

Teachers' Handbook Continuing Education

(Adult Education and Vocational Training)

Pearson Teachers Union

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PRESIDENT'S MESSAGE

Welcome to the Pearson Teachers Union!

Public education is a pillar of our democracy, and teachers like you play a vital role in helping to shape a just and equitable society.

The union also plays a central role in promoting our public education system. Unions work to protect the rights of teachers, at both the local and provincial levels. We fight for better working conditions, and hold school boards accountable by enforcing the collective agreements. Through various committees and with union delegates in the schools and centres, the union examines matters of pedagogy, labour relations, educational policy and teacher safety. Most importantly, the union exists to help empower teachers to take charge of local decisions in the schools and centres, and to assert their authority as experts in the classroom.

At the Pearson Teachers Union office, the Professional and Administrative staff are available to assist you as questions arise or as support is needed. As a union, we are here first and foremost to support you.

This handbook was assembled to better help you understand your rights and obligations under both the Provincial Entente and Local Agreement.

At the end of the day, although there are six people working at the Pearson Teachers Union office, the union is much more than that. We are really twenty-three hundred people working together towards the common goal of educating students. I look forward to continuing to collaborate with you, and to advocate on your behalf in promoting public education for all.

Matt Wilson

DISCLAIMER

This handbook is primarily meant to share information. In case of disagreement between this handbook and collective agreements or other legal documents, the latter shall prevail.

ROLE OF THE UNION

The Pearson Teachers Union (PTU) represents approximately 2300 teachers working for the Lester B. Pearson School Board (LBPSB). We are one of the largest English school boards in Quebec, with over sixty elementary schools, high schools, adult education centres and vocational training centres. Our mandate is to protect and improve the professional, economic and social welfare of our members.

At the centre level, when teachers encounter an issue, they should first notify the centre delegate. The role of the centre delegate will be to discuss the issue with the centre director or the Union Office. These issues may involve staffing, recall lists, seniority lists, labour-related matters and disciplinary matters. The role of the Union Office is to address these issues with the appropriate department at the school board office.

PTU Office:	Matt Wilson, President Erica Lamothe, Union Advisor Pasquale Machado, Union Advisor Melissa Noel, Executive Secretary Beverly Kennedy, Accounting / Administrative Assistant Sonia Dumont, Communications Coordinator
Continuing Education Sector:	Pasquale Machado, Union Advisor

TEACHING CONTRACTS

1) What is my status?

- E1 - Regular Teacher (tenured or tenure-track year 1 or year 2)
- E3 - Part-Time Contract Teacher
- E5 - Hourly Paid Teacher
- E8 - Replacement Contract Teacher
- E9 – Tolérance Contract

2) Contract Teacher or Hourly Rate?

If you have your legal qualifications, you may be entitled to a part-time (E3) or full-time (E1) contract.

To have legal qualifications, you must either have a brevet or a provisional teaching license (PTL). You can also be granted a contract if the school board requests a tolérance for the position you teach.

An hourly paid teacher (E5) may be a teacher who does not hold a teaching license OR they may be a qualified teacher who has not been offered enough predetermined hours to generate a part-time contract. An hourly paid (also called hourly rate) teacher signs a letter of agreement which indicates the start date, the end date and the total number of teaching hours of their assignment.

3) Letter of Engagement a.k.a. the Contract

In Vocational Training: A full-time contract is granted to legally qualified teachers who are offered 720 predetermined hours in vocational training for the year. A full-time contract leads to tenure (E1), unless it is replacing the hours of another teacher (E8-replacement contract). The contract with the teacher is made by letter of engagement, and it does not require the teacher's signature. A teacher who has had a full-time contract for two (2) consecutive years (tenure-track year 1 and tenure-track year 2) and whose contract is renewed a third year, has acquired their tenure on the 1st day of year 3.

In Adult Education: Teachers may have a full-time workload in adult education whilst holding an E3 status. A part-time contract with a 100% workload is granted to legally qualified teachers who are offered 800 predetermined hours in adult education for the year. In adult education, the number of regular positions (E1) are calculated on an

annual basis (Provincial Entente Clause 11-8.07). The specialty in which these positions are assigned are determined by the school board.

A part-time contract is granted to legally qualified teachers who are offered a predetermined number of hours (200 in Adult Education and 144 in Vocational Training) in a semester or school year.

4) How does a teacher become legally qualified?

Teachers can obtain information about legal qualifications by visiting the following link:

Becoming a Teacher

5) How are teaching hours granted?

