



LRTA

LOUIS RIEL
TEACHERS'
ASSOCIATION

**New Member Information
Resource Booklet**

2016-2017

www.lrta.ca
(204) 929-5782

New Teacher Booklet Index

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CODE OF PROFESSIONAL PRACTICE

The Code of Professional Practice establishes the required standards of conducts for all members of the Manitoba Teachers' Society. A teacher's professional behaviour must reflect the spirit as well as the letter of the Code.

1. A member's first professional responsibility is to her or his students.
2. A member acts with integrity and diligence in carrying out professional responsibilities.
3. A member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage.
4. A member's conduct is characterised by consideration and good faith. She or he speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights.
5. A member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare.
6. A member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A member shall not be considered in contravention of this section in the following circumstances:
 - a) consulting with the Society or the president of the member's local association;
 - b) taking any action that is allowed or mandated by legislation.
 - c) where the member is acting in good faith and without malice in the discharge of the legitimate duties of his or her appointed or elected position.
7. A member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication.
8. A member makes an ongoing effort to improve professionally.
9. A member adheres to collective agreements negotiated by the professional organization
10. A member or group of members makes only authorized representations to outside bodies on behalf of the Society or its local associations. Without the express permission of the Society, no member(s) conferring with outside bodies may explicitly or implicitly claim that they represent the Society or its local associations.

Violations of the Code shall be addressed through application of the Bylaws (Amended at the MTS Annual General Meeting, 2012).

CODE DE DÉONTOLOGIE

Le Code de déontologie énonce les normes de conduite pour tous les membres de la Manitoba Teachers' Society, qu'il s'agisse d'un poste rémunérateur en vertu d'une Convention collective ou d'un emplacement imposé ou élu. Le comportement professionnel d'un membre doit refléter tant l'esprit que la lettre du Code.¹

1. La première responsabilité professionnelle d'un membre se porte sur ses élèves.
2. Le membre s'acquitte de ses responsabilités professionnelles avec diligence et intégrité.
3. Le membre évite de se retrouver en situation de conflit d'intérêt, reconnaît l'existence de rapports privilégiés avec les élèves et s'abstient d'exploiter ces rapports en vue d'obtenir des avantages matériels, idéologiques ou autres.
4. La conduite d'un membre est caractérisée par la contrepartie et la bonne foi. Il ou elle parle et agit avec respect et dignité et se conduit judicieusement avec les autres, toujours consciencieux.se de leurs droits.
5. Le membre respecte le caractère confidentiel des renseignements recueillis au sujet des élèves et ne divulgue ces renseignements qu'aux personnes autorisées ou aux organismes chargés de veiller directement au bien-être de l'élève en question.
6. Le membre dirige d'abord toute critique de l'activité professionnelle et des travaux connexes d'un collègue à ce collègue en privé. Seulement après avoir informé le collègue de l'intention de le faire, le plaignant peut acheminer la critique, à titre confidentiel, aux autorités compétentes par l'entremise des voies appropriées de communication. Le membre n'est pas considéré en violation du présent article selon les cas suivants :
 - a) suite à une consultation avec la Société ou le président de l'association locale du membre ;
 - b) la possibilité de prendre toute action autorisée ou prescrite en vertu de la Loi ;
 - c) là où le membre agit de bonne foi et sans malice dans l'accomplissement des tâches légitimes de son poste imposé ou élu.
7. Le membre ne contourne pas l'autorité immédiate pour passer à une autorité supérieure sans avoir épuisé les voies appropriées de communication.
8. Le membre cherche constamment à se perfectionner au plan professionnel.
9. Le membre se conforme aux conventions collectives négociées par l'association professionnelle.
10. Seuls le membre ou un groupe de membres autorisés peuvent représenter la Manitoba Teachers' Society ou ses associations locales auprès d'organismes extérieurs. Sans la permission expresse de la Manitoba Teachers' Society, aucun membre du personnel enseignant discutant avec des organismes extérieurs ne pourra prétendre implicitement ou explicitement représenter la Manitoba Teachers' Society ou ses associations locales.

