



**LOCAL COLLECTIVE BARGAINING  
AGREEMENT FOR TEACHERS**

**BETWEEN**

**The Board of Education of the Prairie Valley School Division No. 208**

**AND**

**The Teachers of the Prairie Valley School Division No. 208**

**July 1, 2021 to June 30, 2025**

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## LOCAL COLLECTIVE BARGAINING AGREEMENT FOR TEACHERS

**BETWEEN:** The Board of Education of the Prairie Valley School Division No. 208  
Of Saskatchewan (hereinafter called “**the Board**”)

**AND:** Teachers of the Prairie Valley School Division No. 208  
Of Saskatchewan (hereinafter called “**a teacher**”)

Constitutes the Local Agreement negotiated in accordance with *The Education Act, 1995*.

### AGREEMENT

Unless the context otherwise requires it, all terms and expressions used in this Agreement shall have the same meaning as in *The Education Act, 1995*.

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.

### PREAMBLE

The Prairie Valley Teachers’ Association and the Board of Education of the Prairie Valley School Division #208 of Saskatchewan affirm their shared commitment to a culture that holds the greater good of publicly funded education at the forefront of their behaviors.

This culture is characterized by trust, mutual respect, consultation, cooperation and transparency while seeking to build positive relationships and share common understandings.

This agreement is intended to support the interest of both the teachers and the Board of Education, to that end, the parties to this agreement affirm the value of communication and consultation between them and agree to promote and foster positive and effective working relationships.

#### Section 1 – Term of Agreement

This agreement shall be effective from July 1, 2021 until June 30, 2025 and thereafter until revised in accordance with *The Education Act, 1995*. Provisions in this agreement are effective July 1, 2022.

## Section 2 – Leaves

An employee on less than full-time contract shall be granted leave under this section in proportion to the percentage of teaching time specified in his or her contract.

### 2.1 Compassionate Leave

- 2.1.1 For the purpose of this section, “immediate family” is defined as a partner, child (child includes a stillborn baby or miscarriage), parent, guardian, sibling, grandparent, grandchild, aunt, uncle, niece or nephew of a teacher or of a teacher’s step-family or a teacher’s partner or a teacher’s partner’s step-family.
- 2.1.2 A teacher shall be granted leave with pay, by the principal, for a period of up to and not exceeding five (5) school days in the event of a death of a member of a teacher’s immediate family or the immediate family of a teacher’s partner.
- 2.1.3 A teacher shall be granted leave with pay, by the principal, for a period up to and not exceeding five (5) days per school year when critical illness or injury (life threatening or in danger of death) of a member of the immediate family requires a teacher’s immediate attention.
- 2.1.4 A teacher shall be granted up to one (1) day leave with pay, by the principal, to attend the funeral of a person of importance to the teacher, who is not included in the definition of “immediate family” in 2.1.1.
- 2.1.5 Compassionate leave beyond the circumstances described in 2.1.2 to 2.1.4 may be granted at the discretion of the Director or designate upon receipt of a written request.

### 2.2 Maternity/Parenting/Adoption Leave

- 2.2.1 A teacher shall be granted maternity leave, parenting leave, and adoption leave in accordance with The Saskatchewan Employment Act and the Provincial Collective Bargaining Agreement.
- 2.2.2 Insofar as is reasonably possible, a teacher shall be reinstated to the position and locality occupied prior to the leave.
- 2.2.3 Parenting/Adoption Leave – leave of up to five (5) days with pay shall be granted, by the principal, to a parent at the birth/adoption of a child.

### 2.3 Special Leaves

**For the life of the collective agreement, section 2.3 will not apply. See Letter of Understanding: Special Leaves located at the end of the agreement.**

- 2.3.1 A teacher shall be granted leave with pay, by the principal, for up to one (1) day per school year on the day of the high school graduation of child OR the post-secondary convocation/graduation of self, partner and/or child.
- 2.3.2 A teacher shall be granted leave with pay, by the principal, for one (1) day for defense of the teacher’s thesis or dissertation.
  - 2.3.3.1 A teacher shall be granted leave with pay, by the principal, for a period of up to three (3) days per school year in order to attend a provincial, national, or international meeting or conference in which a teacher holds a key office or executive position; or;

- 2.3.3.2 A teacher shall be granted leave with pay, by the principal, for a period of up to three (3) teaching days per school year in order to attend a provincial, national, or international event in which the teacher actively participates and qualifies for as a result of a recognized competition.
- 2.3.4 The Executive of the Prairie Valley Teachers' Association (PVTA) shall be granted up to an aggregate of twenty (20) days with pay per school year to carry out executive duties. The PVTA shall reimburse the Board for all substitute costs. Payment shall be made by June 30th of the school year.
- 2.3.5 Leave with pay for emergency purposes only and for a period not exceeding one (1) day per school year shall be granted to a teacher by the principal. Emergency leave is defined as disaster, fire, flood. The principal shall notify the Director or designate of any such leave.
- 2.3.6 Leave with pay for adverse travel conditions only and for a period not exceeding one (1) day per school year shall be granted to a teacher by the principal.
- 2.3.7 Teachers shall be granted leave with pay to a maximum of two (2) days in any one school year to attend to family health-related matters for partner, parent, or child. Health-related is defined as medical/dental/optical appointments, unforeseen illness, injury, or family counseling.  
  
