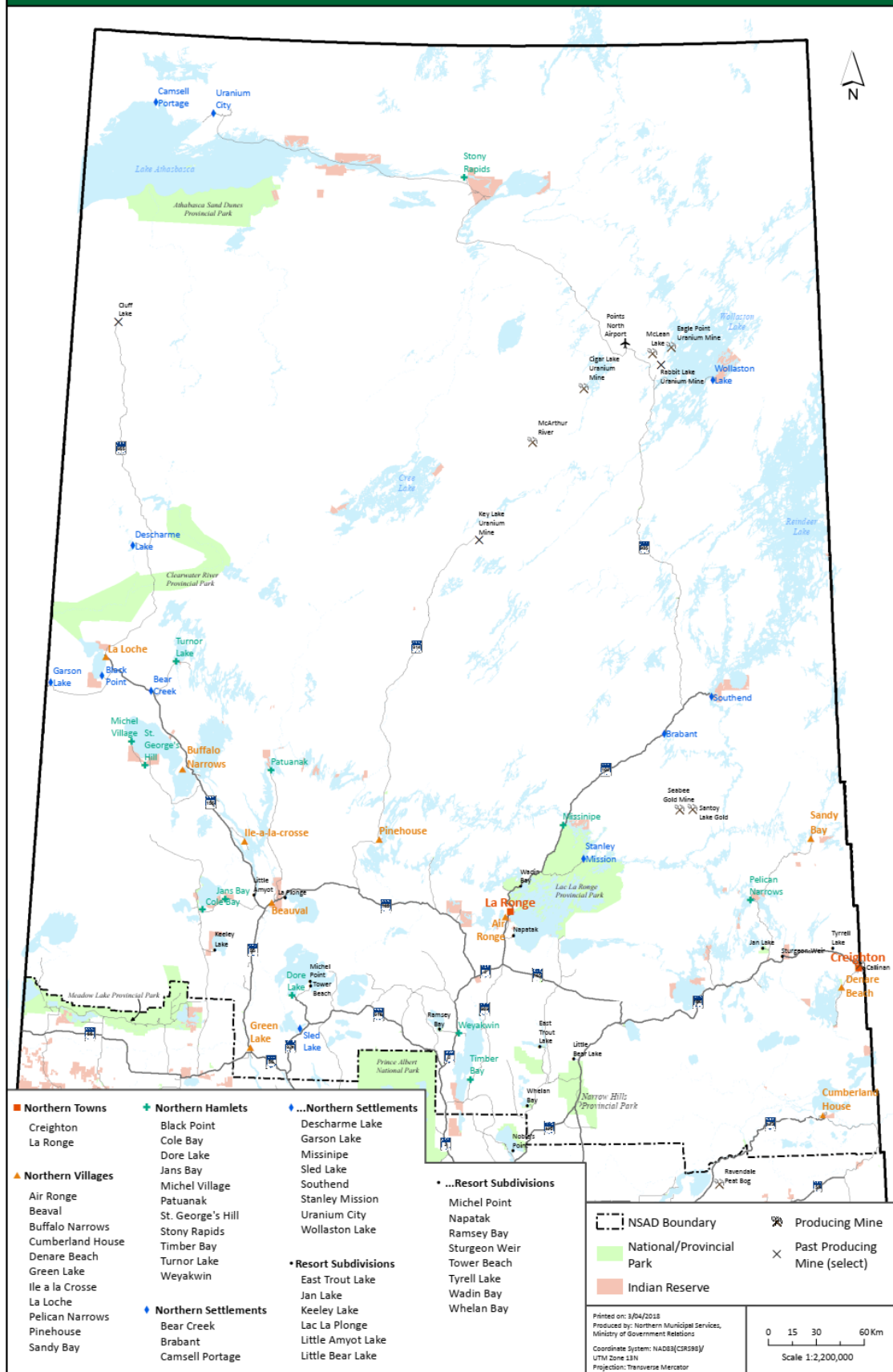
17.1.5 Teachers hired after the signing of the 1994-1997 Agreement shall be paid a Northern Allowance not less than rates in Schedule C.