Toute infraction au Code doit être traitée dans le cadre de l'application des Règlements administratifs (amandés lors de l'AGA de la MTS 2012).

Louis Riel Teachers' Association (LRTA)

The Louis Riel Teachers' Association represents over 1100 teachers who are employed by the Louis Riel School Division (LRSD). We are the third largest teachers' association in the Province of Manitoba. Our Association is dedicated to protecting and advancing the rights and well-being of our members.

President: *Frank Restall* (preslrta@shaw.ca) is an ex-officio member of all committees as well as co-chair of the Divisional Workplace Safety and Health Committee.

VP Collective Bargaining: *Bernard Mazerolle* (cblrta@shaw.ca) establishes and chairs the Collective Bargaining Committee which develops the package of proposals and, with Council approval, negotiates a new Collective Agreement with the Division.

VP Professional Development: *Marcela Cabezas* (pdlrta@shaw.ca) establishes and chairs the Professional Development Committee and chairs the On-line PPDF System.

Secretary Treasurer: *Becky Litchfield* keeps a record of all Association income and disbursements and presents a proposed budget at the Annual General Assembly.

Past President: *Alison Ward* is the Resolutions and Nominations Committee Chairperson and Chief Electoral Officer.

Éducatrices et Éducateurs Francophones du Manitoba: *Kevin Dilk* attends provincial ÉFM regional meetings and Immersion School Council, shares ideas and maintains communication between local ÉFM and provincial ÉFM.

Employee Benefits Chairperson: *Scott Wood* monitors and provides information to members on all benefit plans.

Equity and Social Justice: *Lacey Butler* monitors issues and concerns relating to equity in education and social justice.

Public Relations Chairperson: *Cynthia Taylor* is the Editor of the *Rielity Check* and assists the Association in areas of communication.

Social Chairperson: *Marilyn Carter* organizes all social functions of the Association.

Members-at-Large: *Jaclyn Condon, Lindsay McDonald and Charmaine Rudnicki* chair Ad Hoc Committees as assigned by the Executive.

Louis Riel Association of School Administrators: *Alice Young* is the liaison between the LRTA and LRASA.

Manitoba Teachers' Society (MTS)

Mission

The Manitoba Teachers' Society is dedicated to safeguarding the welfare of teachers, the status of the teaching profession and the cause of public education in Manitoba.

Goals

1. To provide for its members an organization that will give them an equal, effective and democratic opportunity to pursue their interests and aspirations as teachers.
2. To achieve for and utilize on behalf of its members a system of collective bargaining that will permit a fair and open negotiation of all economic benefits, professional rights and conditions of work of teachers.
3. To ensure for its members opportunities to develop their professional skills as teachers.
4. To protect and defend the individual rights of its members as teachers.
5. To positively influence educational change.
6. To be recognized as an effective agent of public education so that government will consult and maintain a continuous dialogue with teachers.

My Profile

An invaluable source of information for the Society and the Association is the “My Profile” site found on the MTS homepage www.mbteach.org . All members new to the Society must register by visiting the “My Profile” site. Please use your home computer to register.

Wellness

All members of MTS can access services offered through the Educator Assistance Program. Individual, marital, family and group counseling sessions in French and English are available to all members. All services are confidential and voluntary.

Discounts

All teachers who belong to MTS are eligible for discounts at various retailers and businesses throughout the province of Manitoba.

For a complete listing of the discounts please visit the MTS Members' Discount Program page on the MTS website. www.mbteach.org

LRTA Benefits

As a member of the Louis Riel Teachers' Association you are entitled to a number of benefits. Listed below are some of the links to specific information for teachers in Louis Riel. You can also visit sites through the Manitoba Public School Employee Benefit plan website at www.mpsebp.ca.

Note - These documents and summaries are provided for your convenience. In the event of any difference between the terms in the documents and those of the Agreement, the terms of the Group Agreement shall prevail.