Should a similar leave become part of the provincial agreement, the negotiated provincial agreement must meet or exceed the local contract agreement in order for the provincial agreement to take precedence. The agreement that provides the greatest benefit will take precedent and will constitute the total eligible benefit.
- 2.3.8 Up to and including June 30, 2019, a teacher shall be granted leave without pay in order to conduct personal business. Such leave shall not exceed three (3) days per school year. Except for the conditions outlined below, a teacher need only notify the principal for the purpose of taking this leave.
  - 2.3.8.1 Personal Leave without pay shall not be granted on the following non-student days: PVSD Institute/PVTA Convention days, and Parent/Student/Teacher Conference (P/S/T/C) time.
- 2.3.9 Commencing with the 2019-2020 school year, a teacher shall be granted one (1) non-bankable day with pay and two (2) days leave without pay in order to conduct personal business. Such leave shall not exceed three (3) days per school year. Use of personal days shall be subject to the same provisions as 13.4, 13.5 and 13.6.
- 2.3.10 Service Recognition Days can be used in conjunction with special leave days, including personal unpaid days, to a maximum combined total of five (5) days.

**2.4 PVTA Executive Leave**

- 2.4.1 The Board shall provide for up to 100% secondment of the President of the Prairie Valley Teachers' Association (PVTA) subject to the following guidelines:
  - a) The PVTA shall apply to the Board no later than March 30th of the year in which the secondment would commence.
  - b) The ability to reach mutual agreement between the Board and teacher with regards to teaching load and schedule.

- c) The PVTA shall reimburse the Board for the cost of the teacher's salary and benefits for the period of the secondment. The first installment shall occur prior to December 31st with the final payment due on June 30th of the school year.
- d) A teacher who has been granted the secondment under this clause shall return to the position or a position similar to the position held prior to the secondment.

2.4.2 The Executive of the Prairie Valley Teachers' Association (PVTA) shall be granted up to an aggregate of twenty (20) days with pay per school year to carry out executive duties. The PVTA shall reimburse the Board for all substitute costs. Payment shall be made by June 30th of the school year.

## 2.5 Long-term Leave of Absence Without Pay

A teacher may be granted leave of absence without pay for a period of up to fourteen (14) consecutive months. A teacher's application for such leave shall be submitted in writing to the Board four (4) months prior to the date when the leave is to commence. The Board shall notify a teacher within six (6) weeks of the final day for application.

## 2.6 Professional Enhancement Opportunities

### 2.6.1 Education Leave

- a) **Purpose** – The Board may grant educational leave to support teachers in undertaking an extended program of study to satisfy a need in the school division. Upon determination of any “needs within the division” this information will be shared with all teachers prior to January 31st of any given year. The Board shall not grant more than two (2) per school year.
- b) **Pre-service Requirements** – Two (2) years with the Prairie Valley School Division.
- c) **Remuneration** – Award equal to 50% or more of salary.
- d) **Return Service Agreement** – In the event of failure to return to the employ of the Board for three (3) years or to successfully complete the program, a teacher shall refund on a prorated basis the amount of the award together with interest at the preferred bank-lending rate prevailing at the time of the award. In the event of death or disability of the teacher the repayment shall be waived.
- e) **Application for Leave** – A teacher shall apply for leave of absence under this section no later than four (4) months prior to the proposed commencement of the leave but no later than March 31st of a school year.

Human Resources shall Chair and present request(s) to a committee consisting of the Chairpersons of the LINC, the President of the Prairie Valley Teachers' Association and Human Resources Superintendent. The committee shall review the request and make a recommendation to the Director including the remuneration as set out in Section (c).

The Director shall give a final decision on the request after receiving the recommendation of the committee and considering the needs of the school division. The Director shall notify the teacher of his/her decision within six (6) weeks of the final date for applications, and a teacher shall confirm acceptance or rejection of the leave within two (2) weeks of being notified of it.

### 2.6.2 Session Awards

- a) **Purpose** – The Board may grant session awards to support teachers in taking a post-secondary or specialized training course(s).
- b) **Pre-service Requirements** – None.
- c) **Amount of Award** – Equal to the full amount of tuition or as determined by the Selection Committee.
- d) **Return Service Agreement** – Successful applicants must return to the Board for at least one (1) school year for award(s) granted. In the event of failure to return to the employ of the Board, a teacher shall refund the amount of the award together with interest at the preferred bank-lending rate prevailing at the time of the award. In the event of death or disability of the teacher the repayment shall be waived.  
  
