

July 1, 2018 to June 30, 2022

AGREEMENT BETWEEN

HANOVER SCHOOL DIVISION

AND THE

HANOVER TEACHERS' ASSOCIATION

OF

THE MANITOBA TEACHERS' SOCIETY

INDEX

- ARTICLE 1:** EFFECTIVE PERIOD
- ARTICLE 2:** INTERPRETATION
- ARTICLE 3:** CLASSIFICATION OF TEACHERS
- ARTICLE 4:** SALARY ALLOWANCES
- 4:01 Salary Schedule
 - 4:02 Administrative Allowance
 - 4:03 Principal's Administrative Time
 - 4:04 Computer Coordinator/ Administrator of Student Services Allowances
 - 4:05 Part-Time Teachers
 - 4:06 Summer School Teachers
 - 4:07 Teachers of Evening School
 - 4:08 Payment of Salary
 - 4:09 Mileage for Teachers
 - 4:10 Substitute Teachers
 - 4:11 Interest on Retroactive Pay
- ARTICLE 5:** INCREMENTS
- 5:01 Credit for Past Experiences
 - 5:02 Recognition for Related Work Experience
 - 5:03 Allowance for Improved Qualifications
 - 5:04 Credit for Improved Qualifications
- ARTICLE 6:** INSURANCE PLANS
- 6:01 Manitoba Public School Employees Group Life Insurance Plan
 - 6:02 MTS Disability Benefits Plan
 - 6:03 Dental / Extended Health Insurance
 - 6:04 Short Term Disability Insurance
- ARTICLE 7:** DEDUCTION OF FEES
- 7:01 Manitoba Teachers' Society Fees
 - 7:02 Hanover Teachers' Association Fees
- ARTICLE 8:** LEAVES
- 8:01 Bereavement Leave
 - 8:02 Compassionate Leave
 - 8:03 Sabbatical Leave
 - 8:04 Maternity, Adoptive, and Parental Leave, Supplementary Employment Benefits (SEB) Plan
 - 8:05 Personal Leave
 - a) Leave Without Pay
 - b) Leave at Substitute Cost
 - c) MTS Leave
 - d) Leave With Pay
 - e) One Year Leave of Absence
 - 8:06 Sick Leave
 - 8:07 Family Related Medical Leave
 - 8:08 Jury & Witness Duty
 - 8:09 Birth Leave
 - 8:10 Adoptive Leave
 - 8:11 Deferred Salary Leave Plan
- ARTICLE 9:** PROVISION FOR SETTLEMENT OF DISPUTE DURING CURRENCY OF AGREEMENT
- ARTICLE 10:** LAY-OFF

ARTICLE 11: MEAL PERIOD

ARTICLE 12: EXTRA-CURRICULAR ACTIVITIES

ARTICLE 13: SCHOOL YEAR

ARTICLE 14: PREPARATION TIME

ARTICLE 1: EFFECTIVE PERIOD

This agreement shall come into force and take effect on the first day of July, 2018, and remain in force until June 30, 2022, and shall be automatically reviewed from year to year unless either party to the agreement gives the other party written notice by registered mail of a desire to terminate or amend the agreement. Should either party desire to terminate or amend this agreement, such party shall notify the other party of its intention not more than ninety (90) days and not less than thirty (30) days prior to the expiration date. The parties agree to meet within fourteen (14) days after notice has been given or such further time as the parties mutually agree upon.

ARTICLE 2: INTERPRETATION

Where the singular and feminine are used in this agreement, the same shall be construed as meaning the plural, or the masculine or the neuter where the context so admits or requires and the converse shall hold as applicable.

ARTICLE 3: CLASSIFICATION OF TEACHERS

For the purpose of the agreement, members of the teaching staff shall be classified according to the classification awarded them by Manitoba Education under the Education Administration Act according to Regulation 515/88 and amendments thereto.

ARTICLE 4: SALARY ALLOWANCES

4:01 Salary Schedule

Effective for the 2018/2019 School Year
1.6 % Salary Increase

	September 1/18 – June 30/19						
	\$3,129 Annual Benefit Premium						
	I	II	III	IV	V	VI	VII
0	36,670	40,742	45,890	55,150	58,992	62,296	65,839
1	38,351	43,029	48,343	58,276	62,268	65,393	69,327
2	40,041	45,323	50,795	61,404	65,542	69,083	72,819
3	41,727	47,612	53,246	64,531	68,820	72,485	76,312
4	43,418	49,899	55,696	67,656	72,092	75,875	79,802
5	45,106	52,185	58,151	70,781	75,372	79,276	83,293
6	46,790	54,478	60,602	73,909	78,645	82,665	86,786
7	48,479	56,749	63,059	77,034	81,921	86,063	90,282
8			65,499	80,167	85,196	89,455	93,768
9				83,290	88,476	92,855	97,261
10				86,420	91,740	96,247	100,739

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:01 Salary Schedule (cont'd)

**Effective for the 2019/2020 School Year
1.4 % Salary Increase**

September 1/19 – June 30/20		\$3,177 Annual Benefit Premium					
	I	II	III	IV	V	VI	VII
0	37,279	41,308	46,528	55,918	59,814	63,164	66,757
1	38,884	43,267	49,015	59,088	63,135	66,608	70,293
2	40,597	45,953	51,502	62,260	66,456	70,046	73,834
3	42,307	48,274	53,987	65,430	69,779	73,495	77,376
4	44,022	50,593	56,472	68,599	73,097	76,933	80,915
5	45,733	52,911	58,961	71,768	76,423	80,381	84,455
6	47,441	55,237	61,446	74,940	79,742	83,818	87,997
7	49,153	57,550	63,938	78,109	83,064	87,263	91,542
8			66,412	81,825	86,384	90,703	95,076
9				84,452	89,710	94,150	98,618
10				87,626	93,020	97,590	102,415

**Effective for the 2020/2021 School Year
0.5 % Salary Increase**

September 1/20 – June 30/21		\$3,237 Annual Benefit Premium					
	I	II	III	IV	V	VI	VII
0	37,321	41,470	46,717	56,153	60,069	63,436	67,046
1	39,034	43,801	49,216	59,339	63,407	66,897	70,601
2	40,756	46,139	51,716	62,527	66,744	70,352	74,159
3	42,475	48,472	54,213	65,713	70,084	73,819	77,719
4	44,198	50,802	56,710	68,898	73,418	77,274	81,275
5	45,917	53,132	59,212	72,082	76,761	80,739	84,833
6	47,634	55,469	61,709	75,270	80,096	84,193	88,393
7	49,355	57,793	64,214	78,455	83,435	87,655	91,955
8			66,699	81,647	86,772	91,113	95,508
9				84,830	90,114	94,577	99,067
10				88,020	93,441	98,034	102,611

Fall Term 2021 Salary Schedule to be adjusted by COLA and adjustments as provided by the applicable Collateral agreement for the MPSE Dental and Extended Health Plan. COLA to be determined as follows: In January 2022, or as soon as possible thereafter, when the 12 -month (January – December 2021) average annual Manitoba Statistics Canada Consumer Price Index (all Items) change is made known. The increase will be applied retroactively to September 1, 2021.

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:02 Administrative Allowance

- a) Each principal shall be entitled to basic salary in accordance with the salary schedule of this collective agreement.

