North Okanagan-Shuswap

Teachers' Association

# Policy Handbook

Updated May 15, 2023

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# BARGAINING

The Association believes in the principle of direct face-to-face bargaining with the local employers.
(May 2003 AGM)

All NOSTA Executive members are also members of the NOSTA Bargaining Committee. (May 2023 AGM)

The Negotiating Team shall consist of the President, the Bargaining Chair, and up to four additional Association members.
(May 2003 AGM)

# CHARITABLE DONATIONS

That the following be criteria for donations from the Association to community and educational groups:

1. A budget establishing the maximum funds available for the upcoming fiscal year be presented at the May AGM. (May 2012 AGM)
2. Maximum amounts are specified for each single donation to a specific group or organization as decided by the Executive.
3. Donations to organizations must support educational endeavors for children and/or teachers. (May 2012 AGM)
4. Donations to charitable groups must be to non-profit organizations and be used locally for the benefit of the people of School District #83.
5. All requests for funds shall be by letter only and shall be passed by the Executive in the form of a motion.
6. In order for donations for an event to be considered, information must be supplied containing a description of an event, who will be attending, the purpose of the event and the costs involved. Any relevant literature shall be included. (May 2012 AGM)
7. If a member of the executive is connected to or involved with or a beneficiary of the donation, she/he shall not vote on the motion.
8. The decision of the Executive shall be final. (May 2003 AGM)
9. This criterion will be made available to the executive to be read when charitable donations are on the agenda for the executive or LRA meetings. (May 2023 AGM)

# COLLECTIVE AGREEMENT

1. That the bargaining chair shall ensure that the current Collective Agreement is distributed electronically to all NOSTA members every September or as soon as a new agreement is published. A paper copy of the Collective Agreement will be held at the NOSTA office for members to access and photocopy if desired.
(May 2023 AGM)

# COMMUNICATIONS

1. NOSTA will maintain a website and a social media account as a means of communicating with members and/or the public. (May 2023 AGM)
2. All union communication is encouraged to be conducted using personal devices and accounts. (May 2023 AGM)

# CONSTITUTION

1. That all new teachers, including TTOCs, be made aware of the location of the NOSTA Constitution on the NOSTA website
(September 2003 EC/May 2012 AGM)
2. That the constitution be reviewed by the First and Second Vice President and proposed changes be brought forward to the EC and ultimately to an Annual General Meeting. (May 2023 AGM)

# CONSUMPTION OF CONTROLLED SUBSTANCES

Through the last few decades, School Districts, the TRB, Arbitrators and the Courts have set higher standards for teachers in their professional and private lives compared to the general public. As a result, teachers should be careful about avoiding off-duty activities that could impact their professional reputations, even if the activity is legal and might not impact those in other careers.

Therefore, when attending NOSTA events either on site or off-site, the following will apply to NOSTA and BCTF members:

1. No cannabis products will be consumed.
2. No alcohol will be consumed or served when minors are present.
3. A member with “Serve it Right” certification or other LCRB recognized certification will always be present whenever alcohol is consumed. The member or members with certification will ensure that NOSTA is acting as a good social host when providing members alcohol.
4. NOSTA will pay any current Executive members’ fee to obtain or renew any “Serve it Right” certification or other LCRB recognized certification.
5. When non-members are present, NOSTA will obtain a liquor license to serve alcohol.
6. When large gatherings of members take place, an insurance agent will be consulted on the necessity of a liquor license. (May 2019 AGM)

# DISTRICT MEETINGS

1. That, at the discretion of the president, any meeting called by district management be attended by a minimum of two executive members who will represent NOSTA. (May 2023 AGM)

# EXECUTIVE RELEASE TIME

1. At a special executive meeting following the AGM in May, the executive shall allocate paid executive release time by secret ballot. (May 2023 AGM)

# FEES

1. As of 2018-2019 membership year, the fee for those who are members under By-Law 1.1 shall be 0.8 percent of the actual salary of the member. The fee for active members who are teachers on call shall be 0.4 percent of the actual salary of the member.
(May 2011 AGM/May 2012 AGM/May 2019 AGM)

