

Maple Ridge Teachers' Association

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(revised Sept 2010, AGM May 21, 2014, GM, Jan 21, 2015, May 2016, Jan 2017, May 2017, Oct & Nov 2017, Feb 19, 2020, May 18, 2022)

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The Maple Ridge Teachers' Association encourages its members to abide by all policies of the British Columbia Teachers' Federation.

Policies adopted by the Maple Ridge Teachers' Association which contradict British Columbia Teachers' Federation policy shall be amended in a manner which clearly indicates that the Maple Ridge Teachers' Association seeks to influence the policy direction of the British Columbia Teachers' Federation only through appropriate channels.

Policy Number A.1 - ADMINISTRATION

1. That all postings for administrative positions should be made so that all district teachers are aware of the positions, and have the opportunity to apply. (GM Oct 29, 1969)
2. That the Maple Ridge Teachers' Association accept the invitations of the Board to participate in the selection of administrative officers, and that the Maple Ridge Teachers' Association nominee on the selection committee should be teacher chosen by the staff of the school concerned. (GM Apr 29, 1975)
3. That the Maple Ridge Teachers' Association accept the invitations of the Board to participate in the selection of Administrative Officers and that the Maple Ridge Teachers' Association nominee(s) on the selection committee be as follows:
 - i) for district based Administrative Officers, the Maple Ridge Teachers' Association nominee(s) be selected by the Maple Ridge Teachers' Association Executive Council.
 - ii) for school based Administrative Officers, there be a nominee(s) be selected by the teaching staff of the particular school and there be a nominee selected by the MRTA Executive Council. (GM Jan 17, 1990)
4. That, where qualifications are equal, district teachers should have priority for all postings. (GM Mar 19, 1975)
5. That equal opportunity be afforded to both men and women when appointments are made to administrative positions in Maple Ridge. (RA Dec 10, 1975)

Policy Number A.2 - ADMINISTRATIVE FILES

Guidelines

1. Files on each administrator in School District 42 will be kept in a secure area of the MRTA Office.
2. Any member of the MRTA may submit material for these files.
3. The Administrative Files Sub-Committee, a body appointed by the Executive Council, will control entry of material into the files. In general, they will permit material to be entered/submitted by MRTA members that are:

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- 3.1 factual and readily verifiable.
- 3.2 copies of letters, memoranda, etc. to a teacher from an administrator, and from a teacher to an administrator.
- 3.3 accounts by a teacher of an incident or issue, signed by the teacher.
- 3.4 copies of reports written on a teacher by an administrator.
- 3.5 a report on an administrator written by a teacher (or teachers), provided the administrator has received a copy of a report.
4. Material entered into a file will have the date of entry stamped on it.
5. Access to the files will be controlled by the Administrative Files Sub-Committee.
6. In general, any teacher needing access to a file will be granted access, but the files will not be open for casual use or browsing.
7. Files will only be available to MRTA members (or to a BCTF lawyer if that lawyer is representing an MRTA member) and to Administrative Officers subject to the following guidelines:
 - 7.1 After receiving a request, in writing, from an Administrative Officer, the Administrative Files Sub-Committee shall grant access to the Administrator's files as soon as reasonably possible.
 - 7.2 Administrative Officers may request, in writing, the removal of any material contained within the files. Such a request will be directed to the Administrative Officer Sub-Committee.
8. When the Administrative Officer returns to membership of the MRTA or dies, his/her file shall be destroyed.
9. Materials in the files may be used in disciplinary hearings or other proceedings regarding discipline, transfer, or dismissal of a teacher.
10. Materials in the files may not be published unless that material is presented as evidence in a public hearing.
11. The Administrative Files Sub-Committee may appoint one of its members or an MRTA Officer to handle day-to-day access and entry into the files, subject to the guidelines established.