- Teaching hours are first assigned to the regular teachers (E1s – tenured and tenure track)
- Teaching hours are then offered to the teachers in decreasing order on the Recall List who have the most teaching hours in the specialty concerned.

VACATION PERIOD FOR REGULAR TEACHERS

As per the Provincial Entente, regular teachers (tenured & tenure-track) in the continuing education sector work 200 days and are entitled to the following vacation time:

Adult Education (Provincial Entente Clause 11-14.03): Minimum of 4 weeks between July 1-August 30.

Vocational Training (Provincial Entente Clause 13-15.06): The 4 weeks shall be taken in July.

The remaining weeks are to be determined by the employer. Teachers may be asked for their preferences, but there is no obligation for the school board to agree to those requests.

THE WORKDAY*

The teacher's work shall be carried out within an 8-hour daily span (not including the meal time). This means that if you start at 8 am and have an hour lunch, you must not finish later than 5 pm. When you are assigned to teach later in the afternoon / evening…If you start at 1:30 pm and have an hour-long meal, you must not finish teaching later than 10:30 pm.

Teachers usually have a preference to either work during the day or evenings. However, unless you have declared yourself unavailable for certain times (only recall list teachers), you may be offered day, afternoon, and/or evening hours. Your schedule may even consist of days that are "early" starts and others that have "late" starts. The school board must respect the 8-hour span.

*This does not apply to hourly paid teachers.

THE WORKLOAD

Please visit the following links to find information and details regarding the workload:

Adult Education Presentation on Workload

Vocational Training Presentation on Workload

PEDAGOGICAL DAYS

In the Continuing Education sectors, there are 9 pedagogical days per year. If you are an hourly paid teacher, you are paid for the hours that you attend on those days (if the centre director expects you to attend).

Pedagogical days for contracted teachers with a full workload (voc: 720 hours; adult: 800 hours) are 324 minutes = 5h24mins.

For part-time contract teachers, you are expected to pro-rate the pedagogical days according to your percentage. There are two options that you should discuss with your administrator:

1) You attend all ped days according to your percentage. For instance: An 80% contract would be required to attend 259 minutes (4h19mins) on each ped day (80% of the day)
2) You attend the percentage of total ped days. For instance: 80% of 9 days = 7 days.

STAFF/DEPARTMENT MEETINGS AND CONTRACTUAL EVENINGS

Staff/Department Meetings (10) and Contractual Evenings (3)

If you are an hourly paid teacher, you are paid for the hours that you attend any type of meeting (if the centre director expects you to attend).

Staff/Department Meetings are held outside of the 32 hours.
They are not more than 75 minutes long, to start right after students' dismissal.
The meeting notice must be sent 48 hours prior to the meeting along with the agenda.

For contracted teachers with a full workload, you must attend the 10 staff meetings your centre director holds per year. Those teachers are credited an hour per week off from their presence as compensation. If you are a part-time contracted teacher and you receive the full credit, you attend all meetings. However, if your credit has been pro-rated, you must have the discussion with your administration as to whether you pro-rate the meeting's length or the number of meetings you will attend. This is similar to the ped day scenario above.

In addition to the 10 staff/department meetings, you must attend 3 contractual evenings. If you are a part-time contracted teacher, you pro-rate the evenings in the same manner as the ped days and staff/department meetings.

SENIORITY AND EXPERIENCE

1) **What is seniority?**

   Seniority is the period of employment (i.e. days, years) with the same employer (i.e. school board).

   Seniority is used in the application of security of employment provisions (see Chapter 5 of the Provincial Entente). If excess is declared by the school board, the teacher in that specialty with the least seniority is declared excess.

2) **What is experience?**

   Experience is used solely for establishing the step on the salary scale. It consists of all periods of employment teaching in any school board. In addition, years of experience may be granted to vocational training teachers who worked in their industry. Documentation must be submitted to the school board. Please contact the appropriate person in the Human Resources Department.

SALARY SCALE

Teachers working a full school year will receive their annual salary in 26 payments.