Principals shall receive a supervisory allowance as follows:

- b) (i) Beginning on the first day of the 2018/2019 school year, each principal shall be entitled to an allowance of \$882.00 per teacher.
- (ii) Beginning on the first day of the 2019/2020 school year, each principal shall be entitled to an allowance of \$894.00 per teacher.
- (iii) Beginning on the first day of the 2020/2021 school year, each principal shall be entitled to an allowance of \$899.00 per teacher.
- (iv) Beginning on the first day of the 2021/2022 school year, each principal shall be entitled to an allowance of \$899.00 per teacher plus an increase of COLA as referenced in 4.01.
- c) (i) Principals (except for the Crystal Springs School) shall be guaranteed a minimum of \$882.00 in administrative allowance more than the highest vice-principal administrative allowance paid in the division (except for the SRSS) in the 2018/2019 school year.
- (ii) Principals (except for the Crystal Springs School) shall be guaranteed a minimum of \$894.00 in administrative allowance more than the highest vice-principal administrative allowance paid in the division (except for the SRSS) in the 2019/2020 school year.
- (iii) Principals (except for the Crystal Springs School) shall be guaranteed a minimum of \$899.00 in administrative allowance more than the highest vice-principal administrative allowance paid in the division (except for the SRSS) in the 2020/2021 school year.
- (iv) Principals (except for the Crystal Springs School) shall be guaranteed a minimum of \$899.00 plus an increase of COLA as referenced in 4.01 in administrative allowance more than the highest vice-principal administrative allowance paid in the division (except for the SRSS) in the 2021/2022 school year.
- d) (i) The maximum allowance for the Principal of the Steinbach Regional Secondary School shall be prorated based on \$39,939.00 for the 2018/2019 school year;
- (ii) The maximum allowance for the Principal of the Steinbach Regional Secondary School shall be \$40,498.00 for the 2019/2020 school year;
- (iii) The maximum allowance for the Principal of the Steinbach Regional Secondary School shall be \$40,701.00 for the 2020/2021 school year;
- (iv) The maximum allowance for the Principal of the Steinbach Regional Secondary School shall be \$40,701.00 plus an increase of COLA as referenced in 4.01 for the 2021/2022 school year
- e) Vice-Principals & Acting Principals
- (i) In schools with 20 or more teachers where one, or more vice-principal(s) has(have) been appointed, the vice-principal(s) shall receive, in addition to his/her regular salary, an amount equal to one-half of the principal's administrative allowance.

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:02 Administrative Allowance (cont'd)

(ii) The board shall appoint a member of the staff of each school to act as principal during the absence of the principal, or when the principal and vice-principal are both absent in schools where a vice-principal has been appointed. When assuming such duties, the acting principal shall receive a per diem allowance of \$52.00 or 50% of the principal's per diem allowance for the period of such absence, whichever is greater, for 2018/19.

When assuming such duties, the acting principal shall receive a per diem allowance of \$53.00, or 50% of the principal's per diem allowance for the period of such absence, whichever is greater, for 2019/2020.

When assuming such duties, the acting principal shall receive a per diem allowance of \$53.00 or 50% of the principal's per diem allowance for the period of such absence, whichever is greater, for 2020/2021.

When assuming such duties, the acting principal shall receive a per diem allowance of \$53.00 plus an increase of COLA as referenced in 4.01 or 50% of the principal's per diem allowance for the period of such absence, whichever is greater, for 2021/2022.

f) Campus Administrator – Effective opening day of the Campus, the Campus Administrator will be paid the maximum allowance for the Principal of the SRSS plus the following amount:

\$5,553 for 2018/19;

\$5,631 for 2019/20;

\$5,659 for 2021/22;

\$5,659 plus an increase of COLA as referenced in 4.01 for 2021/22.

g) If an administrator is transferred from one administrative position to another in which the allowance is less, the transferred administrator shall not be reduced for a period of two (2) years. At the end of the two (2) year period the salary will be adjusted in accordance with the salary schedule outlined in this Article.

4:03 Principal's Administrative Time

All schools in the division except Crystal Springs School shall have a full-time principal who is relieved of classroom teaching duties.

4:04 Computer Coordinator/ Administrator of Student Services Allowances

a) Computer Coordinator Allowance

i) For the 2018/2019 School Year

Effective the first day of the 2018/2019 school year, the Computer Coordinator shall receive, in addition to basic salary in accordance with the salary schedule of this collective agreement, an allowance of \$6,162.00.

ii) For the 2019/2020 School Year

Effective the first day of the 2019/2020 school year, the Computer Coordinator shall receive, in addition to basic salary in accordance with the salary schedule of this collective agreement, an allowance of \$6,248.00.

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:04 Computer Coordinator/ Administrator of Student Services Allowances (cont'd)

iii) **For the 2020/2021 School Year**

Effective the first day of the 2020/2021 school year, the Computer Coordinator shall receive, in addition to basic salary in accordance with the salary schedule of this collective agreement, an allowance of \$6,280.00.

iv) **For the 2021/2022 School Year**

Effective the first day of the 2021/2022 school year, the Computer Coordinator shall receive, in addition to basic salary in accordance with the salary schedule of this collective agreement, an allowance of \$6,280.00 plus an increase of COLA as referenced in 4.01.

b) The Computer Coordinator shall be entitled to a maximum of 5 days compensatory time during the school year for hours worked during the months of July and August immediately preceding the school year.

c) (i) The Computer Coordinator shall be paid \$50.00 per hour in 2018/2019 for time spent on work above administrative duties.

(ii) The Computer Coordinator shall be paid \$51.00 per hour in 2019/2020 for time spent on work above administrative duties.

(iii) The Computer Coordinator shall be paid \$51.00 per hour in 2020/2021 for time spent on work above administrative duties.

(iv) The Computer Coordinator shall be paid \$51.00 per hour plus an increase of COLA as referenced in 4.01 per hour in 2021/22 for time spent on work above administrative duties.

d) **Administrator of Student Services Allowance**

The Administrator of Student Services is to be paid the per teacher amount for administrators for every teacher under his/her supervision, and in the event that an HSD principal is transferred into this position, the minimum guarantee would also apply.

4:05 Part-Time Teachers

a) Teachers under contract on a regular part-time basis shall on first engagement be classified according to their qualifications as outlined in Regulation 515/88 and according to years of experience under Articles 5:01 and 5:02, and shall be paid the fraction of the total salary for that classification as set out in Article 4:01 in the fraction that the workload contracted for bears to a full-time workload.

b) Effective July 1st, 1983, the service of a part-time teacher shall be accumulated in the proportion of actual percentage of time employed in each school year. Whenever a part-time teacher's accumulated service equals the equivalent of one full year or more, that teacher shall be reclassified to the next higher step of the schedule, on September 1st or July 1st next, whichever occurs first.

c) Where a teacher on regular part-time employment subsequently becomes employed full-time, the teacher shall be reclassified according to year(s) of equivalent full-time experience pursuant to Article 5:01 and 5:02 of this agreement and shall proceed from that classification by annual increments pursuant to Article 5:01 until the maximum of the classification is reached.

d) Part-time teachers shall be eligible to participate in any employee benefit if such plan allows part-time teachers access to such a benefit plan.

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:06 Summer School Teachers

Where a teacher is employed for the teaching of summer school courses, he/she is to be paid 50% of 1/n (where n = the number of days in the current school year as determined by the Minister responsible for Education) of each three (3) hour session.

Where a teacher is employed for the teaching of summer school courses, he/she is to be paid 1/n (where n = the number of days in the current school year as determined by the Minister responsible for Education) for each six (6) hour session.

4:07 Teachers of Evening School

Where a teacher is employed for the teaching of evening courses for Manitoba Education credit, he/she is to be paid an hourly rate equivalent to that of Article 4:06.

4:08 Payment of Salary

- a) All salaries shall be paid in twenty-four equal semi-monthly payments on the 15th of the month and on the last day of the month. If these days occur on Saturday, Sunday or Statutory Holiday, payments will be made on the previous banking day.
- b) Salary payments shall be made by direct deposit to the financial institution of the teacher's choice.

4:09 Mileage for Teachers

Teachers who, when authorized by motion of the division, use their car for divisional purposes shall be reimbursed for expenses in accordance with the Hanover School Division travel allowance policy.

4:10 Substitute Teachers

- a) Except as provided for in Article 4.10, substitute teachers are not covered by the collective agreement.
- b) Substitute teacher means a teacher employed on a day-to-day basis.
- c) The Board may increase substitute rates at its discretion for such periods of time and in such circumstances as the Board deems reasonable. In no case, however, may substitutes be paid at a rate below the following schedule:

Effective for the 2018/2019 – March 31, 2021

Class 1-3 \$142.42 inclusive of holiday and vacation pay.
Class 4-7 \$177.21 inclusive of holiday and vacation pay.

Effective for April 1, 2021 – December 31, 2021

Class 1-3 \$147.46 inclusive of holiday and vacation pay.
Class 4-7 \$183.48 inclusive of holiday and vacation pay.

Effective for January 1, 2022 – June 30, 2022

Class 1-3 \$147.46 plus an increase of COLA as referenced in 4.01 inclusive of holiday and vacation pay.
Class 4-7 \$183.48 plus an increase of COLA as referenced in 4.01 inclusive of holiday and vacation pay.