(RA Sept 23, 1992, RA Jan 13, 1993)

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Policy Number A.3 - AGREEMENTS (SALARY)

1. That the Association does not favor provincial bargaining. (GM Dec 19, 1973)
2. That members should have the choice of being paid on a ten or twelve-month basis. (GM Oct 14, 1975)
3. That the Working and Learning Conditions/Bargaining Committee recognize in principle that a percentage increase across the salary increment scale will further increase the economic disparity between professional teachers with equal professional duties and responsibilities, and that the Working and Learning Conditions/Bargaining Committee continue its attempts to reduce the increment levels to 10 years without prejudice to those members presently on maximum salary. (GM Oct 4, 1977)

Policy Number A.4 - AIDES

1. That the Association favors the use of teacher aides. (Exec Sept 17, 1968)

Policy Number A.5 - ANNUAL GENERAL MEETING OF THE BRITISH COLUMBIA TEACHERS' FEDERATION

1. That the Maple Ridge Teachers' Association delegates should consider carefully the opinions of local teachers on the resolutions and recommendations as determined by a staff survey, when participating in the affairs of the AGM. However, they shall not consider themselves bound by the results of such a survey. (GM Mar 25, 1971)
2. That the Maple Ridge Teachers' Association will send a full delegation to the AGM. (GM Mar 25, 1971)

Policy Number A.6 - ASSOCIATE MEMBERSHIP - See U.1

1. That the Executive shall annually set the Associate Member fee and state what the fee includes. (Exec Aug 31, 1978)
2. That the Associate Members shall not be included for consideration for grants from the Joint In-Service Fund. (Exec Oct 11, 1978)

Policy Number B.1 - BOARD MEETINGS AND BOARD RELATIONS

1. That the President (or designate) be present at all Board meetings, and report back to the Executive Committee of the Maple Ridge Teachers' Association items of concern from Board meetings. (GM Apr 1, 1982)
2. That the Maple Ridge Teachers' Association should seek to negotiate an agreement with the Board so that the Maple Ridge Teachers' Association may have regular appearance on the Board's agenda. All approaches to the Board must be approved by the Table Officers. (GM Jan 27, 1972)
3. That representations to the Board or its administrative officers on all issues which affect teachers generally should be made through the Maple Ridge Teachers' Association or its Executive Council. (GM Jan 27, 1972)

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4. That no officer of the Maple Ridge Teachers' Association discusses internal affairs of the Maple Ridge Teachers' Association with any member of the Board, or their representatives. (Exec Feb 10, 1971)
5. That in conversations with individual Trustees, members should be guided by the following:
 - Trustees should be asked to view comments as informal.
 - Any conversations which include names of Maple Ridge Teachers' Association members must not violate the Code of Ethics. (GM June 6, 1973)
6. That Trustees be asked to view any conversations with staffs or individuals as informal and unofficial, and that official status be given only to those teacher proposals which come to the Board through the elected or appointed officers of the Maple Ridge Teachers' Association. (GM June 6, 1973)
7. That the Maple Ridge Teachers' Association co-sponsor periodic discussion (question and answer) sessions with representatives of the School Board and Board Officers. (GM Apr 1, 1982, AGM May 21, 2014)

Policy Number B.2 - BRITISH COLUMBIA TEACHERS' FEDERATION (BCTF)

1. That the British Columbia Teachers' Federation formulate a policy which would preclude British Columbia Teachers' Federation staff members from taking an active part in meetings of local associations unless they are specifically requested to do so by the Local Association Executive Council. (Exec May 25, 1988)

Policy Number B.3 - BRITISH COLUMBIA TEACHERS' FEDERATION (BCTF) EXECUTIVE ELECTION SUPPORT

1. That the MRTA financially support an endorsed MRTA candidate who is seeking election for a BCTF Executive position.
2. That upon receipt of expense vouchers, a maximum of \$500.00 per endorsed candidate be provided to help the costs of advertising and lobbying. (AGM May 21, 2014)

Policy Number C.1 - CALENDAR: AMENDMENTS FOR 1995/96 PILOT YRS (SINGLE TRACK): YEAR ROUND SCHOOLS

1. When schools are considering the introduction of a revised calendar, the staff representative shall provide the MRTA with details of the proposal.
2. No proposal will be considered that increases the hours of work, days in session, supervision duties or reduces the preparation time as set out in the collective agreement.
3. After notice of a proposal which addresses the factors outlined in #2 above, the local will conduct a meeting of the MRTA members assigned to the school with one or more members of the local Executive Committee as designated by the president. At this meeting the factors outlined in #4 below will be examined. Following discussion of the proposal, a straw vote of the members attending the meeting will be held in order to determine whether there is sufficient support to proceed. (At least 60% support will be needed.) If there is support for proceeding, the proposal will be forwarded to the Executive Council for consideration.

