



This document was created by the ATA



## Local Agreement Deadlines throughout the Year

### SEPTEMBER

#### **September 15**

- The School Council shall be established.
- The Director of Educational Services and the President of the Association shall meet in order to determine a preliminary list of subjects to be dealt with by the TAC, or any of its sub-committees, as well as the date for the first meeting of the TAC and a tentative schedule of meetings for the remainder of the year.
- The Director General or her/his delegate, after consulting with the Association President, shall call the first meeting of the Central Professional Improvement Committee.
- The Board and the Association shall form a SETPC for the school year. Each party shall inform the other, in writing, of its representatives.
- The Board and the Association shall form a SEBPC for the school year. Each party shall inform the other, in writing, of its representatives.

#### **September 30**

- List of teachers in each school - home addresses, publicly listed phone numbers. (updated as necessary)
- The Association shall inform the Board and the principals or centre directors, in writing, of the names of the A.T.A. Representatives and executive members.
- The composition of the School Council shall be forwarded to the Board and the ATA.
- Site based special needs committee shall be set up in each school.
- The Director General, or his/her delegate, after consulting the Association President, shall call the first meeting of the SETPC. The committee shall meet a minimum of five times a year, at the call of the Chair.
- The Director General, or his/her delegate, after consulting the Association President, shall call the first meeting of the SEBPC. The committee shall meet a minimum of three times a year, at the call of the Chair.
- Prior to September 30<sup>th</sup> the following shall take place:
  - 1) The Principal shall meet each teacher to give them a copy of their scheduled teaching and supervision time and advise them as to how much other time must be scheduled by the teacher to bring their presence to the amount agreed to in article 8-6.00 of the entente.
  - 2) The teacher shall add periods of presence to their timetable to bring the total presence to twenty-seven hours per week. The teacher shall submit a copy of their timetable indicating the total twenty-seven hours of presence to the Principal for acceptance.

### OCTOBER

#### **October 15**

- Reassigned teachers as per 8-12.10
- The Board shall forward cheques to the Association representing the amounts deducted during the previous month in accordance with clause 3-7.01, 3-7.02 and 3-7.03 and subsequently on the 15th day of each month at the latest. The payment due by October 15th will be accompanied by a list of the persons assessed, and the amount deducted from each. Subsequent payments will be accompanied by a list of additions, and/or deletions from the original list.

#### **October 30**

- Statement of Employment \*
- Workload Information \*
- Seniority List (clause 5-2.08)
- The President of the Association, or his or her delegate, and the Director of Human Resources, or his or her delegate, shall meet to discuss the distribution of workdays in the calendar for the following school year.\

### NOVEMBER

#### **November 1**

- Pupil Population

### FEBRUARY

#### **February 28**

- List of Categories
- List of Specialties by Centre

## MARCH

### **March 1**

- List of teachers affected by school closure
- The calendar shall be drafted.

### **March 15**

- All applications for leaves of absence without salary, or any extension thereof, must be submitted in writing to the Director of Human Resources. Applications for leave of absence without pay for a complete school year must be submitted prior to March 15 of the preceding year.

## APRIL

### **April 1**

- List of Teachers by Category
- The Principal shall provide each teacher in the school, including those on leave of absence with or without salary, with a form upon which the teacher may indicate their preference for assignment and/or transfer for the following school year.
- The Site-based Special Needs committee's mandate shall be: a) taking into account the criteria defined by the parity committee set up under clause 8-9.02 of the entente, to identify the specialized and financial resources that it deems necessary for the following school year intended for students with special needs and as support for teachers; b) for the following school year, to inform the parity committee, no later than April 1st or at another date that the board determines, of the resources prescribed in the preceding sub-clause.

### **April 15**

- Student Projections (with the exception of Adult and Vocational Education courses)

### **April 20**

- The teacher whose leave of absence request for the coming school year has been approved shall be advised. Unsuccessful applicants shall also be advised by the same date.