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:10 Substitute Teachers (cont'd)

d) Effective the first of the month following Association ratification, a substitute teacher who assumes the teaching workload of the same teacher for five(5) consecutive school days or more, shall be paid at the rate of $1/n$ (where n = the number of days in the current school year as determined by the Minister responsible for Education) of his/her classification according to his/her qualifications and experience, effective on the fifth (5th) consecutive school day; except that no substitute teacher shall receive a salary rate higher than the maximum salary provided for a Class IV teacher. The distance incentive will not apply when this provision takes effect. Substitution days cannot be accumulated from one assignment to another.

e) **Sick Leave**

A substitute teacher shall be allowed one (1) day of sick leave with pay for each nine (9) consecutive days taught in that assignment. Sick leave days shall not accumulate from assignment to assignment.

The use of a sick leave day with pay shall not constitute an interruption of consecutive days of substitute teaching in an assignment.

Assignment shall mean consecutive teaching days in one (1) position.

A substitute teacher claiming sick leave may be required to provide proof of illness from a registered medical physician if requested to do so by the Superintendent or designate.

f) Manitoba Teachers' Society fees shall be deducted and remitted from a substitute teacher's pay in accordance with the guidelines established by the Manitoba Teachers' Society.

Hanover Teachers' Association fees shall be deducted and remitted from a substitute teacher's pay monthly. These fees shall be prorated on the basis of the number of days worked in a given month.

The Association shall indemnify and save harmless the Division from any and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim or legal action arising from the deduction of Manitoba Teachers' Society or Hanover Teachers' Association fees.

g) The following articles of the Collective Agreement shall apply to substitute teachers with amendments as noted*:

Article 1	Effective Period
Article 2	Interpretation
Article 3	Classification of Teachers* (As it related to Article 4:10 (d))
Article 4:01	Salary Schedule* (As it related to Article 4:10 (d))
Article 4:10	Substitute Teachers
Article 5:01	Credit for Past Experience* (As it related to Article 4:10 (d))
Article 5:02	Recognition for Related Work Experience* (As it related to Article 4:10 (d))
Article 5:04	Credit for Improved Qualifications* (As it related to Article 4:10 (d))
Article 9	Provision for Settlement of Dispute During Currency of Agreement
Article 11	Meal Period

h) The only matters which may be grieved under Article 9 – Provision for Settlement of Disputes During Currency of Agreement by a substitute teacher or the Association on behalf of a substitute teacher are the provisions of this Article, and the substantive rights and obligations of employment-related and human rights statutes of the extent that they are incorporated into this collective agreement.

ARTICLE 4: SALARY ALLOWANCES (cont'd)

4:10 Substitute Teachers (cont'd)

- i) A substitute teacher who is called to work and reports for the assignment finding that their original assignment is not available shall be offered an alternative assignment at the same school at least equal to that assignment which the substitute was originally called in for.

4:11 Interest on Retroactive Pay

The Division shall pay the members of the Association interest on the net amount of any retroactive pay. The interest is to be calculated from the dates which the monies would have been due, on a monthly basis, to the date of actual payment. Interest shall be calculated at the rate set by the Bank of Canada. Whenever interest earned on retroactive pay is less than \$2.00 for any teacher per negotiated agreement, this interest amount will be paid to the Hanover Teachers' Association instead of each individual teacher.

ARTICLE 5: INCREMENTS

5:01 Credit for Past Experiences

Teachers coming into the division shall be allowed one increment for each year of experience elsewhere. Teaching experience gained while on Letter of Authority will be recognized. Teaching experience gained while on permit will be recognized up to a maximum of two years. Experience gained while teaching in private schools where Manitoba Education, or equivalent, curriculum is being taught shall be recognized up to a maximum of four years, or Manitoba Education rating.

Effective September 2016, following a teacher's placement on the Salary Schedule in accordance with Article 4.00; a teacher shall advance to the next higher step on the salary schedule at the rate of one increment upon completion of the equivalent of ten months full time teaching service as recognized by Professional Certification and Student Records, until maximum is reached. The due date for increments shall be the first day of the teaching month next following the completion of this ten (10) months teaching service.

5:02 Recognition for Related Work Experience

For the Vocational and Business Education teachers related work experience will be granted as follows:

Business Education: related work experience to be calculated from the time that a person was a qualified office employee or after having completed a Business Education training, or some other form of training acceptable to the board and teachers.

Vocational: related work experience to be calculated from the time he/she received his/her journeyman's license.

One increment will be granted for each year of related work experience up to three years, thereafter one increment will be granted for each two years of related work experience to a maximum of three increments - to a maximum of six increments for nine years of related work experience. Total number of increments shall not be greater than the required amount of increments needed to get a maximum salary.

ARTICLE 5: INCREMENTS (cont'd)

5:02 Recognition for Related Work Experience (cont'd)

In areas of employment in which a journeyman certificate is not issued related work experience shall be calculated from the time the person became qualified in the area of employment by virtue of the fact that the person held a position in the area of employment. However, only those years of employment in the particular area shall be counted as related work experience.

5:03 Allowance for Improved Qualifications

Applicable only to teachers having been on staff one year or more, unless the board requests a first year teacher in the division to take a specific course.

Academic Course: including degree credit professional courses, are described as those offered under the sponsorship of a University and which give credit towards a recognized degree by Manitoba Education.

The tuition fees, plus a negotiable expense allowance, will be paid to teachers who have been requested by the board to take a certain course. For those courses approved by the board, tuition fees only, will be paid. Teachers requesting approval will receive official notice one month after application.

These payments to be made in a lump sum, once only, upon presentation by the teacher of successful completion of course. This payment shall not apply in the case of a course that moves a teacher into the next higher classification.

Professional Courses: are described as those education courses offered under the sponsorship of Manitoba Education, Manitoba Teachers' Society or any other recognized group, but do not give credit towards a recognized degree by Manitoba Education. A Bursary of \$100.00 for a 1.5 unit course and a Bursary of \$200.00 for a 3 unit course shall be paid for each successfully completed professional course that has been recommended by the Superintendent and approved by the board prior to taking the course or for courses that have been taken at the request of the board. Teachers requesting approval for professional courses will receive official notice one month after application.

5:04 Credit for Improved Qualifications

Where increased qualifications are secured which qualify a teacher for an advance on the salary schedule, the resulting increase in salary shall become effective from the first (1st) day of the month following that month in which evidence is filed with the Secretary-Treasurer of the Hanover School Division that such additional qualifications have been obtained. The onus shall be on the teacher to provide verification of academic and professional standing to Manitoba Education so appropriate placement on the salary classification schedule may be made; likewise such information shall be filed at the office of the Hanover School Division. Teachers who bring in their fall marks but are unable to get proper verification for change in class, will, upon proper verification be paid retroactive to the first day of the month, following that month in which the teacher produced his marks.

Onus of Proof: new teachers coming on staff, or teachers who have increased their qualifications which put them into the next higher class, must provide the division with proof from the Director of Teacher Training. Otherwise all cheques will be based on the teacher's previous standing. Transcripts from the University will not be accepted as proof, unless accompanied by a letter from the Director of Teacher Training.

ARTICLE 6: INSURANCE PLANS

6:01 Manitoba Public School Employees Group Life Insurance Plan

- a) The Board will administer the Manitoba Public School Employees Group Life Insurance Plan according to the terms and conditions of the Master Policy of the said plan.
- b) Unless otherwise excluded, the employee's share of annual premiums shall be deducted in equal amounts from each salary cheque, for all participants in the plan.
- c) All employees coming on staff after the effective date of the implementation of the plan in the division shall be required to participate in the plan.

6:02 MTS Disability Benefits Plan

- a) The Division shall deduct from teachers' salaries the full premium costs prescribed by the MTS Disability Benefits Plan (the Plan) and shall forward such premiums on a monthly basis to the Plan.
- b) All teachers shall be enrolled and participate in the Plan, in accordance with the terms and conditions of the Plan.
- c) Any eligible teacher on a limited term or general teaching contract over 40 days in length and over 0.3 full time equivalency who enters the Division's employ shall be enrolled in the Plan and shall have deducted monthly from his/her salary the amount of premiums specified by the Plan.
- d) The Division's responsibility with respect to the administration of this Plan shall be limited to the following:
 - i) deducting premiums from the teachers;
 - ii) enrolling newly hired teachers in the Plan;
 - iii) maintaining records of the teachers who are and are not insured, including maintaining files of late applicants, employees whose coverage was rejected on late application, and teachers whose coverage has terminated on leaving the Division;
 - iv) completing a premium statement to accompany premium remittances;
 - v) distributing plan information to teachers from time to time;
 - vi) completing the Disability Notification Form and submitting it to the Plan after a teacher has been absent ten (10) consecutive days and where the sickness or disability may result in the filing of a claims for benefits;
 - vii) reporting to the Plan salary changes for teachers in receipt of benefits.
- e) Save and except for the deduction and remittance of premiums, and the express responsibilities set out in (d) in this article, the Association acknowledges and agrees that the Division neither has nor assumes any responsibility whatsoever to any aspect of this Disability Benefits Plan administered by the Manitoba Teachers' Society.
- f) The Association shall indemnify and save harmless the Division from any and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim or legal action arising from the deduction of premiums or exercise of other responsibilities with respect to the Disability Benefits Plan.