# FINANCIAL REVIEWS

1. That NOSTA conduct a review engagement report every year.
(May 2004 EC/October 2006 EC/May 2012 AGM)

# GRIEVANCE

1. The President shall serve as the chair of the Grievance Committee and appoint executive members to the committee. The responsibility for work relating to grievances can be delegated by the President to any executive member with appropriate grievance training and/or experience. (May 2023 AGM)
2. That the NOSTA grievance appeal process will be that a rep. from BCTF may assist the staff rep and griever to prepare a written or verbal submission to be presented to the NOSTA Executive along with submissions by the NOSTA president.
(September 2006 EC)

# HARDSHIP COMMITTEE POLICY

1. All NOSTA Executive members are members of the NOSTA Hardship Committee. (May 2023 AGM)
2. Any Hardship Committee meeting must be attended by four Committee members, including the President and/or the Treasurer. (May 2023 AGM)
3. The chair of this committee shall be the NOSTA Treasurer. (May 2023 AGM)
4. Meetings shall be held on an ad-hoc basis. There shall be a report given after any ad-hoc meeting at the monthly NOSTA Executive and meetings about any monies that have been given out. This report will also include the current balance of the hardship fund as part of the Treasurer’s report. (May 2023 AGM)
5. The NOSTA Hardship Fund Application shall be used for members to apply for hardship assistance. (May 2023 AGM)
6. The assistance offered during job action shall be no more than $100.00 each week, in the form of grocery cards, and will be available each week of job action, and for the first two weeks after job action has ended. (May 2023 AGM)
7. The assistance offered at all other times shall be a contribution of up to a maximum value of $500. No NOSTA member shall receive combined contributions over time in excess of $500. (May 2023 AGM)
8. All efforts will be made to conceal the identity of the member(s) requesting assistance. NOSTA will keep a confidential record of Hardship Fund recipients. (May 2023 AGM)
9. The fund shall be established and funded through individual member’s donations and fundraising.
10. New forms of fundraising will be first considered by the NOSTA Hardship Committee, and then a report and recommendation (motion) given to the NOSTA Executive for consideration at the next monthly Executive meeting.
11. The application form, policy and criteria for hardship will be evaluated on an ad hoc basis by the Hardship Committee, to ensure that they reflect NOSTA’s current practice, with a report given at the next monthly Executive meeting, Staff Representative Meeting and the NOSTA AGM. (May 2023 AGM)
12. The monies from the fund shall be kept in an interest-bearing account at a bank designated by the NOSTA Hardship Committee.

(May 2015 AGM)

# DISTRICT COMMITTEES

1. Local representatives on District Committees shall be vetted and appointed by the NOSTA Executive.
(May 2012 AGM)

2. Local representatives on District Committees must represent the interests of the members of NOSTA.
(May 2023 AGM)

3. Local representatives will be informed of Procedure Roles and Responsibilities through the Joint Committee Handbook.

(May 2012 AGM)

4. Decisions made by Joint Committees cannot supersede Article D21 Professional Autonomy.
(May 2012 AGM)

# JOINT CONSULTATION COMMITTEE MEMBERSHIP (JCC)

1. The President and the First Vice-President are the primary representatives of the Joint Consultation Committee.

2. If a regional balance of representation from former Shuswap Teachers’ Association and Armstrong Teachers’ Association is lacking among the NOSTA President and First Vice President, and/or representation across K-12 grades is lacking, then every effort will be made to appoint a third Executive Member to the JCC to achieve regional and grade representation. (May 2023 AGM)

# STAFF REPRESENTATIVE STRUCTURE

1. The schedule for Staff Representative meetings shall be determined annually, posted on the NOSTA calendar and passed at the September Staff Representative meeting.
(May 2003 AGM/May 2012 AGM/May 2023 AGM)
2. Each site with up to 35 teachers; including speech and language, Inclusive Education, music educators, and TTOC’s is entitled to one representative and one vote and one additional representative and one vote for each portion of 35 teachers thereof.
(May 2003 AGM/May 2012 AGM/May 2023 AGM)

# MEETINGS

1. Every effort will be made to hold Executive meetings on the first Monday of a school month and Staff Representative meetings on the second Monday of a school month. A minimum of three general meetings, including an Annual General Meeting, will normally be held each school year.
(May 2003 AGM/May 2023 AGM)
2. A draft schedule of meetings and activities will be presented at the AGM in May. The calendar will be ratified at the first Staff Representative Meeting of the new school year.
(May 2003 AGM/May 2023 AGM)