### **April 30**

- Vacancy list of receiving school(s) in the event of school closure
- List of transfers effected due to school closure
- List of Excess at the Board level (clause 5-3.11)
- List of Excess Teachers at the school level
- List of known vacancies/anticipated staff needs
- The school administration shall establish the preliminary pedagogical objectives and organization of the school for the following school year and this, after the participation of the teachers in the school

## MAY

### **May 15**

- First Posting of Vacancies
- List of teachers remaining in excess at School level after transfers to vacancies (clause 5-3.15)
- List of teachers requesting voluntary transfers as per clause 5-21.1 (updated as necessary)
- This article applies to regular teachers only. The union must be informed by means of a list to this effect, sent by registered or certified mail, by fax, or delivered by hand or bailiff, of the board's intention not to renew the engagement of one or more teachers.
- The Board shall post in each of its schools a provisional list of the staffing needs which remain to be met for the following school year indicating the pertinent information. Before this date, the Board shall inform in writing the teachers who remain excess following the application of clause 5-21.11 and who are therefore subject to a transfer.
- The Central PIC shall meet to review and formulate a report on the year's finances and activities.

### **May 31**

- In conformity with the Promotion Policy, the Board shall determine the particular characteristics and the benefits attached to the positions of the Staff Assistant and Head Teacher. an invitation to apply in writing for the said position within a minimum of ten calendar days. This time limit may be altered with the mutual consent of the Association and the Board. A copy of this notice shall be forwarded to the Association at the same time. The Board shall endeavor to post this notice.

## JUNE

### **June 1**

- List of transfers effected
- List of Teachers non-reengaged or placed on availability (clause 5-3.23)
- List of Teachers remaining in excess after application of clause 5-3.14 and article 5-3.15.

### **June 15**

- But at least three days prior to the end of the teachers work year, the teachers in a school shall be informed of their subject(s) (secondary level), level(s) or speciality(ies) (pre-school and primary level(s)) which have been determined provisionally by the school administration for the following school year.

### **June 30**

- The Association shall notify the Board, in writing, of the amount set as the regular syndical dues for both the Local Association and the Provincial Association. Failing such notice, the Board shall make deductions in accordance with the last notice received.
- The Board and the Association shall form Central PIC for the following school year.
- The Board shall inform each candidate in writing as to whether the teacher has been successful or unsuccessful in his/her application, at least one day before the announcement of the promotion is posted. The Board shall endeavor to inform the successful candidate.

## JULY

### **July 1**

- A separate recall list shall be established for each Adult Education Centre. The Board shall add to these lists, by specialty, the names of teachers who have successfully taught a minimum of 300 hours in a given specialty, for the Board within the previous school year, as a teacher at an hourly rate or as a part-time teacher and have received a recommendation to be added to the list by the Board after having completed the performance appraisal process.
- A separate recall list shall be established for each Vocational Training Centre. The board shall add to these lists, by category or sub-category, the names of teachers who have successfully taught a minimum of 300 hours for the Board, to a maximum of 720 hours in a given category or sub-category in their specialty, as a teacher at an hourly rate or as a part-time teacher; and have received a recommendation to be added to the list by the Board after having completed the performance appraisal process.
- If a vacancy in a school occurs, prior to June 30<sup>th</sup>, after the application of clause 5-21.17, the excess teacher from that school who has been assigned elsewhere shall be returned to that teacher's original school if that teacher meets the requirements of the post and the teacher has expressed their intention in writing to the Board. Between July 1<sup>st</sup> and the first working day of the school year, the Board will consider returning the displaced excess teacher to their original school if the teacher meets the requirements of the opened post and the teacher has expressed an interest in writing to return.

### **July 15**

- Each party shall inform the other, in writing, of its representatives and alternates for Central PIC for the following school year.
- Any monetary compensation not provided for in clause 6-8.01, as well as any amount due to the teacher who leaves the employ of the Board shall be payable.

### **July 31**

- As of July 1<sup>st</sup> of each year, the Board shall draw up a priority of employment list for the purpose of granting contracts in the youth sector and shall forward before July 31<sup>st</sup>, a copy thereof to the Union. The disciplines (as per clause 5-21.04), which a given teacher is qualified to teach, must be listed by each teacher's name.
- Priority of employment lists shall be updated on July 1 of each year based on the cumulative durations of the part-time contracts of each teacher whose name is registered on the lists concerned and the full-time contracts of teachers referred to in the second paragraph of subparagraph a) of clause 5-3.35, where applicable. Before July 31 of each year, the Board shall send a copy of the lists to the Union.

## **WHEN AVAILABLE**

- MELS Budgetary Rules (article 10-12.01)
- Pertinent information concerning availability reduction measures
- Granting of Pre-retirement (clause 5-4.05)
- Others (clauses 5-4.01 to 5-4.04)