

NEW TEACHERS HANDBOOK

YOUTH SECTOR

PEARSON TEACHERS UNION
17035 Brunswick Boulevard
Kirkland (Quebec) H9H 5G6
Tel: 514-426-4949
ptusep.com

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Introduction

This Handbook is a general overview of your contractual rights under the provincial and local agreements and does not cover every individual case.

Therefore, please do not hesitate to contact the PTU office with any questions pertaining to a particular situation.

All calls and emails are confidential.

You may choose to consult additional documentation on the PTU Website, which is updated on a regular basis: ptusep.com.

Disclaimer

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

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 and Local Agreements.

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

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 / Adminstrative Assistant
	Sonia Dumont, Communications Coordinator
Youth Sector:	Erica Lamothe, Union Advisor

Definitions

Full-time teacher (E1)

A teacher who, being neither a teacher-by-the-lesson, a part-time teacher or a replacement teacher, has a written contract of engagement.

This contract leads to tenure.

Full-time teacher with special status (E2)

A full-time teacher, subject to the terms and conditions of Appendix 47 of the provincial entente.

This contract leads to tenure.

Part-time teacher (E3)

A teacher whose contract of engagement determines that he or she is employed for an incomplete school day, an incomplete school week or an incomplete school year.

Teacher-by-the-lesson (E4)

A teacher whose contract of engagement specifically determines the instruction to be dispensed to students and the number of hours and periods that the teaching involves.

Replacement teacher (E8)

A teacher whose contract of engagement determines that he or she is employed to replace an absent teacher.

Teaching Contracts

1) How does one become tenured?

A teacher who has completed 400 workdays in a full-time contract (E1 or E2) and whose contract has been renewed acquires tenure and is considered a regular teacher.

2) How are contracts granted?

Contracts are first offered to teachers already in E2 positions, then to those on the Priority of Employment List.

Seniority, category and qualifications are taken into consideration when granting these posts, as outlined in the local agreement.

Should any post remain vacant after being offered to both E2 teachers and teachers on the Priority of Employment List, it becomes the prerogative of the school board to hire whomever they choose.

3) When does a part-time contract end?

The date on which a part-time contract ends will be clearly indicated on your contract.

In the case of a contract to complete a school year for less than 80 days, it could terminate at the earliest on the **last day during which students are present** in the school.

4) When does a replacement contract end?

A replacement contract ends upon return of the teacher, or on the last day of the school year, whichever comes first.

5) When do I get a contract?

After 10 days of substitution, you will be paid at your salary scale, so long as you have not been absent for more than one day.

If the medical certificate of the teacher on sick leave indicates a predetermined absence of at least **20 consecutive workdays**, the school board must offer the position as a contract.

After 20 consecutive days of the absence of a teacher, the school board must offer a replacement contract to the teacher who replaced this absent teacher during the entire absence. The contract shall be retroactive to the first day of replacement. The accumulation of these consecutive days is not interrupted if the replacing teacher is absent for two days or less.

6) I have a degree but not in education, can I be hired to teach?

Yes. With the exception of the engagement of a casual supply teacher, the engagement of a teacher shall be made by written contract.

The contract of engagement of a non-legally qualified teacher employed to teach on a full-time basis for one school year shall terminate automatically and without notice on June 30th of the current school year.

The teacher who is not legally qualified will be excluded from all Priority of Employment Lists.

7) What type of benefits do I receive if my contract is NOT 100%?

All benefits such as sick leave and special leave days are **prorated**.
Example: you are hired on a 60% contract

- 6 sick days = 6 moneyable days x 60% = 3.6 days
- *6 sick days = 6 non-moneyable days x 60% = 3.6 days

**these days are given only once when you start for the school board*

Make sure to get the rest of the days added once you get a 100% contract.

All workload and other contractual obligations are also prorated. Please contact the PTU Office with any specific questions.

For Workload details, please see the Workload Presentation for Youth Sector and the CPNCA/QPAT – Guide New Workload Provisions on the PTU Website.

8) What is a "teacher-by-the-lesson" contract?

The "teacher-by-the-lesson" contract covers a work period of less than one third (1/3) of the annual workload of a full-time teacher.

A "teacher-by-the-lesson" shall not be responsible for any duties other than teaching their class and shall not be entitled to participation in either the health insurance plan or the salary insurance system. They are remunerated according to the applicable hourly rates below:

Teacher-by-the-Lesson Rates

Class	As of the 141st workday of the 2022-2023 school year	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
19	$85.10	$90.72	$93.08	$93.18	$95.51	$98.85
18	$78.04	$83.19	$85.35	$85.44	$87.58	$90.65
17	$72.10	$78.42	$80.46	$80.55	$82.56	$85.45
16	$64.95	$71.06	$72.91	$72.99	$74.81	$77.43

The above examples cover only a part of your working conditions. For additional information, please contact Erica Lamothe at the PTU Office.