17.1.6 All teachers are eligible to receive Northern Allowance as constituted above except:
Section 17.1.6.1 teachers seconded outside of the Northern Sask Administration District (NSAD);
Section 17.1.6.2 teachers who choose to reside outside the NSAD.

NORTHERN ALLOWANCE - SCHEDULE C:

School	Grandfathered Rate	Rate
Bear Creek		\$4140.00
Beauval		\$3311.00
Brabant Lake		\$5494.00
Buffalo Narrows		\$3311.00
Cole Bay		\$4664.00
Cumberland House		\$4140.00
Green Lake		\$2258.00
Jans Bay		\$4664.00
La Loche		\$4140.00
La Ronge	\$1375.00	\$1204.00
Pinehouse Lake		\$4664.00
Sandy Bay		\$6772.00
St. George's Hill		\$5494.00
Stony Rapids		\$6772.00
Timber Bay		\$3311.00
Uranium City		\$6772.00
Weyakwin		\$3311.00

Northern Saskatchewan Administration District (NSAD)



SECTION 18

RETIREMENT GRATUITY

- 18.1 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.
- 18.1.1 Two hundred and fifty dollars (\$250.00) per year times the number of years of continuous service up to June 30, 2004.
- 18.1.2 Three hundred dollars (\$300.00) per year times the number of years of continuous service between June 30, 2004 and August 15, 2008.
- 18.1.3 Four hundred dollars (\$400.00) per year times the number of years of continuous service beyond August 15, 2008.
- 18.2 To qualify the teacher must have at least ten (10) years of service with The Board.
- 18.3 Service shall be defined as service with The Board, but shall exclude:
- 18.3.1 Leave of Absence without pay;
- 18.3.2 Secondment (except as noted in Section 18.5 of this agreement);
- 18.3.3 Maternity, Adoption, or Parental Leave;
- 18.3.4 Income continuance; or
- 18.3.5 Deferred salary leave (for the year of leave).
- 18.4 Exclusions to service defined in Section 18.3 of this agreement, will not be considered as breaks in continuous service.
- 18.5 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.
- 18.6 Teachers will be notified if the receiving agency is not prepared to participate in the gratuity payments.
- 18.7 The Retirement Gratuity is taxable in the hands of the recipient.
- 18.8 The gratuity will only be paid:
- 18.8.1 If the teacher retires while in the employ of The Board; and
- 18.8.2 If the teacher has completed all of the documentation to qualify for a teachers pension benefit.

SECTION 19

DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

- 19.1 A Board of Review shall be established each year prior to the end of December. Three (3) representatives shall be named by each of the parties to this agreement and their names will be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca. The committee shall mutually agree upon a chairperson from within the committee.
- 19.1.1 The Board of Review shall set up its own procedures and will be responsible for dealing with and making recommendations on any matter related to the meaning, interpretation or application of any words, expressions or provisions contained in this agreement.
- 19.1.2 The Board, The Teachers, or any teacher, may make representation to The Board of Review on any matter related to the implementation or interpretation of any part of this agreement. The Board of Review shall make its recommendation in writing and copies shall be forwarded to the parties involved as well as to both parties to this agreement.
- 19.2 The chairperson shall have the right to vote on all questions.
- 19.3 The Board of Review will receive and consider appeals by teachers related to interpretations of the agreement.
- 19.3.1 Appeals are to be submitted in writing to the chairperson of the Board of Review.
- 19.3.2 The Board of Review shall write a report and provide a copy of the report to the teacher appellant and The Board of Education through the Director of Education. The report may contain recommendations.
- 19.3.3 The Board of Education, through the Director of Education, will provide a decision that includes their intended actions to the teacher appellant within 15 days of receiving the report from the Board of Review.
- 19.3.4 The teacher appellant shall have 15 days following their receipt of the Board of Education decision to submit a grievance to arbitration as provided for in *The Education Act, 1995*.