Step	As of the 141st workday of the 2023-2024 school year	As of the 141st workday of the 2024-2025 school year	As of the 140th workday of the 2025-2026 school year	As of the 141st workday of the 2025-2026 school year	As of the 141st workday of the 2026-2027 school year
1	51 461	52 799	52 857	54 178	56 074
2	54 899	56 326	56 388	57 798	59 821
3	60 041	61 602	61 670	63 212	65 424
4	62 409	64 032	64 102	65 705	68 005
5	64 871	66 558	66 631	68 297	70 687
6	67 429	69 182	69 258	70 989	73 474
7	70 088	71 910	71 989	73 789	76 372
8	72 851	74 745	74 827	76 698	79 382
9	75 726	77 695	77 780	79 725	82 515
10	78 711	80 757	80 846	82 867	85 767
11	80 426	82 517	82 608	84 673	87 637
12	83 845	86 025	86 120	88 273	91 363
13	87 409	89 682	89 781	92 026	95 247
14	91 123	93 492	93 595	95 935	99 293
15	94 994	97 464	97 571	100 010	103 510
16	100 246	102 857	102 985	105 542	109 249

Teachers shall be granted the starting step corresponding to their experience:
Increased by 2 steps if their schooling is evaluated at 17 years;
Increased by 4 steps if their schooling is evaluated at 18 years;
Increased by 6 steps if their schooling is evaluated at 19 years

HOURLY RATES

	As of the 1st workday of the 2024-2025 school year	As of the 141st workday of the 2024-2025 school year	As of the 140th workday of the 2025-2026 school year	As of the 141st workday of the 2025-2026 school year	As of the 141st workday of the 2026-2027 school year
Non Legally Qualified Teachers	$72.85	$74.74	$74.82	$76.69	$79.38
Legally Qualified Teachers	$78.71	$80.75	$80.84	$82.86	$85.76

SICK DAYS & SPECIAL LEAVE DAYS*

Regular and Teachers with Contracts*:

- In your first year of service, you receive six (6) non-moneyable sick days. These are an emergency bank of sick days that are used should you run out of sick days during the school year. Please note that once they are used, they are not replenished. Any leftover upon retirement are not reimbursed.
- The board will credit you with six (6) sick days annually. Any unused sick days will be reimbursed at the end of the contractual year.

  NOTE: Subject to at least 24 hours' notice to the administration, a sick day may be taken for personal reasons. Administration may refuse for a valid reason. Days must not be taken consecutively.
- There are a maximum of eight (8) special leave days granted per year. These days may only be used for specific reasons listed in the Local Agreement in clause 5-14.02. Please refer to Appendix A, Section 5-14.02 of the Local Agreement (at the end of this booklet) for a complete list of the events covered by this clause.

* These days are pro-rated to your contract's percentage.

Hourly Paid Teachers:

- Two days paid for illness or family responsibilities (if you have 3 months of uninterrupted service with the school board).
- 2 of 5 days paid in the event of the death or to attend the funeral of their spouse, child, parent or sibling.
- 2 of 5 days paid in the event of the birth, adoption or miscarriage (after 20th week of pregnancy) of their child.

SALARY INSURANCE

What happens when a teacher becomes disabled (on sick leave)?

The first five (5) days of illness are covered by the bank of sick days paid at 100% of your salary (this is called the waiting period) after which you will receive 75% of your salary for a period of fifty-one (51) weeks.

For a regular or tenure-track teacher, if the illness continues beyond this period, your salary will be paid 66 2/3% for an additional fifty-two (52) weeks.

Salary insurance ceases on June 30th of the 1st year for the teacher on a part-time contract. If the teacher with a part-time contract obtains a new part-time contract, the teacher continues to receive sick leave benefits.

The teacher continues to participate in the pension plan (RREGOP). After the termination of the waiting period (5 days), the school board automatically waives the teacher's contributions to the pension plan.

GROUP INSURANCE

The following plans are offered:

- Basic health insurance (compulsory for regular full-time or part-time teachers UNLESS the teacher can establish that they are insured under another similar group insurance plan, i.e. spouse's plan).

  This plan covers the teacher, both regular full-time and part-time, throughout the year. Insurance coverage for a part-time teacher terminates on the end date of their contract. Insurance coverage for a part-time teacher whose contract terminates at the end of June continues for the summer months. If the part-time contract is not renewed for the fall, the insurance coverage terminates.

- Long-term disability (compulsory for the full-time teachers and optional for the part-time teachers).

- Life insurance (optional for all teachers)

Please refer to the insurance booklet from Industrial Alliance available on QPAT's website **Group Insurance Plan.**

PROFESSIONAL IMPROVEMENT

1) What is the Professional Improvement Committee?

The Central Professional Improvement Committee (CPIC) is a parity committee made up of eight members: four named by the school board and four named by the union. The committee develops professional improvement policies and practices within the school board, designs a system for the distribution of funds for professional improvement, and maintains a liaison with the professional improvement committee at the local level.