ARTICLE 6: INSURANCE PLANS (cont'd)

6:03 Dental / Extended Health Insurance

- (1) The Division will participate in the administration of the Manitoba Public School Employees Dental and Extended Health Benefits Plan(s), (MPSE Dental and EHB Plan(s) in accordance with the terms and conditions of the Agreement entered into by the Division and the Association attached hereto as the (*collateral agreement*).
- (2) All Employees covered by this Collective Agreement that are eligible under the terms of the MPSE Dental Plan and EHB Plan(s) shall be required to participate in the MPSE Dental and EHB Plan(s) unless entitled to elect out of the Dental and/or EHB Plan(s) as may be permitted under the terms thereof.
- (3) The cost of the MPSE Dental and EHB Plan(s) will be paid by the Division in accordance with the terms and conditions of the Dental and EHB Plan(s) Agreement.
- (4) The Division agrees that the Division's monthly contribution to the MPSE Dental and EHB Plan(s) on behalf of each Employee will be the monthly rate for family coverage (that is, entitlement to coverage for an Employee, his/her spouse, and his/her dependent children, having regard to the definition of spouse and dependent children in the Dental and EHB Plan(s). Provided that an Employee may elect, in prescribed form, for reduced coverage as permitted under the terms of the Dental and EHB Plan(s) in which case the Division agrees to make monthly payments to the Employee as follows:
 - a) An Employee with only one dependent (spouse or child) who is entitled to and does so duly elect to opt down from family coverage under the Dental Plan to coverage for Employee and one other family member only, shall receive an amount equal to the difference in the monthly rate between family coverage and coverage for an Employee and one dependent only; or
 - b) An Employee with neither spouse nor dependent children who is entitled to and does so duly elect to opt down from family coverage under the Dental and Extended Health Plan to coverage for an Employee only, shall receive an amount equal to the difference in the monthly rate between family coverage and coverage for an Employee only; or
 - c) An Employee who is entitled to and does so duly elect to opt out of all coverage on the basis that the Employee's spouse has group Dental and/or Extended Health plan coverage, shall receive an amount equal to the monthly rate for family coverage.

6:04: Short Term Disability Insurance

The following shall be effective fall term 2016:

- (a) The Board shall deduct from teachers' salaries the full premium costs prescribed by the Plan and shall forward such premiums on a monthly basis to the Plan.
- (b) All teachers shall be enrolled in the Plan and shall participate in the Plan, in accordance with the terms and conditions of the Plan.
- (c) Any teacher entering the Division's employ shall be enrolled automatically in the Plan and shall have deducted monthly from his/her salary the amount of premiums specified by the Plan.

ARTICLE 6: INSURANCE PLANS (cont'd)

- (d) The Board's responsibility with respect to the administration of this Plan shall be limited to the following:
- i) Deducting premiums from the teachers;
 - ii) Enrolling newly hired teachers in the Plan;
 - iii) Completing a premium statement to accompany premium remittances;
 - iv) Distributing plan information to teachers from time to time;
 - v) Completing a Short Term Disability Notification Form and submitting it to the Plan after a teacher has been absent from teaching days and where the sickness or disability may result in the filing of a claims or benefits;
- (e) Save and except for the express responsibilities set out in d) of this article, the Association acknowledges and agrees that the Board neither has nor assumes any responsibility whatsoever with respect to any aspect of the Short Term Disability Plan.
- (f) The Association shall indemnify and save the Division from any and all losses, costs, liabilities or expenses suffered or sustained by the Division as a result of any claim or legal action arising from the deduction of premiums or exercise of other responsibilities with respect to the Short Term Disability Plan.
- (g) The Division shall refund to the Association 100% of the additional premiums rebate under the Employment Insurance Commission Act as a result of the implementation and continuation of the Short Term Disability Plan.

ARTICLE 7: DEDUCTION OF FEES

7:01 Manitoba Teachers' Society Fees

The Manitoba Teachers' Society membership fees shall be deducted from every teacher who has not given written notice to the board within ten (10) days of the current school year that he or she is not a member of the Manitoba Teachers' Society.

These deductions will be made in twelve (12) equal monthly instalments starting with the September cheque according to the scale of fees established by the Manitoba Teachers' Society. Each monthly instalment will be forwarded to the Manitoba Teachers' Society normally not later than the fifteenth (15th) day of the following calendar month.

The onus is on the teacher to make the necessary arrangements with the Manitoba Teachers' Society for rebates of deductions.

7:02 Hanover Teachers' Association Fees

The Hanover Teachers' Association fees will be deducted from the cheque of every teacher who has not given written notice to the Board before September 15th of each year that he or she is not a member of the Manitoba Teachers' Society. These deductions will be made in twenty-four (24) equal instalments over the course of the calendar year in accordance with the current rate of fees as set by the Association before the tenth (10th) day of October.

- 7:03** In consideration of the Division making the compulsory check-off of dues as herein provided, the Hanover Teachers' Association agrees to and does indemnify and save the Division harmless for all claims, demands, actions and the proceeding of any kind and from all costs which may arise or be taken against the Division by reason of the Division making a compulsory check-off of the Hanover Teachers' Association or Manitoba Teachers' Society dues provided for in this article.

ARTICLE 8: LEAVES

8:01 Bereavement Leave

- a) Upon request each teacher shall be allowed bereavement leave without loss of salary in the case of death of his/her father, mother, son, daughter, sister, brother, spouse or common-law spouse up to but not exceeding five (5) days; and mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, brother-in-law, or sister-in-law up to but not exceeding three (3) days; and uncle, aunt and friend up to one (1) day upon approval by the superintendent.

For the purpose of this article, a common-law spouse shall be defined as follows: Where an employee establishes that he or she has been residing with a person and has been publicly representing that person as his or her spouse for a period of not less than one (1) year, that person shall be deemed to be the common-law spouse of the employee.

- b) Leave without loss of salary beyond this amount may be granted at the discretion of the superintendent.

8:02 Compassionate Leave

- a) Upon request each teacher shall be allowed compassionate leave without loss of salary in the case of serious illness of his/her father, mother, son, daughter, sister, brother, spouse or common-law spouse up to but not exceeding five (5) days; and mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, brother-in-law, or sister-in-law up to but not exceeding three (3) days; and uncle, aunt and friend up to one (1) day upon approval by the superintendent.

For the purpose of this article, a common-law spouse shall be defined as follows: Where an employee establishes that he or she has been residing with a person and has been publicly representing that person as his or her spouse for a period of not less than one (1) year, that person shall be deemed to be the common-law spouse of the employee.

- b) Leave without loss of salary beyond this amount for compassionate reasons may be granted at the discretion of the superintendent.

8:03 Sabbatical Leave

Sabbatical leave shall be paid according to the following formula: A teacher shall have been on staff for seven consecutive years. (Consecutive to mean that the teacher has not been under the employ of someone other than Hanover School Division.) The allowance paid during his/her leave shall be 50% of his/her basic salary, plus increments. (Principal's allowance not included.) Not more than 2% of the teachers on staff in the Division shall be eligible for leave in any one year. Leave shall be granted for further study only. Each teacher shall be required to return to the Division for three years after his/her one year of sabbatical leave. In the event that a teacher does not return after the leave, he/she shall be required to refund 100% of the sabbatical allowance. If the teacher leaves employment after one year of service, 2/3 of his/her allowance shall be refunded. If the teacher returns for two years only, he/she shall be required to refund 1/3 of his/her sabbatical allowance. Approval for leave may be granted by the Superintendent and the School Board. All applications for sabbatical leave shall be submitted to the Superintendent by the last teaching day in November. Approval or denial of such leave shall be decided by the last teaching day of December.