SECTION 20

LIAISON COMMITTEE

- 20.1 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

Teachers Local Agreement

LINC 2019-2022

Dated at Laharage Sh. on the 26th of June of 2020
location day month

Board Team:



Joey McCallum, Board Chair
Board of Education



Herb Norton
Board of Education



Emelien Janvier
Board of Education

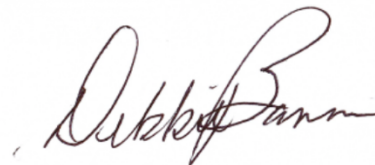


Lorna Black
Board of Education

NATA Team:



Thomas Flath, LINC Committee Chair
NATA



Debbie Banman, LINC Committee
NATA



Dakota deCaux, LINC Committee
NATA

Direct Deposit

Section A Identification Information

Surname	
Given names	
Social Insurance Number	
NLSD email address	
Phone number	<input type="checkbox"/> 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	
<input type="checkbox"/> Yes, I want a mid-month advance each month. Select either % or \$	<div style="text-align: center;"> <div>%</div> <div>1% - 49% salary</div> </div>	<div style="text-align: center;"> <div>\$</div> <div>flat rate amount</div> </div>

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 #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: nlsdpayroll@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 <small>(Receipt(s) Required)</small>	TOTAL
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> 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 Reasonable freight charges supported by original receipts.
 - 4.6.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school with original receipts.
 - 4.6.3 Reasonable charges for hotel rooms only as substantiated with original receipts.
 - 4.6.4 The total claim for expenses, not including air freight or air travel for fly-in communities as provided for in Section 4.3 of this agreement, shall not exceed two thousand dollars (\$2,000.00) per teacher or two round trips at Board approved mileage rates from the point of departure, whichever is less.
 - 4.6.5 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 two thousand dollars (\$2000.00) 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.

NOTE:

- ✚ Teachers who are assigned to a fly-in community should NOT include the cost of air freight and air travel from Prince Albert or La Ronge to the community on this claim.
- ✚ If multiple vehicle trips are being claimed a confirmation of travel (such as gas receipts) must be included to show travel on that day. Original gas or hotel receipts are required.
- ✚ See website www.nlsd113.com **Form 501-2** for current mileage rates.

Expense claim from _____ to _____
(location) (location)

1.	Freight charges (attach original receipts)	\$ _____
2.	Mileage (_____ km X _____ # of Trips X _____ ¢/km)	\$ _____
3.	Hotel bills (attach original receipts)	\$ _____
4.	Other _____	\$ _____
Total		\$ _____

Date _____

Teacher's Name (Print) _____

Teacher's Signature _____

School _____

Superintendent's Signature _____

Submit completed claim form with original receipts to your School Superintendent for approval

Short Term Education Leave Application

Professional Development:

Submit as per table 5.2

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). See Section 5.2 and Section 5.3 for full application details. For Board-initiated professional development opportunities, the program superintendent will provide a registration form which will serve as the leave request.

TEACHER INFORMATION:

Name: _____ Date: _____ 20____

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 From: _____ To: _____
(dd/mo/year) (dd/mo/year)

Type of professional development:

For conference, workshop, webinars, seminars attach event details (agenda, receipt of registration or other)

Location: _____

DESCRIBE THE BENEFITS OF THE PROGRAM:

Applicant: _____

School: _____

Division:

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 the Superintendent of Human Resources.

☐ Yes ☐ No

If the application for funding is not approved, the teacher may apply for *Leave Without Pay* as per Administrative Procedure 428.

Signature of Teacher

Date

Recommended by Principal

Date

Approved by School Superintendent

** International PD – Superintendent to notify Director*

Date

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

Name: _____ Date: _____ 20____

School: _____ Assignment: _____

Length of Continuous Service with NLSD: _____

Current Class and Step: _____

Current educational qualifications, degrees held: _____


Specialization: _____

PROGRAM INFORMATION:

Dates of requested leave: From: _____ To: _____

Name of course: _____

Location: _____

Attach proposed course outline from university. 

Explain benefit to:

Applicant: _____

School: _____

Division: _____

Have you received any previous Educational Leave from Northern Lights School Division?

☐ Yes ☐ No

If yes, What and When? _____

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

☐ Yes ☐ No

If the application for funding is not approved, the teacher may apply for *Leave Without Pay* as per Administrative Procedure 428.

Name of Dependents:

Age(s) include date of birth:

Leave is subject to the submission of your approved university courses and must be received by the Superintendent of Human Resources hroffice@nlsd113.ca.