Each centre has a Decentralized Professional Improvement Committee (DPIC). In the absence of such a committee, the Centre Council will assume the DPIC's responsibilities. The mandate of this committee is to administer the centre's professional development funds.

Some of their duties are to:

- Establish local PIC policies on an annual basis and submit their centre's professional improvement plan and internal guidelines to the CPIC by November 30.
- Assist staff and administration in the planning and implementation of local goals.
- Allocate funds for professional development activities.
- Report on DPIC budgets and activities at each Centre Council meeting.
- Maintain records of allocated funds and submit an annual report to the CPIC by June 30.

Teachers who wish to attend conferences and workshops can speak to their DPIC chairperson for information on how to apply.

Information may also be found on SSO under "Professional Improvement" — "Professional Improvement for Teachers".

2) What is the Centre Professional Training Committee?

The Centre Professional Training Committee (CPTC) is a sub-committee of the in-centre Professional Improvement Committee. Its mandate is to administer the funds allocated by the board for technical training, conferences and curriculum reform training in the Continuing Education Sector.

The school board shall ensure that an annual amount of $18,000 be available and distributed equally to all the centres as per clauses 11-7.03 and 13-8.03 of the Local Agreement.

PROFESSIONAL IMPROVEMENT FOR NEW TEACHERS

New Teachers with three years of service or less can apply for a Professional Development Activity (PDA) of a maximum of $2500 within North America. CPIC will assume up to two days of substitution. The funds will be allocated on a first-come, first-served basis until the allocated budget is fully exhausted. The application forms for New Teachers' PDA can be found on SSO. The PDAs are approved directly at CPIC and do not require local PIC approval. Teachers may only request funding under the New Teacher subsidy once.

CENTRE COUNCIL

General Principles:

The Union and Board believe in the importance of the centre-level consultation process in the effective operation of a centre. The Centre Council should be committed to implementing and supporting meaningful and efficient consultation in each of the board's centres.

Please consult the PTU website under the "Handbooks" section for the information booklet including the timelines and how to run effective meetings.

APPENDIX A – SPECIAL LEAVES, CLAUSE 5-14.02

For the purposes of this clause:

DEFINITIONS:

IMMEDIATE FAMILY shall mean: child, step-child, spouse, parent, brother, sister, grandchild; also any person permanently domiciled in the house of the teacher.

EXTENDED FAMILY shall mean: parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, aunt, uncle, niece, and nephew.

Specific reasons for the absence shall be provided on the absence certificate by the teacher except for the one (1) day allotted for urgent confidential business.

Within the eight (8) special leave days allocated to each full-time teacher in compliance with clause 5-14.01 of the provincial entente, a teacher shall be granted an annual maximum of:

a) Five (5) consecutive workdays are granted for the death of an immediate family member, beginning within thirty (30) calendar days of the death. These days must be taken within the academic year in which the death occurs.

   Three (3) of the five (5) days may be reserved for use at a later date for burial, memorial service, estate settlement, or other related events. These days must be used on the day of the event.

   If travel of more than two hundred and forty (240) kilometres from the place of residence to the destination is required, one (1) additional day may be used. If travel of more than four hundred and eighty (480) kilometres is required, two (2) additional days may be used.

   In the event of a second death, up to three (3) of the remaining special leave days may be taken.

   In the case of medical assistance in dying[1], the day of the planned death may be used as the first of the consecutive workdays.

b) Five (5) consecutive workdays for the marriage of the teacher, provided that such a leave does not extend the Christmas break, the Spring break or the summer vacation;

[1] In the sense of the *Act Respecting End-of-Life Care (CQLR chapter S-32.0001)*.

c) Four (4) days for urgent personal business to cover the events listed below which oblige the teacher to be absent from work:

A maximum of one (1) day per school year for:

i) graduation from a technical trade, vocational training program or university for an immediate family member or the teacher themselves – the day of the event;

ii) a moving day (for the purposes of moving their furniture or personal effects to a new domicile) – the day of the event. A change of address notification must be attached to the absence certificate (OER);

iii) the teacher or a member of their immediate family becoming a Canadian citizen – the day of the event;

iv) an unavoidable circumstance such as fire, flood, disaster, etc. which obliges the teacher to be absent from work;

v) medical appointment – required specific tests, a specialist consultation, or a day surgery for the teacher or a member of the immediate family. A medical certificate may be requested by the administration, where permitted by law;

vi) other medical reasons – can be taken only when all annual sick days have been used. A medical certificate may be requested by the administration, where permitted by law;

vii) urgent confidential business, must not extend a holiday.