ARTICLE 8: LEAVES (cont'd)

8:04 Maternity, Adoptive, and Parental Leave, Supplementary Employment Benefits (SEB) Plan

- a) Every female teacher shall be entitled to maternity leave and every teacher shall be entitled to adoptive leave in accordance with this article.
- b) Every teacher shall be entitled to unpaid parental leave.
- c) Except as otherwise provided herein, the Manitoba Employment Standards Code will apply.
- d) The teacher and the Division may mutually agree to extend the length of leave if the teacher so desires. Any such arrangements shall be confirmed in writing by the Division.
- e) Effective July 1, 2015, a teacher taking Maternity Leave and/or Parental/Adoptive Leave pursuant to this article shall be entitled to receive pay equivalent to ninety percent (90%) of the teacher's gross salary at the time the leave commenced plus any subsequently negotiated salary adjustments for up to one hundred and thirty-five (135) teaching days, which pay will include any employment insurance benefits received in accordance with this article.
- f) Effective July 1, 2015 the Division shall pay a teacher on Maternity Leave and/or Parental/Adoptive Leave:

- (a) if the teacher's two (2) week or ten (10) day waiting period falls entirely on teaching days, ninety percent (90%) of the teacher's gross salary plus up to seventy-five (75) teaching days of Maternity Leave Top-Up calculated at the difference between the teacher's employment insurance benefit and ninety percent (90%) of the teacher's gross salary provided the teacher remains on either maternity or parental leave and continues to receive employment insurance benefits;

- (b) if the teacher's two (2) week or ten (10) day waiting period falls partially or entirely within a non-teaching period, ninety percent (90%) of the teacher's gross salary for any teaching days and up to eighty-five (85) teaching days of maternity leave top-up calculated at the difference between the teacher's employment insurance benefit and ninety percent (90%) of the teacher's gross salary provided the teacher remains on either maternity or parental leave and continues to receive employment insurance benefits;

8:04 Maternity, Adoptive, and Parental Leave, Supplementary Employment Benefits (SEB) Plan (cont'd)

- (c) up to fifty (50) teaching days of parental/adoptive leave top-up calculated at the difference between the teacher's employment insurance benefit and ninety percent (90%) of the teacher's gross salary provided the teacher remains on parental/adoptive leave and continues to receive employment insurance benefits.

For greater certainty, a teacher who is receiving employment insurance benefits shall be entitled to:

- (a) one hundred and thirty-five (135) teaching days of pay and/or top-up benefits if the teacher takes both maternity leave and parental/adoptive leave;
 - (b) eighty-five (85) teaching days of pay and/or top-up benefits if the teacher only takes maternity leave;
 - (c) fifty (50) teaching days of pay and/or top-up benefits if the teacher only takes parental/adoptive leave;

ARTICLE 8: LEAVES (cont'd)

Unless the teacher takes a shorter period of maternity leave or parental/adoptive leave in which case, the pay and/or top-up will be pro-rated to reflect the actual number of teaching days taken. The parties acknowledge that the top-up payments made by the Division for maternity leave may extend into the period of time that the teacher is on parental leave but the payment is intended to be a top-up of maternity leave benefits.

g) Non-Application

This article shall not apply to any teacher who is employed on a term contract during the teacher's first year of employment. All other teachers shall be eligible to receive the top-up benefits once they have been employed for a period of seven (7) months by the Division.

8:05 Personal Leave

a) Leave Without Pay

- i) Leave of absence for public and/or community service not exceeding one (1) day per year may be granted at the discretion of the Superintendent.
- ii) Leave of absence for public and/or community service exceeding one (1) day per year may be granted by the Board at its discretion. Application for such leave to be made through the Superintendent to the Board.
- iii) Leave of absence for personal reasons not exceeding one (1) day per year may be granted at the discretion of the Superintendent. Such leave may not be used for vacations or to extend vacations.
- iv) Leave of absence for personal reasons exceeding one (1) day, but not more than two (2) days per year, may be granted by the Board at its discretion. Application for such leave to be made through the Superintendent to the Board. Such leave may not be used for vacations or to extend vacations.

b) Leave at Substitute Cost

- i) Any teacher shall be entitled to one (1) day of personal leave per year at substitute cost.

Teachers shall not be granted personal leave on any in-service, parent teacher, or administration days, nor shall personal leave be granted to extend Spring, Summer, Christmas break periods, or long weekends.

In no event will more than 10% of the teachers per school be granted personal leave on any one (1) day. Requests for personal leave shall be made to the principal with as much notice as possible and will be dealt with on an as received basis.

- ii) The Board recognises that additional personal leave may be required in some circumstances. The Board may grant additional personal leave at substitute cost.

c) MTS Leave

- i) Any teacher, being a member of the Manitoba Teachers' Society's Executive or of the Executive of any branch thereof, or of any special committee of the Society or any branch thereof, or being appointed an official representative or delegate of the Society or of any branch thereof and being authorized by the Executive of the Society to attend a meeting of the committee of which he or she is a member, or to act as a representative or delegate of the Society or of any branch of the Society in a matter of Society business, requiring absence from school, shall have the right to attend such meetings or to act as such representative or delegate and shall be excused from school duties for either purpose or for both purposes on not more than a total of five (5) teaching days in any school year, provided that the Society or any branch thereof assumes the cost of providing substitutes.

ARTICLE 8: LEAVES (cont'd)

A maximum of fifty (50) days in total may be taken for the purposes mentioned above during any school year by members of the Association. No additional leave of absence beyond fifty (50) days in a school year shall be taken for the purposes mentioned above except with the consent and approval of the Board.

ii) Local Association President's Secondment

- (a) The Division shall provide the President of the Hanover Teachers' Association leave to conduct Association business up to 100% of the teacher's assignment as indicated by the Association.
- (b) The Association agrees to reimburse the Division, the President's salary and benefits, for the percentage of leave taken by the President of the Association.
- (c) The Hanover Teachers' Association will notify the Division by April 30th if they intend to exercise the leave of absence for the President for the following academic year. The schedule for the leave shall be developed by the Superintendent.
- (d) Upon return from secondment, the teacher shall be placed in the same assignment held by the teacher prior to the secondment, unless there is a mutual agreement between the teacher and the Division to do otherwise.

d) Leave With Pay

- i) The Board may at its discretion grant leave to a teacher up to a maximum of four (4) days during any one (1) school year. Application for such leave to be made through the Superintendent to the Board. Such leave may not be used for vacations or to extend vacations.
- ii) Teachers shall be granted, upon request, personal leave with pay of up to two days per school year.

Teachers shall not be granted personal leave on any in-service, parent teacher, or administration days, nor shall personal leave be granted to extend Spring, Summer, Christmas break periods.

In no event will more than 10% of the teachers per school (but not less than 2 teachers per school) be granted personal leave on any one day. Notwithstanding the above, for the day preceding a long weekend and the day immediately following a long weekend, no more than 5% of the teachers per school will be granted personal leave, and no teacher will be granted more than one personal leave day per long weekend.

Requests for personal leave shall be made to the principal with as much notice as possible and will be dealt with on an as received basis. In the case of an emergency the teacher shall contact their principal no later than 8:00 a.m. for the day the leave is being requested.

A maximum of three (3) personal leave days may be accumulated from year to year.

ARTICLE 8: LEAVES (cont'd)

e) One Year Leave of Absence

A teacher may apply for a one year leave of absence at no loss of tenure rights provided that:

- i) Application is made not later than April 30th in the year leave is requested.
- ii) A teacher on such leave shall notify the Board of his/her intention to return or not to return on staff not later than March 31st of the year which the leave expires.
- iii) The teacher on leave shall not lose any days of accumulated sick leave.
- iv) The Board shall respond to the teacher's request within thirty (30) days from the date on which an application is received.
- v) The Board shall consider each application for leave on its own merits and the Board's decision shall be final.