Blue Cross Dental Benefits

Blue Cross dental coverage is compulsory for all contract teachers. New employees become eligible for benefits immediately (providing an application has been received.) This monthly premium is in pre-tax dollars. To opt out of the Blue Cross dental plan, the employee must complete the Waiver of Benefits – Dental Plan form and provide proof of spousal coverage. If an application or proof of spousal coverage is not received, the employee will be deducted the monthly premiums through payroll.

Dental benefits are subject to a maximum of \$1500 per person per calendar year. Plan participants will be reimbursed 80% for “Basic” and “Major” dental services and 50% for Orthodontics for dependent children under 21 years of age (25 years of age and a full-time student). There are single, couple and family premium rates.

Teachers working less than 30% contract time are not eligible for this plan while teachers signed to a Limited Term Teacher–General Contract are only eligible if their contract is for 60 consecutive teaching days or more in the school year.

Blue Cross Extended Health Benefits

Blue Cross extended health coverage is compulsory for all contract teachers working 30% or more while teachers signed to a Limited Term Teacher–General Contract are only eligible if their contract is for 60 consecutive teaching days or more in the school year. New employees become eligible for benefits immediately (providing an application has been received.) This monthly premium is in pre-tax dollars. To opt out of the Blue Cross Extended Health Plan, the employee must complete the Waiver of Benefits – Extended Health Plan form and provide proof of spousal coverage. If an application or proof of spousal coverage is not received, the employee will be deducted the monthly premiums through payroll.

Coverage is optional for employees working less than 30% full-time and will only be deducted through payroll if an application has been received. Employees will be reimbursed 80% of eligible expenses not covered by your provincial health plan, up to certain annual maximums. See www.mpsebp.ca for plan details.

Ambulance Service

Full coverage is provided within the province.

Prescription Drugs

Plan participants will be notified to register with Pharmacare when incurred costs for drugs or medicines have reached \$1000 per contract during the Pharmacare year. If proof of registration is not received, payment of charges for drugs will be suspended once the incurred costs reach \$1500 per contract during that Pharmacare year. Once proof of registration with Pharmacare is received payment for eligible prescriptions will resume. The same rule applies to dependent children except the drug maximum is \$100 and the suspension occurs at the \$200 maximum.

Unlimited Travel Health Benefits

Coverage is provided while traveling on vacation or business providing the trip is less than 90 days.

Blue Cross Customer E-Service

Customer E-service is now available for subscribers to register and get plan information. Simply register online (www.mb.bluecross.ca). It gives you 24 hour, 7 days a week access to:

- Plan information
- Benefit details
- Claim information
- On-line claim forms
- Temporary ID card

Sick Leave- Article 6.00 of the Collective Agreement

- Accumulates at the rate of 20 days per year when employment is for the full school year.
- Sick days accumulate to a maximum of 130 days.
- Part-time teachers receive a pro-rata share of sick days based on full-time equivalency.

Manitoba Teachers Society Disability Benefits Plan (LTD)

This insurance is compulsory for all contract teachers hired for a period of more than 40 days. The premium is employee-paid (1.34% of gross salary). Should a claim be processed, the benefit income provided through this insurance is 80% of pre-disability net income. No application or enrolment form is necessary to join this plan.

Teachers working 30% and above contract time are eligible to join this plan. Teachers working less than 30% contract time are not covered under the terms of this plan.

Manitoba Teachers Society Short Term Disability Plan (STD)

This insurance is compulsory for all contract teachers hired for a period of more than 40 days. The benefits start after all accumulated sick leave has been used and continues up to the qualifying period for the LTD Plan (80 days). The premium is employee paid (0.17% of gross salary). No application or enrolment form is necessary to join.

Group Life Insurance Plan

- a) Basic Life – This insurance is compulsory for all teachers under contract. The minimum benefit is 200% of annual earnings. The premium for the first 200% of coverage is employee-employer shared (50%-50%).