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4. Collective Agreement issues - If the proposal amends or varies the collective agreement or requires an amendment or variance of the Collective Agreement, the MRTA Executive will not give approval for a formal vote until the appropriate Letters of Understanding are negotiated and drawn up. These Letters of Understanding must not deteriorate or erode any terms and conditions of the Collective Agreement.

NOTE: Some issues needing to be addressed:

Pay periods	Sick leave credit
Scheduling of NI Days	Hours and days of work
Leave for attending summer school	Availability of TTOCs
Itinerant teacher availability	Posting and filling of positions

- 5a. Among the other factors the local Executive Council will consider in determining whether or not to approve a proposal are:
- scope and significance of the change
 - the impact of the proposal on MRTA office administration and enforcement of the collective agreement
 - impact of the proposal on professional practice and pedagogy
 - support of the other union(s) of employees assigned to the school
 - impact on other local members, including teachers on call, SSS staff, ESL Teachers
 - the needs and concerns of the minority, including transfer in and out of the school
 - availability of district services for the days in session
 - educational viability and value of the proposal
 - other local factors
- 5b. The Executive Council shall present their decision and rationale to the Staff Representative Assembly for ratification.
6. Communication of decision - The local president will communicate the decision of the local Representative Assembly to the local members assigned to the school, for a secret ballot vote at the school level (a 75% majority is required).

If the proposal is not approved the local may choose to communicate its concerns to the Board, so that the Board may have the opportunity to revise the proposal for reconsideration by the local Representative Assembly and the local members assigned to the school. (RA Feb 11, 2004)

Policy Number C.2 - CALENDAR: MODIFIED

1. That the MRTA believes that any local calendar modifications must be considered on the basis of the best educational effects for students. (RA Apr 16, 2003)
2. That the MRTA does not support modifications to local school calendars that are motivated solely by financial savings. (RA Apr 16, 2003)

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3. That the MRTA is opposed to any local school calendar modification that would adversely affect the livelihood of our members or other unionized employee groups of School District #42 (Maple Ridge-Pitt Meadows). (RA Apr 16, 2003)

Policy Number C.3 - CHARTER FOR PUBLIC EDUCATION

That the MRTA endorse the Charter for Public Education. (RA Apr 16, 2003)

Policy Number C.4 - COLLECTIVE AGREEMENT

1. That whenever an Maple Ridge Teachers' Association Member witnesses, or hears of, an apparent breach of our contract which might affect the hiring or assignment of one of our members, that this member is then obliged to immediately inform the president of the known details and circumstances.
2. That at the discretion of the Executive, if an unauthorized (not MRTA sanctioned) group from the bargaining unit submits a proposal to the Board, the matter will be submitted immediately to the British Columbia Teachers' Federation Judiciary Committee. (RA Mar 19, 1986)

Policy Number C.5 - COMMERCIALISM

1. That no teacher or student face discipline or sanction for voicing an opinion critical of corporate partners, agreements, products, or promotional activities of that partner. (RA May 16, 2001)

Policy Number C.6 - COMMITTEES

1. That the President may appoint members to specific tasks, subject to ratification by the next subsequent meeting, as specified in the current by-laws. (Exec Sept 27, 1966)
2. That all MRTA members representing the MRTA by serving on School Board Initiated Committees first shall be endorsed by the MRTA Executive Council. (GM May 23, 1990)
3. That all committee business of a personnel nature which is transacted by the Maple Ridge Teachers' Association take place with the full knowledge of the people or person involved. (RA Nov 17, 1976)
4. That no member participate in a committee to study year round schools unless that member is endorsed by the Executive Council of the Maple Ridge Teachers' Association. (RA Oct 16, 1991)
5. That on joint MRTA/District committees, the MRTA participation level be no less than fifty (50%) percent. (RA May 15, 1996)
6. That committee shall make annual recommendations for resources purchase through the MRTA to School District #42 Resource Centre. (Exec Sept 1, 1999)
7. That we do not participate in the administrative officer short-listing process. (Exec Apr 4, 2000)