8:06 Sick Leave

- a) Where a teacher is sick, he/she shall be entitled to sick leave during his/her illness and to be paid his/her salary during his/her sick leave; but subject to 8:06 (d), the leave shall not exceed twenty(20) teaching days in any school year.
- b) Twenty (20) days sick leave shall be awarded to each employee on the first (1st) working day of each school year subject to 8:06 (d).
- c) Term, Temporary and Permanent employees not starting employment on the first (1st) day of the school year shall be awarded the pro-rated number of sick leave days on their first (1st) working day, calculated to the nearest whole number of days.
- d) Where the employment of the teacher is continued for more than one year the unused portion of the sick leave of any year(s) shall be carried forward and accumulated from year to year to a maximum of forty (40) teaching days in the second year and sixty (60) teaching days in the third year and eighty (80) teaching days in the fourth year, and one hundred(100) teaching days in the fifth year, and one hundred and twenty (120) teaching days in the sixth and subsequent years. Effective the first day of the fall term of 2013, sick leave may be accumulated to a maximum of one hundred and thirty (130) teaching days in the subsequent years.
- e) Should the Division become eligible for a reduction in premium under the Employment Insurance Act, the teachers' 5/12 share of the premium reduction will be remitted twice yearly (at the conclusion of the spring and fall term) to the Secretary-Treasurer of the Local Association and the amount received shall be used for educational purposes.
- f) Teachers employed on a part-time basis shall be granted sick leave with pay pro-rated based on full-time equivalents.
- g) Teachers employed on a temporary contract shall be entitled to sick leave during the term of the contract under the same terms and conditions as a teacher regularly employed by the Division but the number of days entitlement shall be in the proportion as the total number days taught is of the number of days in the current school year multiplied by twenty (20).
- h) Sick leave shall not continue to accrue while on any leave of absence without pay.
- i) A teacher may be required to furnish a medical certificate when requested by the Division.

ARTICLE 8: LEAVES (cont'd)

8:07 Family Related Medical Leave

Each teacher is entitled to use up to four (4) days of his/her sick leave per school year for a medical issue of an immediate family member.

8:08 Jury and Witness Duty

A teacher who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private or personal affairs, shall be granted a leave of absence without loss of pay for the required period of absence. All jury and witness fees, excluding expense reimbursements, received by the employee shall be remitted to the Division. The teacher shall have responsibility to provide to the Division satisfactory proof of the necessity of this absence. Absence from work shall be minimized. The employee shall immediately notify the Division upon becoming aware of his/her requirement to attend at court and keep the Division informed on their anticipated absence and return date.

8:09 Birth Leave

Effective September 2015, a teacher who wishes to attend the birth of their child(ren) shall be entitled to a maximum of one (1) day leave at no deduction of salary. This day must be taken within one week following the birth.

8:10 Adoptive Leave

Effective September 2015, any teacher who is adopting a child shall be entitled to a maximum of one (1) day leave at no deduction of salary. This day must be taken within one week following the adoption.

8:11 Deferred Salary Leave Plan

The Hanover School Division shall administer a voluntary Deferred Salary Leave Plan for the Hanover Teachers' Association of the Manitoba Teachers' Society.

ARTICLE 9: PROVISION FOR SETTLEMENT OF DISPUTE DURING CURRENCY OF AGREEMENT

Where there is a dispute between the parties to or persons bound by the agreement or on whose behalf it was entered into, concerning its content, meaning, application or alleged violation, the aggrieved party shall within sixty (60) teaching days of the event giving rise to the dispute or alleged violation, or within sixty (60) teaching days from the date on which the grievor became aware of the event giving rise to the dispute or alleged violation, whichever is later, notify the other party in writing stating the nature and particulars of the dispute and the solution sought.

If the dispute is not settled within ten (10) teaching days from the date when the Association takes the matter up with the division or the division notified the Association in writing of its desire to have the difference negotiated, shall, upon the written request of either party be submitted to an arbitration board, consisting of three members. Nothing herein shall prohibit the parties from mutually agreeing on an extension of time beyond ten (10) days.

Each of the parties of the dispute, shall within seven (7) days of the date of the written request for arbitration appoint an arbitrator and shall notify the other party of the appointment. These two arbitrators within a further period of seven (7) days after their appointment, shall meet and select a chairman mutually satisfactory to both. Should the two arbitrators fail to agree upon a chairman within the required seven (7) days, either party may request the Labour Board to make the appointment of a chairman.

ARTICLE 9: PROVISION FOR SETTLEMENT OF DISPUTE DURING CURRENCY OF AGREEMENT
(cont'd)

Nothing herein shall prohibit the parties from agreeing on a single arbitrator. If the parties so agree, the provisions of this Article relating to an Arbitration Board shall apply mutatis mutandis, to the single arbitrator.

ARTICLE 10: LAY-OFF

- a) When it is determined by the Board that a lay-off is necessary and where natural attrition, transfers, sabbaticals and leaves of absence do not affect the necessary reduction in staff, the Board shall develop a seniority list as hereinafter provided. Such a list shall contain the names of those teachers having the least seniority identified in sufficient numbers so that the number identified is equal to two times (2x) the number of teachers to be laid off. The Association and the teacher shall be permitted a period of ten (10) teaching days after posting of such list to protest in writing to the Board any alleged omission or incorrect listing, but such protest shall be confined to errors in or changes occurring since the posting of the last seniority list.
- b) Notwithstanding the foregoing the Board shall have the right to disregard the length of service of any teacher in the event of a lay-off, if such teacher does not have the necessary training, academic qualifications and experience for a specific teaching assignment.
- c) Seniority for the purpose of this agreement is defined to mean the length of continuous teaching experience from the date of last hire by the Division beginning with the first day of teaching thereafter within the Division.
- d) Where the teachers have the same length of continuous teaching experience, the order of the seniority list shall be determined on the basis of the total length of employment with the Division.
- e) Where teachers have the same seniority as defined in (c) and (d), the order of seniority shall be determined on the basis of total recognized teaching experience in Manitoba.
- f) Where teachers have the same seniority as defined in (c), (d) and (e), the order of seniority shall be determined on the basis of total teaching experience recognized by the Province of Manitoba for classification purposes.
- g) If the length of teaching experience as defined in (c), (d), (e), and (f) is equal, the teacher to be declared surplus shall be determined by the Board.
- h) A teacher will retain and accrue seniority if absent from work because of:
 - i) illness or accident up to the maximum days accumulated under the provisions of the collective agreement;
 - ii) a leave of absence up to thirty (30) calendar days other than following sick leave per (h) i);
 - iii) sabbatical leave;
 - iv) maternity leave under the provisions of the Employment Standards Code (C.C.S.M. E 110).
- i) A teacher shall retain but not accrue seniority if the teacher is:
 - i) on leave of absence in excess of thirty (30) calendar days;
 - ii) laid off for a period of time less than that set out in Article j) (iv) hereof;
 - iii) absent because of illness or accident for more than the maximum number of days accumulated under the provisions of the collective agreement;
 - iv) absent because the Division has granted more maternity leave than required by the Employment Standards Code (C.C.S.M. E-110).

ARTICLE 10: LAY-OFF (cont'd)

- j) A teacher shall lose seniority and the rights to further consideration for employment for any of the following reasons:
 - i) the teacher resigns;
 - ii) the teacher is employed by another school division as a full-time teacher on a Form 2, or equivalent full-time contract, approved by the Minister; except those teachers who are employed full-time on such a contract for a limited term not to exceed one year;
 - iii) the teacher fails to return to work after the termination of any leave granted by the Board;
 - iv) the teacher is not re-employed within one (1) calendar year after September 30th following the date of lay-off;
 - v) the teacher's contract is terminated for cause;
 - vi) any teacher on the re-employment list who refuses to accept a position for which the Board has determined that the teacher has the necessary training, academic qualifications, and experience to perform the work in positions offered shall forfeit all right of seniority and re-employment subject to the exception in (ii) hereof. In circumstances as outlined in (j) ii) refusal to accept employment shall forfeit all claims to the position offered.
- k)
 - i) **Training.** Instruction received as preparation for the profession of teaching which leads to the development of a particular skill or proficiency with respect to a particular subject or subjects.
 - ii) **Academic Qualifications.** Refers to the classification in which the teacher is placed by the Teacher Certification and Records Branch of Manitoba Education.
 - iii) **Experience.** The practical application of the training over a period of time with respect to the particular subject or subjects.
- l) In the event of a lay-off, three (3) Division representatives shall meet with three (3) of the Executive representatives of the Association, thirty-one (31) days prior to the notification of lay-off to discuss the implications of the lay-off and shall provide the Association with a list of teachers to be laid off.
- m) Notice of lay-off shall be given to the teacher no later than the first day of May of the school year. The teacher, within twenty (20) calendar days of receiving notice of lay-off, shall indicate, in writing, his/her wish to be placed on the re-employment list.
- n) If after lay-offs have occurred and for a period of one calendar year after the 30th day of September following the date of lay-off, teachers who have been laid off and have given written notice that they wish to be recalled, shall be offered the position first when positions become available provided such teachers have the necessary training, academic qualifications and experience for the positions available. Seniority with the Board will be used to determine the order in which laid off teachers are offered the available positions provided that the said teachers have the necessary training, academic qualifications and experience.
- o) It shall be the responsibility of the teacher to report an address to which a recall notice can be delivered. Recall notices will be delivered by registered mail to the last reported address given by the teacher and a teacher who is recalled from lay-off shall be required to indicate within ten (10) working days of registration of same his/her intent to return to work and shall be required to return to work on the date set out in the notice which date shall not be less than fourteen (14) calendar days following such notification unless by mutual agreement.
- p) A teacher's accumulated sick leave credits shall not be affected if the teacher is recalled as provided in Article (n) above.
- q) Notwithstanding any other provisions of this policy the foregoing lay-off provisions shall not apply to teachers continuously employed under one (1) contract with the Division for less than two (2) years, or to teachers employed for a specific term where during that term the teacher is employed on the express written understanding that such teacher will not after the completion of such term be employed by the Division.