Attach letters of recommendation (optional)



Signature of Applicant

Date

Recommended by Principal

Date

OFFICE USE ONLY:

Date Received: _____, 20 ____

Educational Leave Committee Recommendation: _____

Director Action: _____

Long Term Education Leave Application

Professional Development:

Submit as per table 5.2

☐ No later than February 1 for following academic year

Name: _____ Date: _____ 20____

School: _____ Assignment: _____

Length of Continuous Service with NLSD: _____

Current Class and Step: _____

Current educational qualifications, degrees held: _____


Specialization: _____

PROGRAM INFORMATION:

Dates of requested leave: From: _____ To: _____

Name of course: _____

Location: _____

Attach proposed course outline from university. 

Explain benefit to:

Applicant: _____

School: _____

Division: _____

Have you received any previous Educational Leave from Northern Lights School Division?

☐ Yes ☐ No

If yes, What and When? _____

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

☐ Yes ☐ No

If the application for funding is not approved, the teacher may apply for *Leave Without Pay* as per Administrative Procedure 428.

Name of Dependents:

Age(s) include date of birth:

Leave is subject to the submission of your approved university courses and must be received by the Superintendent of Human Resources hroffice@nlsd113.ca.

Attach letters of recommendation (optional)



Signature of Applicant

Date

Recommended by Director

Date

OFFICE USE ONLY:

Date Received: _____, 20 ____

Educational Leave Committee Recommendation: _____

Board Action: _____

Educational Leave Agreement

Medium/Long Term

This Agreement made in duplicate this _____ day of _____, 20_____.

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 _____, 20__ to _____, 20__;

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 _____ to _____, 20__.

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 _____, 20__ and shall on his/her 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_____, 20____, The Teacher shall give notice in writing to this effect to The Board on or before the 31st day of May 20____, and he/she 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 his/her 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 him/her prior to going on leave and on his/her return, he/she 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 his/her 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 his/her return from the leave, he/she may appeal to The Board. The decision of The Board shall be binding on both parties to the Agreement.

Signature of Teacher

Signature
On behalf of NLSD No.113, Board of Education

Witness

Witness

Date

Date

Application for Bursary

Pursuant to Section 8 of the Northern Area Teachers' Local Agreement,

I, _____, employed by the Northern Lights School Division No.113, Board of Education for _____ years and presently teaching grade _____ at _____ school, wish to make application for a bursary for the following professional development.

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

- The reason for obtaining this class/course must be outlined on the back of this application.
- Application must include documentation outlining the course description to demonstrate relevance to curriculum.
- I understand that upon reimbursement of tuition or fees paid I am required to remain in the employ of The Board for the following complete academic school year.
- The above is subject to approval of The Board and successful completion of class/course.

Signature

Date

OFFICE USE ONLY:

Approved: _____

Not Approved: _____

Reason: _____

Signature of the Director of Education

Date

Maternity/Adoption/Parental Leave Agreement

The Agreement made in duplicate this _____ day of _____, 20____.

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(n) _____ plan for teachers in its employ;

AND WHEREAS The Teacher is desirous of obtaining _____ leave from The Board for the period from _____, 20____ to _____, 20____.

NOW THEREFORE in consideration of the premises and the mutual covenant the parties hereto agree:

1. The Teacher shall be on _____ Leave during the period from _____, 20____ to _____, 20____.
2. During this period, The Teacher shall not be required to teach, but shall be considered to be on leave of absence due to _____.
3. The Teacher shall return to the employ of The Board commencing _____, 20____.

4. As per *The Education Act 1995*; Section 211, in the event The Teacher wishes not to return to the employ of The Board, The Teacher shall give notice in writing to this effect on or before May 31, 20____.
5. The Teacher shall lose no rights, benefits or privileges that have been acquired by him/her prior to going on leave, and on his/her return he/she shall be accorded all the rights, benefits and privileges under any schedule then in effect between The Board and its teachers.
6. a) The Board will make every effort to reassign The Teacher to his/her prior assignment in the same school upon return.
- b) In the event that a dispute arises as a result of the offer of position to The Teacher upon his/her return from Leave may appeal to The Board. The decision of The Board shall be binding on both parties to this Agreement.