# MEMBERSHIP VOTES

1. Whenever NOSTA conducts a membership vote, it will be conducted on a secure on-line voting platform OR ballot boxes will be set up at all school sites and the NOSTA office.
(December 2003 EC/May 2012 AGM/May 2023 AGM)

# MILEAGE

1. Mileage, beyond a member’s travel for work, shall be paid to Executive Committee members and Staff Reps travelling to attend Association meetings (Staff Rep Meetings and Executive Meetings) and that it shall be paid out at the current B.C.T.F. rate.
(May 2003 AGM/May 2012 AGM/May 2023 AGM)
2. Mileage will be paid to executive members for school visits, and all members who attend SURTs, when the location is outside of their home area. (May 2023 AGM)

# NOSTA HISTORY

1. A historical record of past presidencies of NOSTA, Shuswap and Armstrong locals (1975-2005) will be posted in the NOSTA office.
(April 2005 EC/May 2012 AGM)
2. The list of names for NOSTA lifetime memberships is combined to include the lists of names of lifetime members of Enderby and District Teachers’ Association, Shuswap Teachers’ Association and Armstrong Teachers’ Association.
(April 2005 EC/May 2012 AGM)
3. Lifetime members of the Armstrong Teachers’ Association, Enderby and District Teachers’ Association and Shuswap Teachers’ Association are lifetime members of NOSTA.
(May 2005 EC/May 2012 AGM)

# NOSTA WORKPLACE BULLYING AND HARASSMENT POLICY

**Workplace Conduct:**

Bullying and harassment is not acceptable or tolerated in this workplace. All BCTF members and employees must not engage in bullying and harassment while in this workplace or while conducting the business of the Association. All members of the North Okanagan-Shuswap Teachers’ Association, employees, visitors and guests will be treated in a fair and respectful manner. Any complaints will be dealt with seriously and in a timely manner by the appropriate person or organization within or outside of NOSTA. (May 2023 AGM)

**Bullying and Harassment**

1. Includes inappropriate conduct or comments by a person towards an employee, member, visitor or guest that the person knew or reasonably ought to have known would cause that member, employee, visitor or guest to be humiliated or intimidated.
2. Excludes any reasonable action taken by the employer or supervisor relating to the management and direction of the employee.

Examples of conduct or comments that might constitute bullying and harassment include, but are not limited to, verbal aggression or insults, calling someone derogatory names, vandalizing personal belongings, spreading malicious rumors. These examples apply to, but are not limited to, interpersonal and electronic communications.

**Annual Review and Availability**

This policy statement will be reviewed on an annual basis by the Executive and accepted by motion at the Representative Assembly. This policy will be provided to employees and available to all members at the North Okanagan Shuswap Teachers' Association website.

# OFFICE MANAGER

1. The Executive is empowered to employ an office manager. The terms and conditions will be determined in contract.
(May 2003 AGM/May 2012 AGM)
2. That the Association pick up the business insurance portion of the
office manager's car insurance during the term of the office manager’s contract.
(May 2003 AGM)

# PICKET PASS PROTOCOL

Picket Passes for CUPE members required to cross a NOSTA picket line for essential maintenance or emergency work are issued and handled ONLY by NOSTA First Vice-President or designate.

1. Picket Passes are for ONE day only.
2. Picket Passes are prepared and signed by the First Vice-President or designate.
3. 24-hours’ notice is needed to prepare a pass.
4. Members listed on passes are free to leave a worksite at any time (to get supplies/lunch etc.) but must be accompanied by management to re-enter the site.
5. The Process
	1. The request for picket passes shall come in from management to NOSTA.
	2. NOSTA shall call CUPE for confirmation that there is an emergency or that this is essential maintenance. CUPE shall provide NOSTA with a written copy of the work to be done.
	3. CUPE members will present the picket pass to the strike captain every time they wish to enter the worksite. Management shall accompany CUPE worker to picket line to explain to the strike captain the work that will be done there by the CUPE worker.
6. Picket passes shall be available for pick-up at the NOSTA office between 9:00am-9:30am the day they are to be used, unless the First Vice President or designate agree to a different arrangement.