ARTICLE 10: LAY-OFF (cont'd)

- r) If the Board terminates the contract of any teacher because that teacher is surplus, the Board shall, at the request of the teacher, provide him/her with a letter to this effect.

ARTICLE 11: MEAL PERIOD

Effective September 2015, except in cases of emergency, or unforeseen circumstances, every full-time teacher shall be entitled to an uninterrupted meal period between 11:00 a.m. and 2:00 p.m. each school day (the meal period for the SRSS teachers shall be between 10:15 a.m. and 12:45 p.m. for those teachers who start at 8:00 a.m.):

- a) This lunch period shall be equal to the midday intermission given to the students of the school in which the teacher is employed to a maximum of fifty-five (55) minutes.
- b) One member of the teaching staff per school shall be on call during this meal period.
- c) Any exceptions to the above meal periods must be agreed to by both the division and association, in writing and for a specified time frame.

ARTICLE 12: EXTRA-CURRICULAR ACTIVITIES

"Extra-curricular activities" means student-related athletic, social, recreational and cultural activities, occurring outside the normal school day, but does not include activities related to academic or instructional matters or curriculum subjects outside the normal school day, whether such occur alone or with students, parents or administrative staff, such as (without limitation) staff meetings, parent/teacher meetings, committee work, in-service sessions, marking and setting examinations, or marking school assignments.

A teacher who participates in extra-curricular activities shall be entitled to a paid leave of absence of on (1) day per school year, non-cumulative, provided that at least fifty (50) hours of extra-curricular duties are performed in that school year. Notwithstanding the above, a teacher who has contributed less than fifty (50) hours within a particular school year shall be allowed to carry over those hours for two consecutive school years.

In the case where the teacher accumulates sufficient hours to qualify for a day of leave in any school year, the teacher may choose to take the day in the following school year. The maximum leave allowed to be carried over by a teacher to the next school year shall be one day.

An extra-curricular activity is an activity which has received prior approval from the school principal.

In areas where a question arises regarding whether an activity would qualify under this clause, the school principal will consult with the Superintendent.

This leave may not be taken on any in-service, parent teacher, or administrative days. In no event will more than 10% of the teachers per school be granted personal leave on any one (1) day. Requests for personal leave shall be made to the principal with as much notice as possible and will be dealt with on an as received basis.

ARTICLE 13: SCHOOL YEAR

Where reference to "1/200" is made within this Collective Agreement, the parties agree it means: 1/n, where n = the number of days in the current school year as determined by the Minister responsible for Education.

ARTICLE 14: PREPARATION TIME

Effective date of Association ratification:

Over the course of the school year, each teacher shall be entitled to an equivalent of six (6) regular teaching periods per six (6) day cycle for preparatory work as scheduled within their school timetable. Preparation time shall be scheduled in blocks of not less than thirty (30) minutes and be exclusive of recess.


Notwithstanding the above, the current duty schedule of one period every four days will remain in place at the SRSS.

Part time teachers will be provided preparation time on a pro-rated basis based upon the percentage of their teaching assignment.

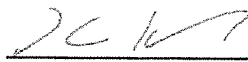
It is expected and shall be the responsibility of each teacher to utilize the preparation time provided to them in a productive, efficient manner towards fulfilling the educational needs of his/her students. Teachers shall remain in their assigned school during their preparation time.

DATED at Steinbach, Manitoba, this 8th day of APRIL, 2021.

SIGNED and AGREED on behalf of the Hanover School Division

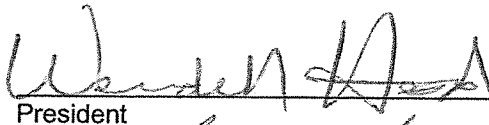


Chairperson



Secretary-Treasurer

SIGNED and AGREED on behalf of the Hanover Teachers' Association of the Manitoba Teachers' Society.



President



Collective Bargaining Chairperson

SCHEDULE A

THIS COLLATERAL AGREEMENT made this 8th day of APRIL, 2021

BETWEEN:

THE HANOVER SCHOOL DIVISION
(hereinafter referred to as the "*Division*")

OF THE FIRST PART,

- and -

**THE HANOVER TEACHERS' ASSOCIATION OF
THE MANITOBA TEACHERS' SOCIETY**
(hereinafter referred to as the "*Association*")

OF THE SECOND PART.

WHEREAS pursuant to a certain collective agreement dated April 8, 2021, made between the Division and the Association, the Division has agreed to participate in the administration of the Manitoba Public School Employees Dental & Extended Health Benefits Plan (the "*Plan*") for all of the eligible employees (the "*Employees*") as described by the Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust (the "*Trust*") in the employ of the Division; and

WHEREAS the Division and the Association desire to set forth the terms and conditions under which the Division shall so participate in the administration of the Plan; and

WHEREAS pursuant to a certain agreement made between the Manitoba School Boards Association, the Manitoba Teachers' Society and the Trust, the Trust is responsible for the formulation, implementation and operation of the Plan.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants herein contained, the parties hereto hereby agree as follows:

1. The preamble hereto shall form an integral part hereof.
2. The terms and conditions of the Plan shall be as formulated by the Trust.
3. Subject to the terms of the Agreement, the Division and the Association shall comply with any administrative or underwriting requirements in respect to the Plan stipulated by the Trust and/or by the insurer appointed by the Trust to administer the Plan.
4. The Division shall make the following payments:
 - a) Subject to paragraph (b) which follows, for September, 2018 the Division shall pay monthly \$120.50 on behalf of each Employee in respect of the Dental plan and/or \$124.00 on behalf of each Employee in respect of the Extended Health plan, and \$16.25 on behalf of each employee in the Vision plan. Said \$120.50, \$124.00, and \$16.25 being the monthly rates for family coverage

under each plan. Such payments shall be made to the Trust or to such party as the Trustees shall designate in writing.

Subject to paragraph (b) which follows, for September, 2019 the Division shall pay monthly \$122.50 on behalf of each Employee in respect of the Dental plan and/or \$126.00 on behalf of each Employee in respect of the Extended Health plan, and \$16.25 on behalf of each employee in the Vision plan. Said \$122.50, \$126.00, and \$16.25 being the monthly rates for family coverage under each plan. Such payments shall be made to the Trust or to such party as the Trustees shall designate in writing.

Subject to paragraph (b) which follows, for September, 2020 the Division shall pay monthly \$122.50 on behalf of each Employee in respect of the Dental plan and/or \$131.00 on behalf of each Employee in respect of the Extended Health plan, and \$16.25 on behalf of each employee in the Vision plan. Said \$122.50, \$131.00, and \$16.25 being the monthly rates for family coverage under each plan. Such payments shall be made to the Trust or to such party as the Trustees shall designate in writing.