Signature of Teacher

Signature
On behalf of the NLSD No.113, Board of Education

Witness

Witness

Date

Date

Application for Leave

✓ **Check One:**

- ☐ Paternity Leave (Section 11)
- ☐ Compassionate Leave (Section 12)
- ☐ Negotiation Leave (Section 13)
- ☐ Personal Leave (Section 14.2.1)
- ☐ Court Duty (Section 14.2.2)
- ☐ Funeral (Section 14.2.3)
- ☐ Presidential Leave (Section 14.2.4)
- ☐ Medical * (Section 14.2.5)
- ☐ Pressing Necessity * (Section 14.2.6)
- ☐ Other
School admin may use this form for recording leaves not included in the LINC agreement

Reasons or other pertinent information: (* Required):

NOTE: Please review the pertinent sections of the Teachers’ Local Agreement.
Approval cannot be granted unless the request meets all of the requirements of the section.

Applicant Name_____ Date: _____

School: _____ Position: _____

Dates of Absence: _____

Number of Days_____

SIGNATURE OF TEACHER

SIGNATURE OF PRINCIPAL



RECOMMENDED BY: _____ DATE: _____

APPROVED BY: _____

Housing Subsidy Application

A housing subsidy 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 Sask. Administration District (NSAD). Only employees that **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: _____

TELEPHONE NUMBER OF OWNER: _____

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. Name of other occupants and position held with The Board:

NAME(S): 1. _____

2. _____

7. Employee information:

NAME: _____

SCHOOL: _____

EMPLOYEE'S SIGNATURE: _____

Submit completed application to Payroll Supervisor
EMAIL: nlsdpayroll@nlsd113.ca FAX: 306 425 4932

APPENDIX J

Rent Schedule 2018-2020

Year 1 - Effective Sept-01-2018

Community		Property Type	September 2018 Rent	Electrical Rebate	Fly in or isolation Rebate	Collect from Employee	
Bear Creek		House/Trailer 2 Bedroom	432.74 -	152.14 -	31.46	249.14	
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant	
Beauval		Suite/Duplex 1 Bedroom	368.00 -	38.06	-	329.94	
		2 Bedroom	432.74 -	38.06	-	394.68	
		3 Bedroom	497.47 -	38.06	-	459.41	
		House/Trailer 1 Bedroom	368.00 -	152.14	-	215.86	
		2 Bedroom	432.74 -	152.14	-	280.60	
		3 Bedroom	497.47 -	152.14	-	345.33	
	Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Brabant		Suite/Duplex 2 Bedroom	432.74 -	38.06 -	65.68	329.00	
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant	
Buffalo Narrows		Suite/Duplex 1 Bedroom	368.00 -	38.06	-	329.94	
		2 Bedroom	432.74 -	38.06	-	394.68	
		3 Bedroom	497.47 -	38.06	-	459.41	
		House/Trailer 2 Bedroom	432.74 -	152.14	-	280.60	
		3 Bedroom	497.47 -	152.14	-	345.33	
	Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
	Cole Bay		House/Trailer 3 Bedroom	497.47 -	152.14 -	30.97	314.36
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant	
Cumberland House		Suite/Duplex 2 Bedroom	432.74 -	38.06	-	394.68	
		3 Bedroom	497.47 -	38.06	-	459.41	
		House/Trailer 2 Bedroom	432.74 -	152.14	-	280.60	
		3 Bedroom	497.47 -	152.14	-	345.33	
		5 Bedroom	626.96 -	152.14	-	474.82	
	Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant

APPENDIX J

Rent Schedule 2018-2020

Year 1 - Effective Sept-01-2018

Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Green Lake	Suite/Duplex				
	2 Bedroom	432.74 -	38.06	-	394.68
	3 Bedroom	497.47 -	38.06	-	459.41
	House/Trailer				
	3 Bedroom (Unit 4)	497.47 -	152.14	-	345.33
	3 Bedroom (Unit 5)	497.47 -	152.14	-	345.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Jans Bay	Suite/Duplex				
	2 Bedroom	432.74 -	38.06 -	43.79	350.89
	House/Trailer				
	3 Bedroom	497.47 -	152.14 -	30.97	314.36
	4 Bedroom	562.21 -	152.14 -	40.97	369.10
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
La Loche	Suite/Duplex				
	1 Bedroom	368.00 -	38.06	-	329.94
	2 Bedroom	432.74 -	38.06	-	394.68
	3 Bedroom	497.47 -	38.06	-	459.41
	House/Trailer				
	1 Bedroom	368.00 -	152.14	-	215.86
	2 Bedroom	432.74 -	152.14	-	280.60
	3 Bedroom	497.47 -	152.14	-	345.33
	4 Bedroom	562.21 -	152.14	-	410.07
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Pinehouse	Suite/Duplex				
	1 Bedroom	368.00 -	38.06	-	329.94
	2 Bedroom	432.74 -	38.06	-	394.68
	3 Bedroom	497.47 -	38.06	-	459.41
	House/Trailer				
	2 Bedroom	432.74 -	152.14	-	280.60
	3 Bedroom	497.47 -	152.14	-	345.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
St. Georges Hill	House/Trailer				
	2 Bedroom	432.74 -	152.14 -	20.97	259.63

APPENDIX J
Rent Schedule 2018-2020
Year 1 - Effective Sept-01-2018

Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Sandy Bay	Suite/Duplex				
	1 Bedroom	368.00 -	38.06	-	329.94
	2 Bedroom	432.74 -	38.06	-	394.68
	4 Bedroom	562.21 -	38.06	-	524.15
	House/Trailer				
	2 Bedroom	432.74 -	152.14	-	280.60
	3 Bedroom	497.47 -	152.14	-	345.33
	4 Bedroom	562.21 -	152.14	-	410.07
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Stony Rapids	Suite/Duplex				
	2 Bedroom	432.74 -	38.06 -	109.47	285.21
	3 Bedroom	497.47 -	38.06 -	134.47	324.94
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Timber Bay	Suite/Duplex				
	2 Bedroom	432.74 -	38.06 -	65.68	329.00
	3 Bedroom	497.47 -	38.06 -	80.68	378.73
	House/Trailer				
	2 Bedroom	432.74 -	152.14 -	46.46	234.14
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Uranium City	House/Trailer				
	3 Bedroom	497.47 -	152.14 -	77.43	267.90
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Weyakwin	House/Trailer				
	2 Bedroom	432.74 -	152.14 -	20.97	259.63
	4 Bedroom	562.21 -	152.14 -	40.97	369.10

Revised: January 15, 2018

APPENDIX J
RENT SCHEDULE 2018-2020
Year 2 - Effective Sept-01-2019

Community		Property Type	September 2018 Rent	Electrical Rebate	Fly in or isolation Rebate	Collect from Employee
Bear Creek		House/Trailer 2 Bedroom	532.74 -	152.14 -	31.46	349.14
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	from Tenant
Beauval	Suite/Duplex					
	1 Bedroom	468.00 -	38.06	-	429.94	
	2 Bedroom	532.74 -	38.06	-	494.68	
	3 Bedroom	597.47 -	38.06	-	559.41	
	House/Trailer					
	1 Bedroom	468.00 -	152.14	-	315.86	
	2 Bedroom	532.74 -	152.14	-	380.60	
	3 Bedroom	597.47 -	152.14	-	445.33	
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Brabant		Suite/Duplex 2 Bedroom	532.74 -	38.06 -	65.68	429.00
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Buffalo Narrows	Suite/Duplex					
	1 Bedroom	468.00 -	38.06	-	429.94	
	2 Bedroom	532.74 -	38.06	-	494.68	
	3 Bedroom	597.47 -	38.06	-	559.41	
	House/Trailer					
	2 Bedroom	532.74 -	152.14	-	380.60	
3 Bedroom	597.47 -	152.14	-	445.33		
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Cole Bay		House/Trailer 3 Bedroom	597.47 -	152.14 -	30.97	414.36
Community		Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Cumberland House	Suite/Duplex					
	2 Bedroom	532.74 -	38.06	-	494.68	
	3 Bedroom	597.47 -	38.06	-	559.41	
	House/Trailer					
	2 Bedroom	532.74 -	152.14	-	380.60	
	3 Bedroom	597.47 -	152.14	-	445.33	
5 Bedroom	726.96 -	152.14	-	574.82		