Substitution

- 10 days +

When a substitute teacher has replaced a teacher who has been absent for 10 consecutive workdays, he or she will be placed on the Salary Scale according to his or her scholarity and will receive 1/260th of that annual salary for each day worked.

After 20 consecutive workdays replacing the same teacher, the substitute teacher must be offered a replacement contract, with all of the rights and benefits retroactively to the first day of replacement of the absent teacher.

Occasional Substitute Teacher 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	$51.46	$52.79	$52.85	$54.17	$56.07
Legally qualified	$60.04	$61.60	$61.67	$63.21	$65.42

Priority of Employment List

1) Why is there a Priority of Employment List?

Because of Priority of Employment:

- New teachers have the possibility to choose a part-time contract or full-time contract in order of seniority.
- The school board needs to refer to the list before hiring outside.
- Priority of Employment leads to access to full-time contacts.

2) How can a teacher access the Priority of Employment List?

- The teacher must be legally qualified
- A teacher who has been granted at least two (2) contracts in two (2) different school years each of a duration not less than or equivalent to 100 days per year during the last three (3) school years.
- The teacher must have received at least two (2) satisfactory evaluations in two (2) different school years. A non-evaluation during a contract will be considered a positive evaluation.
- New teachers who get on the priority list will be placed in the category of a qualification identified on their brevet.

3) How can a teacher modify the category they appear in on the Priority of Employment List?

- Using the appropriate form, teachers may request to have their category substituted from their initial category to one of the following options:
    - A category based on a qualification identified on their brevet.
    - A category matching two (2) contracts within the school board of a minimum of one hundred (100) days, in two (2) different school years within the last three (3) years and having received two (2) satisfactory evaluations.
    - A category based on the completion of an undergraduate or graduate degree where the major of the degree aligns with a current category. The specified level (elementary or secondary) must correspond to the qualification level indicated on their brevet.

Legal Qualifications to Teach

1) When are you considered legally qualified to teach?

A teacher must hold a brevet to be considered legally qualified to teach in the Youth Sector.

Please be aware that for salary purposes, you will be given a Provisional Classification of Step 1 of the Single Salary Scale when you are hired until you submit the following documents to Human Resources:

- Official Attestation of Scholarity or Official Transcripts
- A copy of Teaching Certificate/Permit or Provisional Teaching Authorization
- A copy of High School marks is required for studies done outside of Quebec
- A copy of previous teaching experience, if any

Make sure that you complete the Employee Kit given by the school board. Should you not receive this kit, please contact your school secretary or the appropriate person in the HR directory. Please also contact Erica Lamothe at the PTU Office, as needed.

Seniority and Experience

Seniority

Seniority is the period of employment with the same employer; it is counted by years and days of uninterrupted service with the same employer. Seniority shall be determined for teachers under contract only.

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 or any school recognized by the MEQ.

Salary Scale

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

A teacher shall be granted the step corresponding to his or her experience:
Increased by 2 steps if his or her schooling is evaluated at 17 years;
Increased by 4 steps if his or her schooling is evaluated at 18 years;
Increased by 6 steps if his or her schooling is evaluated at 19 years or more without a doctorate;
Increased by 8 steps if his or her schooling is evaluated at 19 years or more with a doctorate.

- Although teachers are paid for 200 workdays, the annual salary is divided into twenty-six (26) equal payments. This means that each day is paid at 1/260th of the annual salary and it explains why you receive a pay cheque at Christmas and Spring Break.
- For part-time or replacement teachers, the balance owed to you is paid at the end of the year in early July. Teachers are paid for statutory holidays as part of their annual salary, not as an additional payment.

  Tenured or tenure-track teachers receive 26 pays distributed equally throughout the year.

Salary Insurance

During the first year of service, the school board will credit you with:

- Six (6) **non-moneyable** sick days
    - Non-moneyable days are granted only once in a career and can only be used once moneyable days have been used.
    - If your first contract is less than 100%, make sure that you receive the balance of this bank of days when you begin your first 100% contract.

AND

- Six (6) additional **moneyable** days annually
    - Unused days are paid at the end of each school year.
    - The number of days is prorated to the percentage of the contract.