The Session Award shall be paid upon proof of successful completion of the post-secondary or specialized training course(s).
- e) **Advisory Committee** – Human Resources shall chair a committee consisting of the chairperson(s) of the LINC, the President of the PVTa and a superintendent(s) as identified by the Director of Education. The Committee shall meet annually prior to February 1 to make recommendations regarding targeted areas for continuing education within the Division. Upon identification of the “targeted areas”, teachers will be advised of such areas. The Committee shall recommend an annual budget allocation for session awards and will be notified prior to June 30th of the budgeted amount for Session Awards for the following school year.
- f) The **Advisory** Committee will receive a report on accepted and denied applications on or before September 15, January 15 and May 15.
- g) **Appeals Procedure** – Human Resources will process Session Award applications as received. If an application is rejected the teacher may appeal the decision to the Advisory Committee within 30 days of the decision and the Advisory Committee will review the decision within 45 days of receiving the appeal.

### 2.6.3 Board Initiated Educational Awards

- a) **Purpose** – The Board may initiate and provide educational awards to support teachers in taking a post-secondary or specialized training course to satisfy a need in the school division. Upon determination of any “needs within the division” this information will be shared with all teachers prior to January 31st of any given year.
- b) **Pre-Service Requirements** – None.
- c) **Amount of Award** – The award will generally cover the tuition and/or registration fee, books and costs of travel, accommodation and meals as determined by the Director or designate.
- d) **Return Service Agreement** – Successful applicants must return to the Board for at least one (1) school year for award(s) granted that year. In the event of failure to return to the employ of the Board, a teacher shall refund the amount of the award together with interest at the preferred bank-lending rate prevailing at the time of the award. In the event of death or disability of the teacher the repayment shall be waived.

Should a teacher granted the award fail to successfully complete the educational program, which was considered when the award was granted, the full amount of

the award with interest as specified in section 2.5.3 (d) shall be refunded to the Board.

- e) **Selection Process** – Upon identification of a need in the school division, the award may be appointed to a teacher by the Director subsequent to being posted for expressions of interest.

#### 2.6.4 Decentralized Professional Development Funds

- a) The Board will provide monies for professional development to each school on a decentralized basis through the budget process. The amount of the funds to be allocated to professional development will be determined at budget time by the Board.
- b) Each school shall develop a Professional Development Plan through a process that examines the school's Learning Improvement Plan, individual teacher growth plans, system needs and to meet the diverse needs of students.
- c) Each school shall constitute a Professional Development Committee which shall include a member of the in-school administration and at least one other member of the PVTA who is not an administrator. The general duties of the committee shall be:
  - i. To assist the in-school administration in the development of the school's Professional Development Plan, including the budget planning process;
  - ii. To promote, review and approve professional development requests;
  - iii. To decide upon the reimbursement of expenses;
  - iv. To keep an appropriate record of professional development activities and purchases including the respective costs;
  - v. To provide a minimum quarterly report to the staff on the status of the Professional Development Plan and fund; and,
  - vi. To assist the in-school administration in providing a Year-end Report for the Learning Improvement Plan highlighting the school's professional development activities and associated expenses.
- d) The decentralized professional development funds may be utilized to cover the following expenses:
  - a) Conferences, workshops, in-services and the mileage, meals, accommodation and registration fees associated with them, including substitute teacher costs;
  - b) Facilitators for school-based professional development opportunities and the honorarium, accommodation, meals and mileage costs associated with them, including substitute teacher costs;
  - c) In-service/training (working with consultants, teacher experts/mentors, and other specialists) and the honorarium, accommodation, meals and mileage costs associated with them, including substitute teacher costs; and,
  - d) School-based professional development resources and materials.

The allocations for all of the above cannot exceed Board Rates.



## **2.7 Deferred Salary Leave Plan**

The Deferred Salary Leave Plan is an agreement between the teacher and the Board whereby a teacher can plan to take a one (1) year leave at a future date agreed to by the teacher and the Board subject to the following terms:

- 2.7.1 A teacher shall apply to the Board no later than March 1st of the year in which the plan would commence.
- 2.7.2 A teacher must have a minimum of two (2) years' experience in the division before applying.
- 2.7.3 The amount deferred under this plan shall be 20% in each of the four (4) consecutive school years.
- 2.7.4 The teacher, with the consent of the Board, may withdraw from the plan upon giving six (6) months' notice of intent to do so prior to the established date of the leave.
- 2.7.5 Insofar as is reasonably possible, the teacher shall be reinstated to the position and locality occupied prior to the leave.
- 2.7.6 In the event of redundancy, policy shall apply to all teachers in the school division including the teacher on leave.
- 2.7.7 Interest on the salary set aside as invested under the plan shall be calculated not later than December 31st in each year that the employee participates in the plan and shall be paid to the teacher not later than January 31st of the ensuing year.
- 2.7.8 During the year of leave, the teacher will not accumulate or be entitled to the following:
  - a) Credit for experience for the year of leave in calculating salary increments; and,
  - b) Maternity, sick, or other types of leaves.
- 2.7.9 No amendment shall be made to the Deferred Salary Leave Plan that will prejudice the plan with respect to any tax ruling by Canada Revenue Agency applicable to such Deferred Salary Leave Plans prior to the amendment, and this plan shall be subject to any review, ruling, or approval by Canada Revenue Agency that may affect this plan.