APPENDIX J
RENT SCHEDULE 2018-2020
Year 2 - Effective Sept-01-2019

Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Green Lake	Suite/Duplex				
	2 Bedroom	532.74 -	38.06	-	494.68
	3 Bedroom	597.47 -	38.06	-	559.41
	House/Trailer				
	3 Bedroom (Unit 4)	597.47 -	152.14	-	445.33
	3 Bedroom (Unit 5)	597.47 -	152.14	-	445.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Jans Bay	Suite/Duplex				
	2 Bedroom	532.74 -	38.06 -	43.79	450.89
	House/Trailer				
	3 Bedroom	597.47 -	152.14 -	30.97	414.36
	4 Bedroom	662.21 -	152.14 -	40.97	469.10
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
La Loche	Suite/Duplex				
	1 Bedroom	468.00 -	38.06	-	429.94
	2 Bedroom	532.74 -	38.06	-	494.68
	3 Bedroom	597.47 -	38.06	-	559.41
	House/Trailer				
	1 Bedroom	468.00 -	152.14	-	315.86
	2 Bedroom	532.74 -	152.14	-	380.60
	3 Bedroom	597.47 -	152.14	-	445.33
	4 Bedroom	662.21 -	152.14	-	510.07
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Pinehouse	Suite/Duplex				
	1 Bedroom	468.00 -	38.06	-	429.94
	2 Bedroom	532.74 -	38.06	-	494.68
	3 Bedroom	597.47 -	38.06	-	559.41
	House/Trailer				
	2 Bedroom	532.74 -	152.14	-	380.60
	3 Bedroom	597.47 -	152.14	-	445.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
St. Georges Hill	House/Trailer				
	2 Bedroom	532.74 -	152.14 -	20.97	359.63

APPENDIX J
RENT SCHEDULE 2018-2020
Year 2 - Effective Sept-01-2019

Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Sandy Bay	Suite/Duplex				
	1 Bedroom	468.00 -	38.06	-	429.94
	2 Bedroom	532.74 -	38.06	-	494.68
	4 Bedroom	662.21 -	38.06	-	624.15
	House/Trailer				
	2 Bedroom	532.74 -	152.14	-	380.60
	3 Bedroom	597.47 -	152.14	-	445.33
	4 Bedroom	662.21 -	152.14	-	510.07
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Stony Rapids	Suite/Duplex				
	2 Bedroom	532.74 -	38.06 -	109.47	385.21
	3 Bedroom	597.47 -	38.06 -	134.47	424.94
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Timber Bay	Suite/Duplex				
	2 Bedroom	532.74 -	38.06 -	65.68	429.00
	3 Bedroom	597.47 -	38.06 -	80.68	478.73
	House/Trailer				
	2 Bedroom	532.74 -	152.14 -	46.46	334.14
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Uranium City	House/Trailer				
	3 Bedroom	597.47 -	152.14 -	77.43	367.90
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Weyakwin	House/Trailer				
	2 Bedroom	532.74 -	152.14 -	20.97	359.63
	4 Bedroom	662.21 -	152.14 -	40.97	469.10