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8. That all MRTA Committees be required to submit a budget proposal by April 1st to the MRTA Executive Council, for the following school year. (RA Apr 16, 2003)

Policy Number C.7 - COMMUNICATIONS COMMITTEE PUBLICATION

1. That the Maple Ridge Teachers' Association has an official publication, through the Communications Committee.
2. That the objectives of the publication be:
 - 2.1 to inform members about important issues that affect them.
 - 2.2 to publicize that accomplishments and activities of teachers.
 - 2.3 to showcase the leadership of teachers and their involvement in the Association/ Federation.
 - 2.4 to report on the work of the Association/Federation, and to explain how it may affect the teacher's life in the classroom.
 - 2.5 to provide a forum for the exchange of members' views.
 - 2.6 to emphasize the responsiveness of the Association to the needs of members.
 - 2.7 to strengthen membership commitment to, and involvement in the Association.
3. That should the MRTA publication Editor and President not agree on the contents of the publication, those contents will not be distributed by the MRTA until such time as the Executive Council has endorsed them. (GM Jan 22, 1992)
4. That in the publication it be recorded that it is the view of the writer and not necessarily the view of the Association.
5. That the 1st edition of the publication contains a list of the MRTA officers and a schedule of meetings for the year.
6. That the Communications Committee:
 - 6.1 ensures the objectives of the publication are met.
 - 6.2 conducts periodic surveys of the effectiveness of the publication(s).
 - 6.3 participates in an annual planning and review of the publication(s).
 - 6.4 promote submissions by teachers and retired MRTA teachers and encourage them to submit articles that reflect a wide variety of options.

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- 6.5 determine their budgetary needs and submit the same to the Treasurer.
7. That the publication does not contain ads ,except for those which are specifically for the benefit of the Maple Ridge Teachers' Association or general membership.
8. That the MRTA publication be published no more than once a month unless there are extenuating circumstances to increase this number. The MRTA publication Editor and the President shall determine the definition of "extenuating circumstances".
9. That the delivery of the publication be made to MRTA and/or BCTF members.
10. That the MRTA publication be sent to MRTA retired teachers for two years after their retirement and for subsequent years if they request it. (AGM May 21, 2014)

Policy Number C.8 - CONFIDENTIALITY

That membership information that includes addresses, phone number, social insurance numbers be classified confidential and this information will not be available, from the MRTA Office, to individual teachers, Committee Chairs or any outside agency. (RA Nov 13, 1991)

Policy Number C.9 - CONFLICT OF INTEREST

1. That "Conflict of interest" shall be defined as: the possibility of direct or indirect gain to a member as a direct result of that members involvement in Association, Federation, District and/or Ministry decision-making bodies.
2. That members of the Maple Ridge Teachers' Association who sit on Association, Federation, District and/or Ministry bodies in the capacity of a teacher employee and/or representative of the Maple Ridge Teachers' Association and/or the British Columbia Teachers' Federation shall avoid conflicts of interest.
3. That members of the Maple Ridge Teachers' Association take all reasonable steps to ensure that conflicts of interest are avoided.

It is the responsibility of locally elected officers to bring to the attention of the local any potential, apparent, or real conflicts of interest. Conflicts of interest include, but are not limited to, situations where:

- (a) a local officer may in some way, benefit materially or financially from exercising union duties;
or
- (b) a local officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or similar management position.

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A conflict of interest does not exist when a benefit arises from performance of duties that affect officers as one of a broad class of BCTF members.

When a conflict of interest arises, the local executive shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:

- (a) the officer absents herself/himself from the discussion and vote on any matter that gives rise to the conflict;
- (b) the officer no longer represents members vis-a-vis the school board (i.e., delegates the function of representing members to another officer);
- (c) the officer removes herself/himself from the decision-making of the local executive;
- (d) the officer takes a leave of absence until such time as the conflict no longer exists; or
- (e) the officer resigns her or his position with the local.