## **Section 3 – Preparation Time**

- 3.1 Teacher Preparation Time is time within the school day, as defined by *The Education Act, 1995*, when the teacher is not performing instructional tasks involving direct contact with students. There is recognition of the need to support teachers as they continue to improve the quality of education for all students. Teachers will exercise professional responsibility regarding their choices in a manner that is consistent with the duties of a teacher as described in Section 231 of *The Education Act, 1995*. Teachers shall be accountable to the principal for appropriate use of Teacher Preparation Time.
  - 3.1.1 Staff will be allotted for preparation time an equivalent of 0.13 per full-time equivalent teacher.
    - 3.1.1.1 0.10 shall be scheduled preparation time within the instructional day.
    - 3.1.1.2 The remainder shall be allocated within the school year calendar as a minimum of four (4) non-student days.

- 3.1.2 In addition to 3.1.1, the equivalent of a minimum of two (2) non-student days shall be allocated by the Board in the school year calendar for teacher preparation time.
- 3.1.3 Allocations for preparation time shall be applied to full-time and part-time teachers at a rate proportional to each teacher's percentage contract of employment.

**Section 4 – Teacher Collaboration Days**

- 4.1 Recognizing the value of Teacher Collaboration Days, an equivalent of 1.5 days will be allocated each year as part of the school division calendar development process. The parties agree that these days are in addition to the days outlined in section 3.
- 4.2 A committee consisting of Employer and PVTA representation will jointly determine the format and organization of the days.

**Section 5 – Personal and Professional Development Account (PPDA)**

5.1 In recognition of the value of professional development and growth, each teacher will be allocated a Personal Professional Development Account after five (5) years of consecutive service to the Prairie Valley School Division. Existing Personal Professional Development Accounts to a maximum of \$5,000 are carried forward. Of the \$5,000 account maximum, up to \$1,000 per lifetime may be spent towards section 5.3.iv. Up to \$500 may be used in the first 15 years of service with an additional \$500 after 15 years of service. PPDA funds will be allocated as per the following schedule:

5 years of service		\$1,000
10 years of service	An additional	\$1,500
15 years of service	An additional	\$1,500
20 years of service	An additional	\$1,500
25 years of service	An additional	\$1,500

The accumulated maximum amount at any one time in any Personal Professional Development Account shall be \$5,000.

- 5.2 A teacher accessing PPDA in an amount greater than \$1,000 must return to the Board for at least one (1) school year. In the event of failure to return to the employ of the Board, a teacher shall refund the amount of the award together with interest at the preferred bank lending rate prevailing at the time of the award.
- 5.3 A teacher shall receive school administration approval and division approval prior to accessing the PPDA. The Personal Professional Development Account funds may be utilized to cover the following expenses:
  - i. Conferences, workshops, in-services and the travel, meals, accommodation and registration fees associated with them, including substitute teacher costs;
  - ii. Post-secondary courses related to a teaching and/or school administration area and the registration fees associated with them;
  - iii. Professional development resources and/or materials directly related to teaching and/or school administration; and,
  - iv. The purchase of the following products and services:
    - a) Physical Wellbeing: includes items for exercise and any activity toward maintaining physical fitness

- b) Financial Wellbeing: includes items to support personal financial management
- c) Mental Wellbeing: includes strategies for reducing stress

Amounts reimbursed for items of these types may be considered taxable benefits and will be reflected as such on the employee's T4 where applicable.

The allocations for meals and mileage cannot exceed Board rates.

Teachers are only required to submit a prior approval request for purchases under section 5.3.iv if the item is not clearly listed on the Shared Understandings document. The request shall be made by email to the Human Resources Superintendent and LINC chairperson.

