

# PTU REMINDERS



Pearson Teachers Union / February 2023

## UPCOMING DELEGATES'

### ASSEMBLY

Assembly #6

Date: March 1, 2023

Time: 4:30 p.m.

The assembly will be held via the Zoom platform. As usual, the Zoom link will be sent to the delegates two (2) days prior to the assembly.

## DRAFT SENIORITY LISTS

Teachers in all sectors will be asked to meet in a pre-arranged location, by their principal or centre director, to verify their information on the draft seniority list. Teachers having concerns regarding the information on the list must email Samantha Parr (sparr02@lbpsb.qc.ca) from Human Resources, prior to March 13, 2023. Teachers who are unable to sign due to a prolonged absence will receive an individual statement mailed to their home address. Please note that the seniority appearing on the list has been calculated as of the 100<sup>th</sup> day of the 2022-2023 school year.

## 50%-50% CHOICE FOR TENURED AND TENURE-TRACK TEACHERS

If you work at two (2) different schools or in two (2) different categories with an equal percentage of workload, you may choose the category or the school under which you would like to appear on the official seniority list. A form must be completed and returned to Human Resources. Forms are available on the SSO System under the Human Resources section, under the « Staffing » tab and it must be submitted by 9:00 AM on February 15, 2023.

## STAFFING TIMELINE

The complete staffing timeline for the 2023-2024 school year is posted on SSO under the Human Resources section. Here are some of the important dates for teachers to remember: **Items in blue apply to Youth Sector Teachers only.** **Items in green apply to ContEd Teachers only.** All other items apply to teachers of all sectors.

- BY FEB 15** Teachers with equal workloads in one or more categories or schools choose their category. Form available on SSO
- FEB 20** Availability forms are emailed to Vocational Training Teachers. Teachers must specify their availability for the 2023-2024 school year. The completed forms must be returned by Monday, April 3, 2023
- BY MARCH 10 Submission of requests for Deferred Sabbatical Leaves
- BY MARCH 15 Request for Leaves of Absence for tenured teachers with a minimum of 5 years of service. Form available on SSO
- BY APRIL 1 Submission of requests for Progressive Retirement
- BY APRIL 14 Official Seniority List available on SSO
- BY APRIL 28 Excess teachers are notified in writing
- APRIL 28 Teachers are informed in writing of their request for Leave of Absence
- MAY 1 Online information session for excess teachers
- MAY 1** Availability forms are emailed to Adult Education Teachers. Teachers must specify their availability for the 2023-2024 school year. The completed forms must be returned by Thursday, June 1, 2023
- MAY 2-5** Full-time vacancies list posted on SSO
- MAY 2-5 Request for transfers by excess teachers
- MAY 12 Placement of excess teachers

## SNOW DAYS

When there is a school closure due to a snow day or other inclement weather:

If you are a contracted teacher, tenure-track, or tenured teacher, you are paid for the day if you were scheduled to work.

If you are an hourly paid teacher in the Continuing Education sector and were scheduled to work on that day, you will be paid the hours for which you were scheduled.

If you planned an absence (for instance, a medical appointment) your day will be docked from your bank of days (sick or special leaves).

If you cancel your absence request as per your school's protocol and then a snow day is called, payroll will treat it as a regular work day. If your absence was not removed from SCOLAGO or as per your centre's protocol prior to the announcement of the closure, you will be docked the day from your bank of days (sick or special leaves).



## PTU WEBSITE & QPAT'S NEGOTIATIONS PAGE

The PTU website has been officially relaunched at [ptusep.com](http://ptusep.com).

We encourage you to regularly check the [News and Updates](#) section: regular updates regarding provincial negotiations will be posted, as will other items related to the teaching community at PTU.

We also encourage you to visit the [QPAT Negotiations](#) website page for regular updates as well.



### EMPLOYEE ASSISTANCE PROGRAM

Service offered day and night. To reach your assistance program, call 1-888-687-9197.

To submit a request online, chat with an advisor, obtain documentation or find information about an issue you are dealing with VISIT:

<https://www.workhealthlife.com/?explicitSoftLogin=true>

**PTU**

The office will be closed for March Break (March 6 to March 10)

REGULAR OFFICE HOURS

MONDAY TO THURSDAY

8:30 AM to 4:30 PM

FRIDAY

8:30 AM to 4:00 PM

Tel: 514 426-4949

Email: [info@ptusep.com](mailto:info@ptusep.com)

WEBSITE: [ptusep.com](http://ptusep.com)