- b) Where an Employee is entitled to and has so elected for reduced coverage, as permitted under the terms of the Plan, that is, coverage for Employee and one dependent (spouse or child) only, or for Employee only, or for no coverage in the event of the Employee having alternate employer-sponsored group dental or health coverage, as the case may be, the Division shall pay to the employee the difference in the monthly rate under each plan between family coverage and the coverage elected by the Employee.
 - c) For each year thereafter, the Division shall pay monthly on behalf of each Employee an amount not to exceed the amount payable by the Division for each Employee in the preceding year (taking into account payments referred to in both sub-paragraphs (a) and (b) of this paragraph 4) increased or decreased by a percentage equivalent to the percentage negotiated or awarded on average for the salary schedule of the Employees in the current year.
- 5. It is understood and agreed by the Association that any eligible Employees employed on or after the effective date of the implementation of the Plan shall be required to participate in the Plan unless entitled to elect out of the Plan as may be permitted under the terms thereof.
 - 6. This Agreement may be terminated by either of the parties hereto effective the first day of September of a particular calendar year provided that not less than 12 months written notice of such termination is given by the party terminating this Agreement to the other party hereto.
 - 7. Any notice required or permitted to be given hereunder shall be deemed to be effectively given if mailed by registered mail, postage prepaid or delivered by bonded carrier to the parties at the following addresses:

To the Division:

**HANOVER SCHOOL DIVISION
5 Chrysler Gate
Steinbach MB R5G 0E2**

To the Association:

HANOVER TEACHERS' ASSOCIATION
34 Purcell Avenue
Winnipeg MB R3G 1A1

and if mailed as aforesaid, shall be deemed to have been given on the fifth business day next following that upon which the letter containing such notice was posted.

8. Time shall be of the essence of the Agreement which Agreement shall be governed by the laws of the Province of Manitoba.
9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Division has caused its Corporate Seal to be hereunto affixed duly attested by the signatures of its proper officers in that behalf, the day and year first above written.

THE HANOVER SCHOOL DIVISION



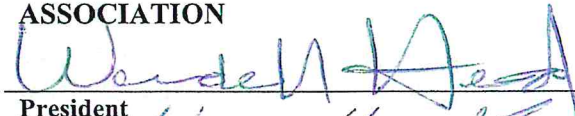
Chairperson



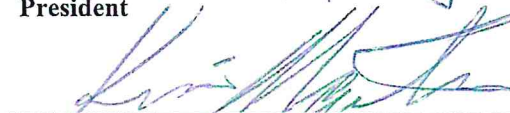
Secretary - Treasurer

IN WITNESS WHEREOF the Association has caused this Agreement to be executed as duly attested by the signatures of the proper officers of the Association.

THE HANOVER TEACHERS' ASSOCIATION



President



Collective Bargaining Chair

THIS AUXILIARY AGREEMENT made as of the 8th day of April, 2021

BETWEEN:

HANOVER SCHOOL DIVISION
(hereinafter referred to as the "Division")

- and -

**HANOVER TEACHERS' ASSOCIATION OF
THE MANITOBA TEACHERS' SOCIETY,**
(hereinafter referred to as the "Association")

WHEREAS pursuant to a certain collective agreement dated April 8, 2021, the Division has agreed to participate in a number of insurance programs, including:

- The Manitoba Public School Employees Group Life Insurance Plan; and
- The Manitoba Public School Employees Dental & Extended Health Benefits Plan.

The Division has agreed to participate in these plans subject to the terms of administration and cost sharing, as determined by the conditions of entry stipulated by each individual plan.

WHEREAS the Division recognizes that not all teachers will be eligible for coverage under these plans by virtue of their administration and underwriting rules, the Division and the Association have agreed that certain Teachers will be paid according to the annual rate of pay for the 2018/19, 2019/20, 2020/21 school years which follow:

STEP	EFFECTIVE JULY 1, 2018 (1.6%)						
0	\$ 39,799	\$ 43,871	\$ 49,019	\$ 58,279	\$ 62,121	\$ 65,425	\$ 68,968
1	\$ 41,480	\$ 46,158	\$ 51,472	\$ 61,405	\$ 65,397	\$ 68,822	\$ 72,456
2	\$ 43,170	\$ 48,452	\$ 53,924	\$ 64,533	\$ 68,671	\$ 72,212	\$ 75,948
3	\$ 44,856	\$ 50,741	\$ 56,375	\$ 67,660	\$ 71,949	\$ 75,614	\$ 79,441
4	\$ 46,547	\$ 53,028	\$ 58,825	\$ 70,785	\$ 75,221	\$ 79,004	\$ 82,931
5	\$ 48,235	\$ 55,314	\$ 61,280	\$ 73,910	\$ 78,501	\$ 82,405	\$ 86,422
6	\$ 49,919	\$ 57,607	\$ 63,731	\$ 77,038	\$ 81,774	\$ 85,794	\$ 89,915
7	\$ 51,608	\$ 59,888	\$ 66,188	\$ 80,163	\$ 85,050	\$ 89,192	\$ 93,411
8			\$ 68,628	\$ 83,296	\$ 88,325	\$ 92,584	\$ 96,897
9				\$ 86,419	\$ 91,605	\$ 95,984	\$ 100,390
10				\$ 89,549	\$ 94,869	\$ 99,376	\$ 103,868

STEP	EFFECTIVE JULY 1, 2019 (1.4%)						
0	\$ 40,356	\$ 44,485	\$ 49,705	\$ 59,095	\$ 62,991	\$ 66,341	\$ 69,934
1	\$ 42,061	\$ 46,804	\$ 52,192	\$ 62,265	\$ 66,312	\$ 69,785	\$ 73,470
2	\$ 43,774	\$ 49,130	\$ 54,679	\$ 65,437	\$ 69,633	\$ 73,223	\$ 77,011
3	\$ 45,484	\$ 51,451	\$ 57,164	\$ 68,607	\$ 72,956	\$ 76,672	\$ 80,553
4	\$ 47,199	\$ 53,770	\$ 59,649	\$ 71,776	\$ 76,274	\$ 80,110	\$ 84,092
5	\$ 48,910	\$ 56,088	\$ 62,138	\$ 74,945	\$ 79,600	\$ 83,558	\$ 87,632
6	\$ 50,618	\$ 58,414	\$ 64,623	\$ 78,117	\$ 82,919	\$ 86,995	\$ 91,174
7	\$ 52,330	\$ 60,727	\$ 67,115	\$ 81,286	\$ 86,241	\$ 90,440	\$ 94,719
8			\$ 69,589	\$ 84,462	\$ 89,561	\$ 93,880	\$ 98,253
9				\$ 87,629	\$ 92,887	\$ 97,327	\$ 101,795
10				\$ 90,803	\$ 96,197	\$ 100,767	\$ 105,322

STEP	EFFECTIVE JULY 1, 2020 (0.5%)						
0	\$ 40,558	\$ 44,707	\$ 49,954	\$ 59,390	\$ 63,306	\$ 66,673	\$ 70,283
1	\$ 42,271	\$ 47,038	\$ 52,453	\$ 62,576	\$ 66,644	\$ 70,134	\$ 73,838
2	\$ 43,993	\$ 49,376	\$ 54,953	\$ 65,764	\$ 69,981	\$ 73,589	\$ 77,396
3	\$ 45,712	\$ 51,709	\$ 57,450	\$ 68,950	\$ 73,321	\$ 77,056	\$ 80,956
4	\$ 47,435	\$ 54,039	\$ 59,947	\$ 72,135	\$ 76,655	\$ 80,511	\$ 84,512
5	\$ 49,154	\$ 56,369	\$ 62,449	\$ 75,319	\$ 79,998	\$ 83,976	\$ 88,070
6	\$ 50,871	\$ 58,706	\$ 64,946	\$ 78,507	\$ 83,333	\$ 87,430	\$ 91,630
7	\$ 52,592	\$ 61,030	\$ 67,451	\$ 81,692	\$ 86,672	\$ 90,892	\$ 95,192
8			\$ 69,936	\$ 84,884	\$ 90,009	\$ 94,350	\$ 98,745
9				\$ 88,067	\$ 93,351	\$ 97,814	\$ 102,304
10				\$ 91,257	\$ 96,678	\$ 101,271	\$ 105,848

The parties have acknowledged that, without limiting the foregoing, the following classes of Teachers shall be paid according to this pay scale:


1. Substitute teachers;
2. Part-time teachers working less than 30% of full time;
3. Teachers receiving a Maternity or Parental Leave top-up;
4. Term teachers who are contracted to work less than 60 days.

This Auxiliary Agreement is attached to and forms part of the Collective Agreement between the Parties dated April 8, 2021.

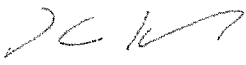
CONCURRING SIGNATORIES

Dated at Steinbach, Manitoba this 8th day of April, 2021.

Signed and agreed on behalf of the Division:

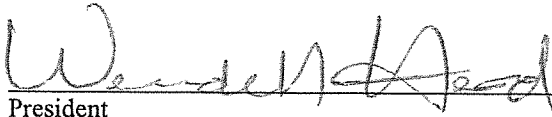


Chairperson




Secretary - Treasurer

Signed and agreed on behalf of the Association:



President



Collective Bargaining Chair