## **Section 6 – Pay Periods**

- 6.1 All teachers in the Prairie Valley School Division shall have their salary deposited directly into the financial institution of their choice so as to be accessible on the twenty-fifth (25) day of each month except for the month of December which will be accessible on the twenty-second (22) day of the month.
- 6.2 All teachers shall be paid on a 10-month basis. A teacher may by the fifth (5) of September on the prescribed form authorize the Board to deduct an amount of money from each of the teacher's ten (10) net cheques in order to facilitate payment in July and August. Interest will not be paid on the funds deducted to make the July and August payments.
- 6.3 The amount of the authorized deduction shall remain unchanged from year to year unless a request for a change is made on the prescribed form by September 5th of the affected school year. The deductions throughout the year shall not be changed or withdrawn during the school year.
- 6.4 When 5.2 is chosen, the total deduction during the school year shall be electronically deposited in two equal installments so as to be accessible on the twenty-fifth (25) day of July and August respectively.
- 6.5 A new teacher under a continuing contract shall select the amount of holdback upon confirmation of acceptance of employment by completing the appropriate form. Teachers under a temporary or replacement contract shall be paid on a 10-month basis only.
- 6.6 Teachers in their first year of teaching may by the first of the month apply for a one-time \$500.00 advance on the first month's salary to be payable on the tenth (10) of the month.
- 6.7 In the case of teachers whose employment ceases, their final payment will be available, upon request, at the Board Office within ten (10) business days of the final day of employment.

## **Section 7 – Local Association Fees**

- 7.1 The PVTA shall send a request in writing by June 30th of each school year for the upcoming school year to the Supervisor of Finance identifying the amount of the monthly association fee to be deducted from each full-time and part-time teacher.
- 7.2 The above payment shall be deducted in equal monthly amounts from the September to June net salary of the teacher. If the teacher goes on unpaid leave during the school year, the deduction will not be prorated.

- 7.3 The Prairie Valley School Division shall remit the total deduction electronically monthly to the PVTA account and notify the PVTA treasurer of the electronic transfer. The remittance will occur by the 15th of the month.
- 7.4 PVSD will ensure that local fees deductions will be reflected on the T4 of each applicable teacher each year. PVTA will no longer issue individual receipts to teachers for the local fees deductions.

**Section 8 – Employment Insurance Rebates**

- 8.1 Pursuant to the applicable section(s) of *The Employment Insurance Act*, the Board shall pay to the PVTA a sum of money equal to 5/12 of the employment insurance premium reduction obtained on behalf of, and in respect to all STF members employed by the Board.
- 8.2 Such payment shall be made electronically to the PVTA account in the following manner: The first installment of the rebate for the months of January to June shall be remitted no later than September 1st and the final remittance for the months of September to December shall be no later than February 28th of the next calendar year. Notification of this deposit will be made to the PVTA treasurer by the PVSD Supervisor of Finance. Interest will be calculated on a daily basis at the preferred bank lending rate prevailing at the time for late payment.

**Section 9 – Substitute Teachers**

- 9.1 Substitute teachers shall be paid a daily rate of Step 1 of the teacher’s classification on the Provincial Collective Bargaining Agreement Salary Schedule.
- 9.2 Commencing on the sixth (6th) teaching day in any period of uninterrupted employment for the same teacher, the per diem salary for a substitute teacher shall be the same as the daily rate that would be payable to the same teacher under the Provincial Collective Bargaining Agreement.
- 9.3 It is the responsibility of the teacher to supply the Board with proof of teaching experience. If not supplied within thirty (30) days from time of substitution, the teacher shall be paid the minimum of their class.
- 9.4 Retroactive pay resulting from Provincial Collective Bargaining Agreement negotiations will not be calculated on substitute pay.
- 9.5 The Board shall offer a substitute teacher a temporary contract upon receiving a notification from the teacher under contract indicating that the teacher will be absent from work for twenty (20) or more consecutive days.

**Section 10 – Special Allowances**

- 10.1 Where a teacher is assigned additional duties as outlined below and remains a teacher within the meaning of *The Education Act, 1995*, the teacher shall be paid an allowance as follows:

Learning Facilitator	10% of the teacher’s gross salary
Consultant	10% of the teacher’s gross salary
Speech-Language Pathologist	10% of the teacher’s gross salary
Psychologist	10% of the teacher’s gross salary
Coordinator	15% of the teacher’s gross salary
Supervisor	25% of the teacher’s gross salary

- 10.2 The allowance shall be in proportion to the amount of time the additional duties are relative to the teacher’s total contract.

- 10.3 The Board shall pay for approved professional association fee(s) with exception to the Saskatchewan Teachers Federation Fee for teachers assigned additional duties.

### **Section 11 – Travel, Sustenance, Lodging, and Other Expenses**

- 11.1 For pre-approved travel to curricular and extra-curricular activities or for other school division business, teachers who use their vehicles shall be reimbursed at the current Board rate. Staff should use Prairie Valley School Division mileage reimbursement forms and should car-pool whenever reasonably feasible.
- 11.2 Mileage will be calculated based on the lesser of the distance from the employee’s headquarters to the travel location or the employee’s home to the travel location, whether travel is for regular job duties, meetings, professional development or other approved division business. If the employee is required to stop at his or her headquarters prior to or after going to the travel location, mileage will be calculated from headquarters.
- 11.3 Where curricular activities and other school business approved by the Board necessitates out-of-pocket expenses and provided there is no reimbursement by any other organization, teachers shall be reimbursed for those expenses at the rate of 100% for necessary accommodation, private accommodation provisions, and meals to a maximum of the Board rate.