In case of illness:

- The salary insurance plan specified in the collective agreement applies for a continuous period of 104 weeks from the beginning of the disability period.
- Salary benefits are paid as follows:
    - The first 5 days of absence (this is called the waiting period) are taken from your bank of sick days;
    - Payment of salary insurance benefits at 75% of the salary that would have been received at work up to a maximum of 52 weeks from the beginning of the period of disability;
    - Payment of salary insurance benefits at 66.66% of the salary that would have been received at work for an additional 52 weeks.
- During the disability period, the school board may request that the teacher be examined by a doctor. The same may be required when the person returns to work to verify that he or she has sufficiently recovered.
- **Salary insurance ceases on June 30th or the date indicated on the contract for the teacher on a part-time or replacement contract.**
- Teachers on the Priority of Employment List may still select a contract while on salary insurance.
- After the termination of the waiting period of 5 days, the teacher is entitled to a **waiver** of his or her contributions to the **pension** plan.

Special Leave Days

What are special leave days?

Special leave days (clause 5-14.02 of the Local Agreement) are days that can be used for events such as:

- Marriage
- Moving
- Death in the family
- Etc.

There are eight (8) such days available and they are **not to be confused with** the bank of sick days. These days are neither cumulative nor moneyable.

Please refer to clause 5-14.02 of the Local Agreement for additional information regarding special leave days.

Group Insurance

Insurance Plans:

Participation in the
Basic Health Insurance Plan is

★ **Compulsory** for the regular full-time teacher
★ **Compulsory** for the part-time teacher

UNLESS the teacher can establish that he or she is covered under another group insurance plan (i.e. partner's plan). This insurance coverage begins on the first day of the teacher's contract.

Participation in the
Long-Term Disability Plan is

★ **Compulsory** for the regular full-time teacher
★ **Optional** for the part-time teacher

Coverage for
Life Insurance and Critical Illness is

Optional for all teachers

Please refer to the Insurance booklet for further information.

Professional Improvement

What is CPIC?

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 committees at the local level.

Each school has a decentralized professional improvement committee (DPIC). In the absence of such a committee, the school council will assume the DPIC's responsibilities. The mandate of this committee is to administer the school's professional development funds. Some of their duties are to:

- Establish local PIC policies on an annual basis and submit their school's professional improvement plan and in-school 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 school 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".

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.