Additional life insurance is available at the teacher's expense.

- b) Accidental Death, Dismemberment & Loss of Sight (AD&D)
This insurance is optional. You may choose coverage in units from a minimum of \$18,000 to a maximum of \$360,000.
Single coverage = \$0.50 per \$18,000 unit
Family coverage = \$0.75 per \$18,000 unit.

- c) Family Life Insurance – This benefit is optional at a premium of \$5.00 per month.

Teachers' Retirement Allowances Fund (TRAF)

The pension plan is compulsory. 8.8% of gross salary up to the Yearly Maximum Pensionable Earnings (YMPE) is deducted for pension (TRAF). In addition, 10.4% is deducted from earnings above the YMPE amount (\$53,600). No application or enrolment form is required.

Personal Professional Development Fund (PPDF)

Who is eligible to apply for PPDF?

For the purposes of Personal Professional Development all professional staff are considered to be teachers as per the Collective Agreement. All teachers except those on leave, have equal access to funds regardless of contract time.

Where do I find PPDF?

Once you have logged into the LRSD Website, go to the “Applications” section along the right side of the screen. Scroll down to the PPDF/DPDF option. Once there, enter the PPDF section.

Where can I find the PPDF Guidelines?

A copy of the guidelines is on the www.lrta.ca website and the PPDF area of the Divisional website.

What is the Difference between PPDF and DPDF?

PPDF is the Personal Professional Development Fund which was created through negotiations with the Division. It is intended to help fund personal autonomous professional development for LRTA members.

DPDF is the Divisional Professional Development Fund. These are divisionally sponsored events that will usually cover one teacher per school. This is also found on the divisional website in the staff area

When can I apply for PPDF?

There are four PPDF terms and you apply in the term your PD event falls.

Term 1: Sept. to Dec. 31.	Begin applying the first day of school.
Term 2: January to March 31.	Begin applying October 15 th .
Term 3: April to June 30.	Begin applying January 15 th .
Term 4: Summer Term:	Begin applying February 15 th .

NOTE: The sooner you apply the better chance you will have to access the funds. Applications are accepted at midnight on the aforementioned application dates.

How Do I Apply for PPDF?

1. Teachers are responsible for notifying their administration of their intention to attend an event prior to applying for funds. The act of notification is a professional courtesy and does not imply that permission is being sought to attend.
2. Teachers must complete an online PPDF application a minimum of five teaching days prior to the PD activity.
3. Funding will be allocated only for those amounts specified on the application form.
4. The committee members will process applications daily during the school year.

5. An email with the funding decision will be forwarded to the applicant and the school administrator.
6. The applicant must mail his/her own registration form and make his/her own travel arrangements.

What if I cannot attend the event?

An applicant who has been funded for an activity but is unable to attend must contact the chairperson at pdlrta@shaw.ca to cancel the application before the event date. Substitute teachers should also be cancelled through the Absence Management system if a substitute has been booked for the activity. An applicant may be responsible for the costs pertaining to the event (registration, substitutes, etc.) if it is not cancelled in time.

What criteria is used to determine funding?

1. The kind of teacher initiated professional development activity.
2. The relevance to the teacher's professional assignment and related activities or needs.
3. The availability of divisional funding through the online Divisional PD registration system.

Can I appeal PPDF Decisions?

A teacher who has had his/her application denied is encouraged to appeal the PPDF Committee decision to the Professional Development Appeal Committee. The appeal must be made online to the members of the Professional Development Appeal Committee. The Chairperson of the Professional Development Appeal Committee will notify the teacher of the decision within 5 teaching days of receiving an online appeal.

What am I eligible for?

A teacher may be funded for up to three activities per school year. The maximum funding for yearly activities will be \$1,000.00 (excluding substitutes).

Once every three years, a teacher may access a \$2,000.00 maximum lump sum amount for an out-of-town PD activity.

To qualify a teacher must not have accessed any PPDF (including sub costs) in the current year and, if approved, no other funding will be granted in the current school year.