### **Section 12 – Noon Supervision**

- 12.1 A teacher, including substitute teacher, is entitled to a duty free lunch break.
- 12.2 Teachers who provide noon supervision do so on a voluntary basis.
- 12.3 Noon hour supervision includes the supervision of the noon intramural program(s).
- 12.4 A teacher who provides noon supervision shall have the option of being paid at the Board rate or to earn time in lieu (Service Recognition Days) at the following rate for providing noon supervision:
- |                   |          |
|-------------------|----------|
| Twenty (20) hours | 1 day    |
| Thirty (30) hours | 1.5 days |
| Forty (40) hours  | 2.0 days |
| Fifty (50) hours  | 2.5 days |
| Sixty (60) hours  | 3 days   |
- 12.5 A teacher shall submit the appropriate administrative procedure form on a monthly basis. A teacher who chooses to earn time in lieu (Service Recognition Days) shall utilize the Service Recognition Day or be paid as per Section 14.2.

### **Section 13 – Extra-Curricular Activities**

- 13.1 Teachers who supervise extra-curricular activities do so on a voluntary basis.
- 13.2 Extra-curricular activities are those activities that are pre-approved by the Board and:
- Includes students;
  - Are not for academic support; and,
  - Occur outside the normal hours of instruction and for which a teacher is not receiving other remuneration.
- 13.3 In recognition of the efforts of teachers to provide extra-curricular activities that take place beyond the instructional time, any teacher who provides twenty (20) or more hours of Board

approved extra-curricular supervision per school shall receive time in lieu (Service Recognition Days) at the following rate:

Twenty (20) hours	0.5 day
Thirty (30) hours	1.0 day
Sixty (60) hours	1.5 days
Eighty (80) hours	2.0 days
One Hundred and Forty (140) Hours	2.5 days
One hundred and eighty (180) hours	3.0 days

Upon completing two hundred and twenty (220) hours of extra-curricular supervision, teachers shall receive recognition in the form of one day's pay at the applicable substitute teacher rate.

For each activity, teachers may log up to 10% of their total hours, for organizing and administrating the extra-curricular activity (without students).

- 13.4 When a teacher earns a number of hours that are not enough to bring them to an increment for days off in lieu, they may carry-over up to ten (10) earned hours to the following school year.

#### **Section 14 – Service Recognition Days (SR Days)**

- 14.1 The maximum number of Service Recognition Days that may be earned by a teacher, as per Sections 12 and 13, in one school year is five (5) days.
- 14.2 The teacher may carry forward up to five (5) days. Any unused days beyond the days carried forward will be paid out at the substitute teacher rate applicable to the teacher.
- 14.3 The maximum number of Service Recognition Days that may be used in any one school year is five (5) days.
- 14.4 Principals shall approve, provided there is evidence of good planning and appropriate substitute teaching coverage in place, the taking of Service Recognition Days to a maximum of five (5) consecutive earned days. A maximum of three (3) consecutive days may be used immediately prior to or following a major school break, being Christmas break, February break or Easter break. A maximum of five (5) consecutive days can be used immediately prior to or following the February break or Easter break once by any teacher in a three (3) year period. **For the life of the collective agreement, section 14.4 will not apply. See Letter of Understanding: Service Recognition Days located at the end of the agreement.**
- 14.5 Service Recognition Days can be used in conjunction with special leave days, including personal days, to a maximum combined total of five (5) days.
- 14.6 Service Recognition Days shall not be granted on the following non-student days: PVSD Institute/PVTA Convention days, and Parent/Student/Teacher Conference (P/S/T/C) time, and Teacher Collaboration Days.
- 14.7 Teachers will be able to access Service Recognition Time earned through noon hour supervision and/or extra-curricular activities prior to earning within that school year.
- 14.8 If days are used and not earned, a teacher shall forfeit the teacher's per diem salary. Reconciliation of Service Recognition Day payout and carryover shall take place in July each year, with payment of unused/not carried over days to be deposited no later than July 15th.

## **Section 15 – Early Notice of Superannuation and Resignation**

15.1 Subject to provincial legislation, when a teacher is eligible to superannuate within a school year and the teacher indicates the wish to do so, the teacher will be given the option of being placed on a one (1) time temporary contract for a duration of no longer than eight (8) months provided that the following conditions are met:

- a) The teacher provides at least one (1) month's notice to superannuate;
- b) The date of superannuation chosen must coincide with the last teaching day of the month in which the superannuation will occur and must be between the months of October to June of that school year;
- c) The teacher must provide notice of superannuation no later than March 31 of that school year;
- d) The teacher provides documentation showing eligibility to superannuate from either the Teachers' Superannuation Commission or the Saskatchewan Teachers Retirement Plan; and,
- e) The teacher's temporary contract shall end on the last day of the school year.