(October 2005 EC/May 2012 AGM/May 2015 AGM/May 2023 AGM)

# PRESIDENT

1. The Association will send the President to the B.C.T.F. Representative Assemblies.
(May 03 AGM)

2. The President is allocated one of the designated seats for the BCTF AGM.
(May 2015 AGM)

3. The amount budgeted for the President will be at the maximum
level of the highest category plus 10%.
(May 03 AGM/May 2012 AGM)

4. The Association will pick up the business insurance portion of the
president's car insurance during the President's term of office.
(May 03 AGM)

5. The Association President can access funds to defray costs of taking short courses or other training that would help them in the effective discharge of duties. There will be a separate budget for the President's courses to which access shall be granted by executive approval.
(May 03 AGM/May 2012 AGM/May 2023 AGM)

6. The minimum salary of the President will be set at the provincial
average teacher's salary plus 10%.
(May 03 AGM/May 2023 AGM)

7. The President will be paid the salary they received in the previous year plus any contractual percentage or increment increase plus 10% or the provincial average teachers’ salary whichever is greater.
(March 2004 EC/May 2023 AGM)

8. The NOSTA Executive will present the yearly budget with the inclusion of the 10% increase for President’s Pay.
(April 2007 EC/May 2008 AGM/May 2023 AGM)

9. The President’s release time will be 100%. (May 03 AGM/May 2023 AGM))

10. The President will be the only official spokesperson for the Association.
 (May 2003 AGM/May 2023 AGM)

# PROFESSIONAL DEVELOPMENT

1. The Professional Development Chairperson can take release time as needed, with the approval of the Executive Committee.
(May 2003 AGM/May 2023 AGM)
2. The professional development fund will be invested by the Association and proceeds will be used to pay for the administration of the fund.
(May 2003 AGM/May 2023 AGM)

# PROFESSIONAL DEVELOPMENT COMMITTEES

1. The Local Professional Development Committee
2. Professional Development Chairperson is elected at the AGM and co-ordinates this committee.
3. Four additional committee members are elected at the AGM.
4. Assists in the planning of non-site based professional development days
5. Meets with the District Professional Development Committee as required.
6. Is responsible for passing on information to site professional development reps.
7. Makes decisions about how general professional development money is spent.
8. Makes recommendations to the NOSTA AGM about any surplus money.
9. Helps to develop long-term professional development goals based on member feedback and needs.
10. The District Professional Development Committee
11. Includes the Professional Development Chairperson and other association representatives as necessary, as well as District representatives.
12. Develops the professional development handbook to be ratified by the Association and the School Board.
13. Site-Based Professional Development Representative
14. Elected by the site staff.
15. Chairs the Site-Based Professional Development Committee.
16. Responsible for ensuring site-based days are planned and submitting a completed site plan to NOSTA.
17. Responsible for managing and reporting on site-based funds, completing the year end professional development statement of funds and submitting financial information to NOSTA.
18. Distribute information about professional development opportunities.
19. Encouraged to plan days with other sites when there are common goals and interests.
20. Signs the individual professional development reimbursement forms.
21. Meets for training and consulting with the Local Professional Development Committee as needed.

(May 2023 AGM)

# RETIREMENT CELEBRATION

1. NOSTA will contribute $10 per year of service to each retiree toward a physical gift. This money will be combined with the School District’s contribution.
(May 2004 EC/May 2023 AGM)
2. The venue of the celebration will be left to the discretion of the Member Involvement Chair.
(May 2004 EC)
3. NOSTA will pay a minimum of $100 to a retiree with less than ten years of service.
(May 2004 EC/May 2023 AGM)
4. Except in extenuating circumstances, NOSTA will celebrate the retirement of its members in June of each year.
(May 2004 EC/ May 2023 AGM)

# SCHOLARSHIPS

1. The Executive will annually review the dispersion of $10 000 scholarship funds to SD 83 Graduating Classes. (May 2015 AGM/May 2023 AGM)

# STRIKE ACTION

1. The NOSTA strike committee is the Executive Committee.
(May 2003 AGM/May 2023 AGM)