Revised: January 15, 2018

APPENDIX J
Rent Schedule 2018-2020
Year 3- Effective Sept-01-2020

Community	Property Type	September 2018 Rent	Electrical Rebate	Fly in or isolation Rebate	Collect from Employee
Bear Creek	House/Trailer 2 Bedroom	632.74 -	152.14 -	31.46	449.14
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Beauval	Suite/Duplex				
	1 Bedroom	568.00 -	38.06	-	529.94
	2 Bedroom	632.74 -	38.06	-	594.68
	3 Bedroom	697.47 -	38.06	-	659.41
	House/Trailer				
	1 Bedroom	568.00 -	152.14	-	415.86
	2 Bedroom	632.74 -	152.14	-	480.60
	3 Bedroom	697.47 -	152.14	-	545.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Brabant	Suite/Duplex 2 Bedroom	632.74 -	38.06 -	65.68	529.00
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Buffalo Narrows	Suite/Duplex				
	1 Bedroom	568.00 -	38.06	-	529.94
	2 Bedroom	632.74 -	38.06	-	594.68
	3 Bedroom	697.47 -	38.06	-	659.41
	House/Trailer				
	2 Bedroom	632.74 -	152.14	-	480.60
	3 Bedroom	697.47 -	152.14	-	545.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Cole Bay	House/Trailer 3 Bedroom	697.47 -	152.14 -	30.97	514.36
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Cumberland House	Suite/Duplex				
	2 Bedroom	632.74 -	38.06	-	594.68
	3 Bedroom	697.47 -	38.06	-	659.41
	House/Trailer				
	2 Bedroom	632.74 -	152.14	-	480.60
	3 Bedroom	697.47 -	152.14	-	545.33
	5 Bedroom	826.96 -	152.14	-	674.82

APPENDIX J
Rent Schedule 2018-2020
Year 3- Effective Sept-01-2020

Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Green Lake	Suite/Duplex				
	2 Bedroom	632.74 -	38.06	-	594.68
	3 Bedroom	697.47 -	38.06	-	659.41
	House/Trailer				
	3 Bedroom (Unit 4)	697.47 -	152.14	-	545.33
	3 Bedroom (Unit 5)	697.47 -	152.14	-	545.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Jans Bay	Suite/Duplex				
	2 Bedroom	632.74 -	38.06 -	43.79	550.89
	House/Trailer				
	3 Bedroom	697.47 -	152.14 -	30.97	514.36
	4 Bedroom	762.21 -	152.14 -	40.97	569.10
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
La Loche	Suite/Duplex				
	1 Bedroom	568.00 -	38.06	-	529.94
	2 Bedroom	632.74 -	38.06	-	594.68
	3 Bedroom	697.47 -	38.06	-	659.41
	House/Trailer				
	1 Bedroom	568.00 -	152.14	-	415.86
	2 Bedroom	632.74 -	152.14	-	480.60
	3 Bedroom	697.47 -	152.14	-	545.33
	4 Bedroom	762.21 -	152.14	-	610.07
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Pinehouse	Suite/Duplex				
	1 Bedroom	568.00 -	38.06	-	529.94
	2 Bedroom	632.74 -	38.06	-	594.68
	3 Bedroom	697.47 -	38.06	-	659.41
	House/Trailer				
	2 Bedroom	632.74 -	152.14	-	480.60
	3 Bedroom	597.47 -	152.14	-	545.33
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
St. Georges Hill	House/Trailer				
	2 Bedroom	632.74 -	152.14 -	20.97	459.63

APPENDIX J
Rent Schedule 2018-2020
Year 3- Effective Sept-01-2020

Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Sandy Bay	Suite/Duplex				
	1 Bedroom	568.00 -	38.06	-	529.94
	2 Bedroom	632.74 -	38.06	-	594.68
	4 Bedroom	762.21 -	38.06	-	724.15
	House/Trailer				
	2 Bedroom	632.74 -	152.14	-	480.60
	3 Bedroom	697.47 -	152.14	-	545.33
	4 Bedroom	762.21 -	152.14	-	610.07
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Stony Rapids	Suite/Duplex				
	2 Bedroom	632.74 -	38.06 -	109.47	485.21
	3 Bedroom	697.47 -	38.06 -	134.47	524.94
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Timber Bay	Suite/Duplex				
	2 Bedroom	632.74 -	38.06 -	65.68	529.00
	3 Bedroom	697.47 -	38.06 -	80.68	578.73
	House/Trailer				
	2 Bedroom	632.74 -	152.14 -	46.46	434.14
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Uranium City	House/Trailer				
	3 Bedroom	697.47 -	152.14 -	77.43	467.90
Community	Property Type	Rent	Rebate	Fly in or isolation Rebate	Collect from Tenant
Weyakwin	House/Trailer				
	2 Bedroom	632.74 -	152.14 -	20.97	459.63
	4 Bedroom	762.21 -	152.14 -	40.97	569.10

Revised: January 15, 2018