d) Up to three (3) workdays where the critical illness of a member of the teacher's immediate family requires their presence during working hours at either the medical institution or the domicile where the critically ill person is being tended to. A medical certificate shall be provided which demonstrates the need for the presence of the teacher during working hours. If used for a surgical procedure, it is for the day of the surgery only when there is general anaesthetic involved. These days may also be used to visit a care facility with a view to placement. Appropriate documentation may be required;

e) One (1) more day for other medical reasons can be taken only when the days under clauses 5-14.02 c) v) and vi) and 5-14.02 d) have been used;

f) Three (3) consecutive workdays for a death in the extended family;

Two (2) of the three (3) days may be used at a later date for burial, memorial service, estate settlement or other related events.

If travel of more than two hundred and forty (240) kilometres from the place of residence to the destination is required, one (1) additional day may be used. If travel of more than four hundred and eighty (480) kilometres is required, two (2) additional days may be used.

Two (2) of the three (3) days may be reserved and used in the case of a second death in the extended family. The days granted for travel are applied to a unique event.

g) A maximum of three (3) workdays may be granted for the observance of religious holidays, provided the teacher is an active practitioner of the recognized religion, to which the teacher can prove affiliation and has submitted in writing within one (1) week of the first working day or the signing of this clause, using the authorized form available.

h) One (1) day for a marriage or civil union in the immediate family;

i) One (1) day for the birth of a grandchild;

j) The day of the baptism or similar religious event of a child in the immediate family.

Where a clause indicates consecutive workdays, this type of leave can only be used once per school year – it cannot be taken one (1) day at a time with the exception of items a) and f) above.

A teacher making use of special leaves shall provide the school administrator with as much advance warning as possible. An advance notice of a minimum of twenty-four (24) hours shall be given except in emergencies.

All special leave days may be utilized as either half days or full days only.

APPENDIX B – GENERAL DUTIES – ADULT SECTOR

Article 11-14.02 – Provincial Entente

It shall be the teacher's duty to provide learning and developmental activities to students. In this context, their main responsibilities are:

a) to prepare and present courses and lessons within the guidelines of the authorized programs;

b) to assist the adult in determining their educational profile in relation to their career plans and knowledge;

c) to assist the adult in choosing learning methods and in determining the time to be devoted to each program and to point out to them the difficulties which must be overcome in order to achieve each stage;

d) to follow the adult's progress and to ensure the validity of the student's learning process;

e) to supervise and evaluate experimental projects and workplace internships;

f) to prepare, administer and correct tests and examinations and to complete the reports inherent to this duty;

g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of adults, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities;

h) to monitor the late arrivals and absences of their students;

i) to participate in meetings related to their work;

j) to perform other duties usually assigned to teaching personnel.

APPENDIX C – GENERAL DUTIES – VOCATIONAL TRAINING SECTOR

Article 13-15.02 - Provincial Entente

The teacher shall provide learning and developmental activities to students. In this context, their main responsibilities are:

a) to prepare and present courses and lessons within the guidelines of the authorized programs;

b) to assist the student in determining their educational profile in relation to their career plans and knowledge;

c) to assist the student in choosing learning methods and in determining the time to be devoted to each program and to point out to them the difficulties which must be overcome in order to achieve each stage;

d) to follow the student's progress and to ensure the validity of the student's learning process;

e) to supervise and evaluate experimental projects and workplace internships;

f) to prepare, administer and correct tests and examinations and to fill out reports inherent to this duty;

g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of students, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities and, if need be, student supervision;

h) to look after the equipment used in their teaching;

i) to monitor the late arrivals and absences of their students;

j) to attend meetings related to their work;

k) to perform other duties usually assigned to teaching personnel.

APPENDIX D - WHERE CAN I FIND MY ANSWERS?

- PTU Office : call Pasquale Machado 514-426-4949, extension 3
- PTU Website ptusep.com
- Local Agreement on PTU website at: Local Agreement
- QPAT – Quebec Provincial Association of Teachers : 514-694-9777
- QPAT website : QPAT-APEQ
- Provincial Agreement on PTU's website at: Provincial Entente

Contacts at the LBPSB

Tel: 514-422-3000

Please refer to the HR Directory on SSO