One or more steps may be appropriate, depending on the circumstances of the individual case. Steps (d) and (e) should only be exercised in compelling cases. (RA Apr 20, 2005)

Note: Staff Representatives are considered to be "locally elected officers."

4. That should any questions arise concerning a possible conflict of interest, members should immediately contact the Maple Ridge Teachers' Association President for advice and assistance.

Policy Number C.10 - CONSTITUTION

1. That copies of the constitution should be kept up-to-date and circulated to members periodically. (Exec Sept 27, 1966)
2. That the Simplified Rules of Order for Teachers' Meetings taken from the Manual for Officers of Local Associations be included in the Staff Rep Binder. (Exec Feb 10, 1971)

Policy Number C.11 - CONVENTION

1. That the Maple Ridge Teachers' Association has a convention at least every second year in January, February or March of each year, and that February is the preferred month. (RA Sept 15, 1977, AGM May 21, 2014)
2. That School Trustees be invited to the Convention. (AGM May 24, 2017)
3. That guests be invited to the Convention as determined by the Convention Committee and possibly upon payment of fee. (AGM May 24, 2017)

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Policy Number C.12 - CUPE JOB ACTION

1. That all MRTA members honour any CUPE Local 703 picket lines established as a result of a dispute as defined by the Labour Relations Act.
2. That any MRTA member who crosses any CUPE Local 703 picket line established as a result of a dispute as defined by the Labour Relations Act, will be subject to the same disciplinary procedure as if s/he crossed a MRTA picket line. (GM May 19, 1993)

Policy Number C.13 - CUPE WORK

That all schools give clear direction that no grounds work should be integrated into our curriculum as it interferes with CUPE jobs. (Exec Oct 9, 1991)

Policy Number D.1 - DEPARTMENT HEADS

1. That no Maple Ridge Teachers' Association member perform the duties of Department Head, in addition to regular teaching duties, without receiving the allowance as outlined in the Collective Agreement. (GM May 2, 1984)

Policy Number D.2 - DISCONTINUED DISTRICT POSITIONS

That no teacher will perform the duties of a discontinued district position. (GM Dec 12, 1984)

Policy Number D.3 - DISPUTE RESOLUTION GUIDELINES: MRTA/CUPE

Both CUPE Local 703 and the MRTA recognize that, from time to time, concerns regarding working relations between CUPE and MRTA members will arise. The intent of these guidelines is to identify a process that CUPE and MRTA members can utilize to resolve the dispute.

In the event of a workplace dispute between CUPE and MRTA members, the following step(s) will be implemented:

1. In private, if possible, or with a Staff Representative or Shop Steward if necessary, a member will address his/her concern(s) to the member(s) of the other union.

The members should immediately discuss the concern(s) and try to resolve the dispute on their own.

2. If the dispute cannot be resolved, the matter will be referred to either the member's union president (or designate) or to school or school district administrator(s). Prior to this referral, the individual who plans to move to step 2 will inform the person(s) they have the dispute with to whom they will be referring the matter for resolution.
3. If the dispute involves the health or safety of a student or students, the member will immediately inform the appropriate school or school district administrator, bypassing steps 1 and 2 above. (GM May 24, 2000)

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This dispute resolution process shall be carried out as quickly as possible. These guidelines cannot supercede the provisions of the respective collective agreements. (GM Oct 29, 1997)

Policy Number D.4 - DISTRICT PARENT GROUP

1. That the Maple Ridge Teachers' Association endorse the District Parents Group. (Exec Feb. 1986)
2. That the Maple Ridge Teachers' Association encourage teacher representatives to participate in School Parent Advisory committees. (Exec Dec 1, 1993)

Policy Number D.5 - DONATIONS TO DRY GRADS AT SECONDARY SCHOOLS

That we donate one hundred dollars (\$100.00) to each of the secondary schools, including Continuing Education, hosting a dry grad celebration, upon their written request for assistance.