What happens when there are multiple applications for one event?

1. Sites with 15 or fewer teachers will be allocated a maximum of 2 applicants.
2. Sites with 16-30 teachers will be allocated a maximum of 3 applicants.
3. Sites with 31-50 teachers will be allocated a maximum of 4 applicants.
4. Sites with more than 50 teachers will be allocated a maximum of 5 applicants.
5. A maximum of 8 teachers division-wide will be approved for the same out of town PD event.

What does PPDF Fund?

For in-town events PPDF covers registration fees and substitute costs (for a maximum of 5 teaching days per activity). For out-of-town events (beyond 75 kilometres from Winnipeg) PPDF covers travel (divisional mileage rate shall apply if going by car), registration fees, substitute costs (for a maximum of 5 teaching days per activity), lodging and meals. Allowable per diem rate for meals is \$75.00 (CAD) for a full day and \$50.00 (CAD) for a partial day (no receipts required).

Release time for presenting a workshop at a PD event that one is also participating in through PPDF may be considered by the PPDF Committee pending inclusion of details within the application.

What does PPDF not fund?

1. PD events which occur during SAGE, either whole or in part;
2. Courses taken for credit or for the purpose of teacher classification;
3. Payment for late fees;
4. Membership fees;
5. Expenses other than registration fees for activities within 75 kilometers, including meals;
6. Release time for supervisory duties;
7. Course/workshop materials;
8. Entertainment venues offered outside the scope of the conference;
9. Childcare;
10. Parking for in-town events;
11. Release time for individual course work preparation;
12. Marking sessions for provincial exams; and
13. One-day out-of-province conferences.

How do I get reimbursed?

1. Within 20 teaching days after attending the activity, teachers must complete an online PD report form found in the PPDF area of the Divisional website.
2. Report forms must be completed for all PPDF events, (including when there are only substitute costs).
3. Travel expenses, the allowance for out-of-town activities and all registration fees will be reimbursed to the teacher upon the completion of the online PD report and submission of all original receipts to the PPDF Secretary at the Board Office.
4. Out of Town applicants are to use the PPDF Reimbursement Form found on the PPDF site.
5. No funds will be allocated for activities that have ended or are in progress when the application is submitted.
6. Any money not claimed within 20 teaching days following the professional development activity will be returned to the fund.
7. Approved reimbursement costs will be directly deposited in your bank account and an email notification will be sent by the Division.
8. This is a PPDF Guidelines Summary only. For further information, review the PPDF Guidelines document in its entirety and/or contact the Vice-President of Professional Development at the LRTA office.

Victor and Marie Wyatt Bursary Application for courses taken between January 2016 and December 2017

The Victor and Marie Wyatt Bursary Committee accepts applications for bursaries from teachers and administrators to pursue studies related to public school education. Applications are accepted in the spring of 2017 for the 2016 calendar year.

The Bursary is available to:

- Educators who are currently employed in the Louis Riel School Division
- Educators who are currently on leave from the Louis Riel School Division
- Educators who have requested a leave from the Louis Riel School Division for educational purposes and who will be returning to the division

Bursary Criteria:

- Tuition at registered universities or colleges (not including such things as (re)-registration, comprehensive exam fees, parking, dental or medical insurance, or cost of books and supplies) will be considered.
- Payment is made directly to the individual after completion of the course(s), and only after funding is approved by the Bursary Committee upon submission of all required information.
- Maximum eligible tuition is \$1500.00.
- Bursary applications will not be accepted in two consecutive years.

Deadline for submission is:

- Friday, April 28, 2017

Complete the form found on the LRTA website under the PD tab and return to:

Louis Riel Teachers' Association
Attn. Vice President of Professional Development
LRTA Office
121 Hazelwood Cres.
Winnipeg, MB
R2M 4E4

Process:

- Applicants will receive their letter of confirmation from the Bursary Committee. It will indicate the amount of bursary awarded by the Committee.
- A copy of the confirmation letter is sent to the Winnipeg Foundation.
- The Winnipeg Foundation will issue a cheque directly to the recipient.