15.2 Teachers may end their employment mid-year given the following criteria are met:

- a) The teacher must provide notice of superannuation no later than March 31 for the following school year;
- b) The date of superannuation chosen must coincide with the last teaching day of the month in which the superannuation will occur and must be between the months of October to January of the following school year;
- c) The teacher must state their intent to end their temporary contract on either December 31 or the end of semester 1 of the following school year; and
- d) The teacher provides documentation showing eligibility to superannuate from either the Teachers' Superannuation Commission or the Saskatchewan Teachers Retirement Plan.
- e) Prior to acceptance, the Human Resources Superintendent will consult with the school principal to determine impact of the intended mid-year retirement date on the school programming. In the event that another mid-year retirement date is determined to be more conducive to uninterrupted school programming, the principal will meet with the teacher to determine a solution that meets the needs of both parties.

15.3 When a teacher is aware that he or she will be tendering a resignation from a teaching position with Prairie Valley School Division at the end of June, but is not eligible for a benefit as indicated in Section 14, should the teacher provide notice of resignation prior to March 1st they shall be paid an amount of \$500.00. This amount shall be considered to be a taxable benefit and shall be reflected as such on the employee's T4.

## **Section 16 – Emerging Issues**

The negotiating committees of the Board and the Prairie Valley Teachers' Association shall meet at least twice per year, in the fall prior to October 31st and in the spring prior to April 30th, and also upon the request of either party to discuss any emerging issues. Both parties commit to timely follow up and communication regarding issues discussed. The parties agree these meetings shall not occur once active bargaining has commenced.

**Section 17 – Grievance Process**

- 17.1 If a difference of opinion arises as to the meaning, interpretation, or application of a word, expression, or provision contained in this Agreement the parties shall endeavour to settle such disagreements through appropriate channels, either division office or LINC representatives or both.
- 17.2 If disagreements cannot be resolved in the manner described in Section 16.1, either party may request in writing a meeting with a committee consisting of two Board members or designates and two LINC representatives.
- 17.3 If the disagreement is not resolved to the satisfaction of both parties within fifteen (15) days of a written request for a meeting, either party may refer the matter for disposition under the provisions of *The Education Act, 1995*.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the day and year first above written.

This agreement made at Regina, in the Province of Saskatchewan this 8<sup>th</sup> day of June, 2022.

**The Board of Education and the Teachers of the Prairie Valley School Division No. 208**

<i>Original Signed by</i> <b>Janet Kotylak</b>	<i>Original Signed by</i> <b>Luc Lerminiaux</b>	<i>Original Signed by</i> <b>Peggy Welter</b>	<i>Original Signed by</i> <b>Gwen Paul</b>
_____	_____	_____	_____
Board Chair	Director of Education	Chairperson, LINC	President, LINC



**LETTER OF UNDERSTANDING**  
Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**School Division Calendar Development**

The parties acknowledge the following:

- School Year Calendar approval is a Board of Education responsibility under *The Education Act, 1995*.
- The inclusion of contract language related to Teacher Assigned Time in the Provincial Collective Bargaining Agreement influences School Year Calendar development at the local level.
- While responsibility for setting the School Year Calendar rests with the Board of Education, the process is supported by stakeholder input including the PVTA.

The parties agree to meet annually prior to calendar finalization for teacher input into the placement of Teacher Preparation and Non Student Contact Days in the school year calendar.

Signed this 8<sup>th</sup> day of June, 2022.

**Teachers of the Prairie Valley School Division No. 208**

*Original Signed by  
Peggy Welter*

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Chairperson, LINC

*Original Signed by  
Gwen Paul*

\_\_\_\_\_  
President, LINC

**The Board of Education of the Prairie Valley School Division No. 208**

*Original Signed by  
Janet Kotylak*

\_\_\_\_\_  
Board Chair

*Original Signed by  
Luc Lermينياux*

\_\_\_\_\_  
Director of Education

**LETTER OF UNDERSTANDING**

Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**Section 2.3 Special Leaves**

**Special Leaves**

The Parties agree that for the life of the collective agreement, section 2.3 will be applied as follows:

Provided there is evidence of good planning and appropriate substitute teaching coverage in place, a teacher shall be granted a maximum of five (5) days leave with pay in any one academic year to:

- a) attend high school graduation of child or the post-secondary convocation/graduation of self, partner and/or child.
- b) defend the teacher’s thesis or dissertation.
- c) attend a provincial, national, or international meeting or conference in which a teacher holds a key office or executive position.
- d) attend a provincial, national, or international event in which the teacher actively participates as a player or head coach and qualifies for as a result of a recognized competition. In exceptional circumstances, the Human Resources Superintendent may grant a leave of absence for other event officials or adjudicators.
- e) deal with an emergency such as disaster, fire, flood and/or road closure. The parties acknowledge that in emergent situations substitute teachers may not be available.
- f) deal with adverse travel road conditions. The parties acknowledge that in emergent situations substitute teachers may not be available.
- g) attend to family health-related matters for partner, parent, or child. Health-related is defined as medical/dental/optical appointments, unforeseen illness, injury, or family counseling.
- h) attend Indigenous spiritual, cultural or ceremonial event(s).