(RA May 19, 1999, AGM May 21, 2014)

Policy Number E.1 - ELECTIONS

1. That a candidate must have a fifty per cent plus one vote majority to win office. (GM May 26, 1971)
2. That the number of ballots cast for members should not be placed in the minutes. (GM Oct 14, 1975)
3. That the elections be held at the Annual General Meeting in May for JECIC positions. (Exec Jan 4, 2017)
4. That the Maple Ridge Teachers' Association open nominations for all elected Executive Council positions (for Table Officer and Local Rep positions) by the first Friday in April and that prospective candidates for elected Executive Council positions (Table Officer and Local Representative positions) may submit their position statement, not to exceed 250 words, and a standardized curriculum vitae that will be published in a special MRTA bulletin to be distributed to all MRTA members before the end of the first Friday in May. (GM Jan 20, 2016)
5. That members intending to run for MRTA Table Officer and/or Local Rep (LR) positions must give notice to the membership through the MRTA office prior to the Executive Council meeting preceding the May Annual General Meeting or two weeks (14 days) notice prior to the Annual General Meeting whichever is earlier.

Nominations from the floor will be accepted before the election starts as long as the member running has 25 signatures in support from members. "Drop downs" for unsuccessful candidates for any subsequently elected positions are permitted. (GM Jan 20, 2016)

6. That members running for MRTA Table Officer positions be afforded three (3) minutes for candidate statements and those members running for Local Representative (LR) be afforded two (2) minutes for candidate statements. (RA Feb 17, 2016)

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Policy Number E.2 - EMPLOYEE ASSISTANCE PLAN

That the MRTA is willing to increase our contributions to the Employee Assistance Plan in the same ratio as from the 1992/94 contract. (Exec Sept 1, 1999)

Policy Number E.3 - EVALUATION

That no MRTA member or school undertake an evaluation different from that found in the Collective Agreement. (RA Oct 16, 1991)

Policy Number E.4 - EXPENSES

1. That a member of the Maple Ridge Teachers' Association should not be "out-of-pocket" as a result of necessary expenses while performing tasks in the name of the Maple Ridge Teachers' Association.
2. That itemized statements, with receipts wherever possible, should be signed and submitted to the treasurer of the Maple Ridge Teachers' Association for re-imbusement.
3. That members of committees shall submit bills to the Chairperson of the committee, who shall submit them to the treasurer after indicating his/her approval.
(See Policy T.1. Supp. #1, 2, 5, 6)
4. That the British Columbia Teachers' Federation per diem allowance should be adhered to unless prior approval has been authorized by the Executive Council.
(Exec Jan 12 1983, AGM May 21, 2014)

Policy Number G.1 - GRIEVANCE APPEAL PROCESS

That in the event a MRTA member chooses to appeal a decision made by the BCTF, the following process will apply:

1. The member will submit their request for appeal in writing to the MRTA President.
2. The President will refer this request for appeal to the MRTA Working and Learning Conditions/Bargaining Committee.

The Working and Learning Conditions/Bargaining Committee, a minimum of four of the six members, and the Bargaining Chair, will meet with the member to review his or her grievance, decide the outcome of the appeal, and make a recommendation to the MRTA Executive Council.

3. This recommendation will be reported to the member and then will be placed on the next MRTA Executive Council meeting agenda for approval.
4. The member has the right to attend the Executive Council meeting to answer any questions that council members may have. The decision of the council will determine the final outcome of the member's request for appeal. If the Executive Council supports the member's appeal, the MRTA will appeal the BCTF decision, on behalf of the member.