Quick Reference Contacts

Louis Riel Teachers' Association

121 Hazelwood Cres.

Winnipeg, MB

R2M 4E4

Ph: 204-929-5782 Fax: 204-929-5780

Email: Frank – preslrta@shaw.ca Bernard – cblrta@shaw.ca

 Marcela – pdlrta@shaw.ca Lorrie – seclrta@shaw.ca

Website: www.lrta.ca

Manitoba Teachers' Society

191 Harcourt Street

Winnipeg, MB

R3J 3H2

Ph: 204-888-7961 Fax: 204-831-0877

After hours Ph: 204-946-2725

Website: www.mbteach.org

MTS Disability Fund

101-2639 Portage Avenue

Winnipeg, MB

R3J 0P7

Ph: 204-957-5330 or 1-866-504-9373

Fax: 204-957-5347 or 1-866-216-9014

Email: info@mtsdbp.ca

TRAF (Teacher Pension Plan)

330-25 Forks Market Road

Winnipeg, MB

R3C 4S8

Ph: 204- 949-0048 Fax: 204-944-0361

Toll Free: 1-800-782-0714

Website: www.traf.mb.ca

Email: info@traf.mb.ca

Manitoba Education and Training

204-945-7912

Bureau de l'éducation française

204-945-6916

Curriculum Guides

1-800-305-5515

Manitoba Blue Cross

204-775-0151

Educator Assistance Program

204-837-5801



LRTA Calendar 2016 – 2017

September

Tuesday, 6 th	Opening Day
Wednesday, 14 th	LRTA Executive Meeting
Wednesday, 21 st	LRTA Council Meeting
Wednesday, 28 th	LRTA New Member Celebration
Friday, 30 th	Terry Fox Community Event

October

Friday, 7 th am	LRTA Executive Retreat
Friday, 7 th pm	New Council Rep Orientation
Wednesday, 19 th	LRTA Council Meeting
Friday, 21 st	MTS PD Day
Wednesday, 26 th	Maternity/Parental Leave Seminar

November

Wednesday, 2 nd	LRTA Executive Meeting
Wednesday, 9 th	Early Mid-Career Pension Seminar
Wednesday, 16 th	LRTA Council Meeting

December

Wednesday, 7 th	LRTA Executive Meeting
Wednesday, 21 st	LRTA Council Meeting
Friday, 23 rd through Friday, Jan. 6 th	Winter Break

January

Wednesday, 11 th	LRTA Executive Meeting
Wednesday, 18 th	LRTA Council Meeting
Wednesday, 25 th	LRTA Benefits Seminar

February

Wednesday, 1 st	LRTA Executive Meeting
Wednesday, 8 th	Pre-Retirement Seminar – ATC
Wednesday, 15 th	LRTA Council Meeting

March

Monday, Feb 27 th through Friday, March 3 rd	Operation Donation
Wednesday, 1 st	LRTA Executive Meeting
Wednesday, 15 th	LRTA Council Meeting
Monday, 27 th through Friday, March 31 st	Spring Break

April

Wednesday, 5 th	LRTA Executive Meeting
Wednesday, 12 th	LRTA Council Meeting
Thursday, 13 th	Maternity/Parental Leave Seminar
Wednesday, 19 th	LRTA Annual General Assembly – ATC
Thursday, 27 th	LRTA Appreciation Dinner

May

Wednesday, 3 rd	LRTA Executive Meeting
Wednesday, 10 th	LRTA AGM Binder Meeting
Wednesday, 17 th	LRTA Council Meeting
Wednesday, 24 th through Saturday, 27 th	MTS AGM

June

Wednesday, 7 th	LRTA Executive Meeting
Wednesday, 14 th	LRTA Retirement Reception
Wednesday, 21 st	LRTA Council Meeting

Revised September 20, 2016.

Subject to change