**Personal Leave**

A teacher shall be granted one (1) non-bankable day with pay and two (2) days leave without pay in order to conduct personal business. Such leave shall not exceed three (3) days per school year. Personal Leave shall not be granted on the following non-student days: PVSD Institute/PVTA Convention days, Parent/Student/Teacher Conference (P/S/T/C) time, and Teacher Collaboration Days.

**Combined Days**

Service Recognition Days can be used in conjunction with special leave days and personal days, to a maximum combined total of five (5) days.

Signed this 8<sup>th</sup> day of June, 2022.

**Teachers of the Prairie Valley School Division No. 208**

*Original Signed by Peggy Welter*

*Original Signed by Gwen Paul*

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Chairperson, LINC

\_\_\_\_\_  
President, LINC

**The Board of Education of the Prairie Valley School Division No. 208**

*Original Signed by Janet Kotylak*

*Original Signed by Luc Lermينياux*

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Director of Education

**LETTER OF UNDERSTANDING**

Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**Section 14.4 Service Recognition Days**

The Parties agree that for the life of the collective agreement, section 14.4 will be applied as follows:

Provided there is evidence of good planning and appropriate substitute teaching coverage in place, principals shall approve the taking of Service Recognition Days to a maximum of five (5) consecutive earned days. All five days may be used immediately prior to or following a major school break including Christmas break, February break or Easter break.

Should operational feasibility become a challenge as a result of substitute teacher shortages related to this implementation, the parties agree to form a sub committee consisting of two members of the LINC team and two Board representatives to develop and implement recommendations which support the provision of use of up to five (5) consecutive days while mitigating substitute teacher shortage risks.

Signed this 8<sup>th</sup> day of June, 2022.

**Teachers of the Prairie Valley School Division No. 208**

*Original Signed by  
Peggy Welter*

*Original Signed by  
Gwen Paul*

\_\_\_\_\_  
Chairperson, LINC

\_\_\_\_\_  
President, LINC

**The Board of Education of the Prairie Valley School Division No. 208**

*Original Signed by  
Janet Kotylak*

*Original Signed by  
Luc Lermينياux*

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Board Chair

\_\_\_\_\_  
Director of Education

**LETTER OF UNDERSTANDING**

Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**Truth and Reconciliation Shared Commitments**

The parties have a shared commitment to honouring and embracing the Truth and Reconciliation Commission of Canada: Calls to Action. As part of our mutual commitment to honour and respect Indigenous spiritual-cultural beliefs, teachers who self declare as Indigenous shall be granted one (1) day with pay each school year to attend Indigenous spiritual, cultural or ceremonial event(s). Principals shall approve the absence provided there is evidence of good planning and appropriate substitute teaching coverage in place.

Signed this 8<sup>th</sup> day of June, 2022.

**Teachers of the Prairie Valley School Division No. 208**

*Original Signed by  
Peggy Welter*

\_\_\_\_\_  
Chairperson, LINC

*Original Signed by  
Gwen Paul*

\_\_\_\_\_  
President, LINC

**The Board of Education of the Prairie Valley School Division No. 208**

*Original Signed by  
Janet Kotylak*

\_\_\_\_\_  
Board Chair

*Original Signed by  
Luc Lermينياux*

\_\_\_\_\_  
Director of Education

**LETTER OF UNDERSTANDING**

Between  
The Board of Education of PVSD  
And  
The Teachers of PVSD

**Strategic Implementation Advisory Committee**

The parties agree the Prairie Valley Strategic Plan provides direction for the school division.

The parties further agree that implementation of the strategic plan requires targeted strategies to effect change at the school and classroom level.

Recognizing the variety of demands that exist in schools and the school division, the parties agree that ongoing collaboration related to the implementation of the Prairie Valley Strategic Plan will ensure a broader understanding of the strategic goals of the school division and the prioritization of those goals at the division, school and classroom level. The parties believe this broader understanding and collaboration will strengthen the wellness of teachers.

A committee consisting of Employer and PVTA representation will be developed to review the process of implementation of elements of the Prairie Valley Strategic Plan and provide advice for improvement of implementation strategies.

Signed this 8<sup>th</sup> day of June, 2022.

**Teachers of the Prairie Valley School Division No. 208**

*Original Signed by  
Peggy Welter*

*Original Signed by  
Gwen Paul*

\_\_\_\_\_  
Chairperson, LINC

\_\_\_\_\_  
President, LINC

**The Board of Education of the Prairie Valley School Division No. 208**

*Original Signed by  
Janet Kotylak*

*Original Signed by  
Luc Lermينياux*

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Director of Education