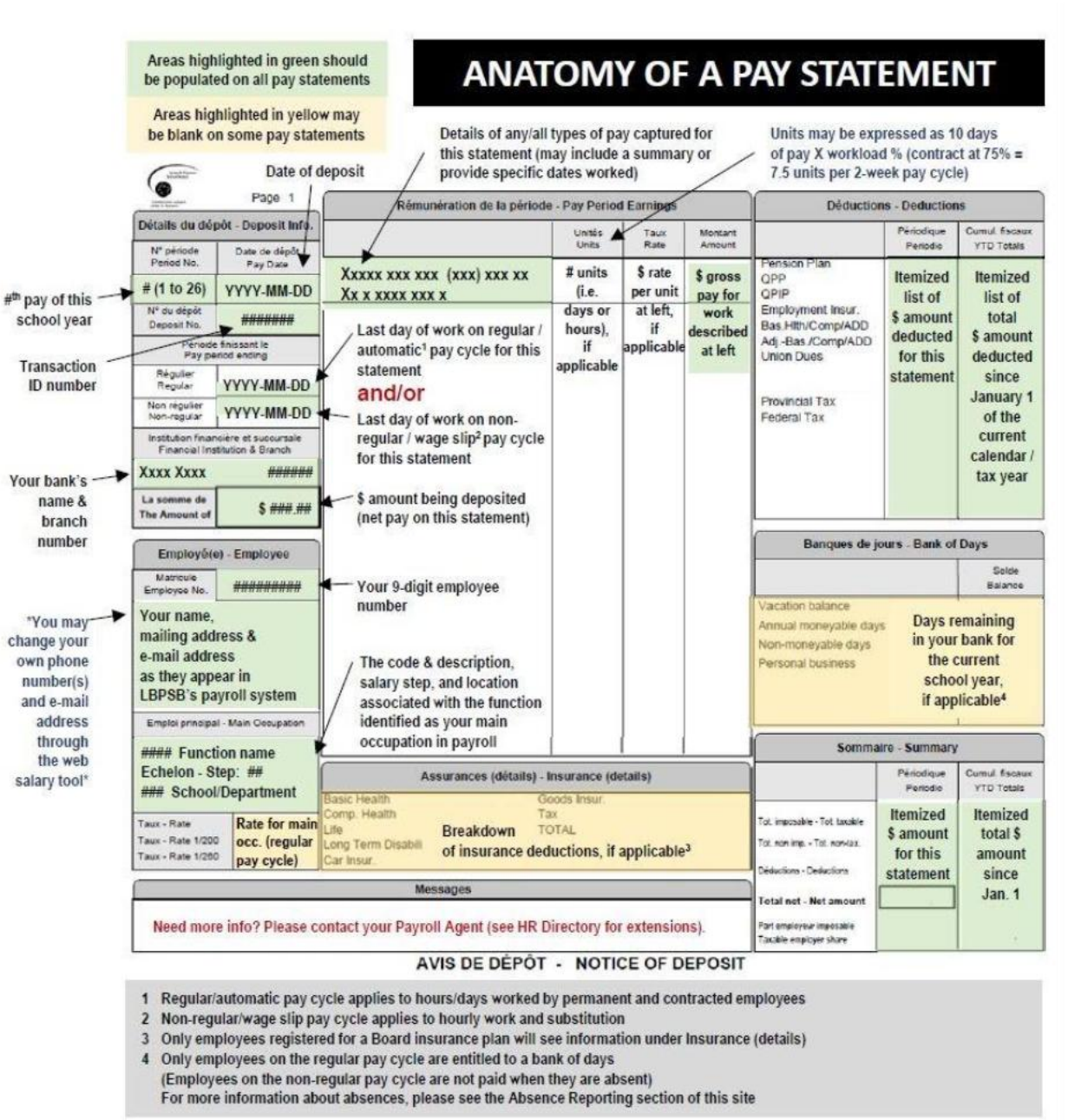
School Council

General Principles:

The Union and Board believe in the importance of the sc;hool-level consultation process in the effective operation of a school. The School Council should be committed to implementing and supporting meaningful and efficient consultation in each of the board's schools.

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

Appendix A – Pay Voucher – Explanatory Document



We wish to thank the LBPSB Payroll Department for the creation of the image above, and for permission to include it in this handbook.

Important: In order to condense the pay slip as well as the explanatory document, the term *«Regular»* includes all regular and contract employees (except Service Contracts), as well as any employee whose long-term temporary assignment results in automatic salary payments. The term *« Non-regular »* includes all other employees, paid on wage-slip.

1. DEPOSIT INFORMATION

Pay period ending: For Regular employees, the last day of the pay period is the Saturday following the date of deposit. For all other employees, paid by time sheet, the last day of the pay period is the Saturday, two weeks earlier.

Financial institution and branch number: Where your bank account is located. For security reasons, the account number is not indicated.

The amount of: The amount deposited to your account.

2. EMPLOYEE

Main Occupation: Identifies your main occupation or one of your occupations, if applicable, the related salary scale and your administrative unit, i.e. the place of work where you receive your pay slip, if it is not sent home.

Rate: The section only applies to *Regular* employees and is either an hourly rate, for all Support Staff, or a daily rate for all other employee groups. The rates for wage-slip employees will show in the « Pay Period Earnings » section.

Regular & Part-time Teachers:

Rate 1/200: Gross Daily Rate, based on 200 days of work.

Rate 1/260: Gross Daily Rate, based on 26 periods of 10 days.

3. PAY PERIOD EARNINGS

For *Regular* employees, units represent days and the rate, the daily rate.

For *Non Regular* employees, units usually represent hours and the rate, the hourly rate. However, for Occasional Substitutes (10 days or less), the rate will determine the value of the unit, which can be days, portions of days or minutes.

4. INSURANCE (*Regular* employees only)

Details of your coverage and the related premiums. Please note that the amounts shown in this section are grouped under one or two deductions only in the « Deductions » section. For more information on your insurance coverage and benefits, please refer to your insurance certificate or membership card provided by the insurance company.

5. DEDUCTIONS

The Periodic column is the list of all deductions in the current pay period, the YTD Totals column indicates the total amounts deducted since January 1st of the current fiscal year (including the current pay period).

6. BANK OF DAYS (*Regular* employees only – as per your collective agreement)

The balance of your banks of Moneyable, Non-Moneyable, Reserved (Regular Teachers – 1997/98; 1998/99; 2000/01 and subsequent), Personal and annual Vacation days, where applicable.

N.B.: a) Absences that have not yet been processed by the Pay may reduce the balance of your banks.

b) For technical reasons, the balance of specific banks may still show even if you no longer hold a regular post nor have access to these banks.

7. SUMMARY

The Periodic column shows the totals of the current pay period and the YTD Totals column, the year-to-date totals since January 1st (including the current pay period).

If you have any questions regarding the information in your pay-slip, do not hesitate to contact the Human Resources & Payroll Services Department at 514-422-3000

Appendix B - Where Can I Find My Answers?

- PTU Office : call Erica Lamothe 514-426-4949, extension 2
- 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