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5. The full-time table officer who has represented the member throughout the grievance process, will abstain from voting in Steps 2 through 4. (Exec May 1998)

Policy Number H.1 - HEALTH & SAFETY

1. That MRTA members shall be provided with release time for mandatory health & safety training. (Exec Feb 1, 1995)
2. That the MRTA Executive Council members advise Health and Safety Committee members that they only attend Safety Committee Training sessions as required by the WCB, only during regular work hours. (Exec May 2, 2001)
3. That the First Vice-President shall be one of the MRTA representatives on committees established as a result of the Collective Agreement, including the Health & Safety Committee. (AGM May 24, 2017, RA May 12, 2010)

Policy Number H.2 - HELPING TEACHERS

That the Maple Ridge Teachers' Association supports the idea of its members being relieved of their teaching duties for specified periods to act as helping teachers, and that such programs be established by the association in co-operation with the Board. (GM Oct 2, 1974)

Policy Number H.3 - HOSPITALITY

That the MRTA Executive Council may authorize up to \$1,000 annually for BCTF hospitality functions. (AGM May 21, 2014)

Policy Number I.1 - INDUCTION CEREMONY

That the Maple Ridge Teachers' Association shall have an induction ceremony for new teachers at least every two years. (GM Mar 19, 1975, AGM May 21, 2014)

Policy Number I.2 - INFORMATION

That the Executive Council attempt to send all predictably contentious motions (such as job action) and statements of intent to school staffs for discussion prior to the meeting of school staff reps. (RA Feb 17, 1993)

Policy Number J.1 - JOINT EDUCATIONAL CHANGE IMPLEMENTATION COMMITTEE (JECIC)

1. That JECIC be composed of one (1) member from each of: Primary, Intermediate, and Graduation areas, and from the MRTA Executive Council, the First Vice-President and the Chair of the Professional Development Committee. (Exec Mar 1, 2017)
2. That the First Vice-President shall be one of the MRTA representatives on committees established as a result of the Collective Agreement, including the Joint Educational Change Implementation Committee (JECIC). (AGM May 24, 2017, RA May 12, 2010)

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Policy Number L.1 - LABOUR

1. That the Maple Ridge Teachers' Association favours liaison with Labour. (GM Dec 19, 1973)
2. That three (3) delegates will be sent to the BC Federation of Labour AGM as members of the BCTF delegation from Maple Ridge Teachers' Association. (GM Nov 19, 2003)

Policy Number L.2 - LOCAL ASSOCIATION REPRESENTATIVES

1. That the eleven (11) voting cards held by the Maple Ridge Teachers' Association Representatives to the British Columbia Teachers' Federation be divided equitably. (AGM May 21, 2014)
2. That whenever possible contentious issues be discussed by the Executive or Local Representative Assembly or a General Meeting prior to the vote coming to the floor of the Provincial Representative Assembly and our Local Association Representatives use the information learned at these local meetings to aid them in the determination of our local's position.
(Exec Oct 15, 1988, AGM May 21, 2014)
3. It is recommended that the First Vice-President of the Maple Ridge Teachers' Association be elected one of the Local Association Representatives. (RA May 12, 2010, AGM May 21, 2014)

Policy Number M.1 - MEETINGS

1. That a calendar of meetings be established at the first General Meeting of each year.
2. That the MRTA General Meetings, whenever possible, be held at a central location.
(RA Oct 1, 1986)
3. That a representative assembly approach to running the affairs of the Association be adopted by the MRTA.
(GM Jan 28, 1987)
4. That part-time teachers who are asked to attend MRTA meetings during a normal working day on which they do not work, may choose:
 - a. a TTOC day in lieu with the agreement of the MRTA President; or
 - b. to be paid 1/189th of their teaching salary for the day (pro-rated for part days.)
(Exec June 13, 2001)
5. That the MRTA provide a door prize, with a value of up to fifty dollars (\$50.00) to encourage membership at MRTA General meetings.
(Exec Oct 6, 1999, AGM May 21, 2014)

Policy Number M.2 - MEMBERSHIP

1. That any resigning MRTA teacher, who has been a member of the Maple Ridge Teachers' Association for at least twenty (20) years, be given the same consideration as a retiring teacher.
(RA Nov 13, 1991)

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2. That membership information that includes addresses, phone number, social insurance numbers be classified confidential, and this information not be available to individual teachers or Committee Chairs. (RA Nov 13, 1991)

Policy Number M.3 - MEMBER RECOGNITION

That the Maple Ridge Teachers' Association endeavor to send letters of thanks to members who take on major projects on behalf of the membership. (Exec Mar 1, 1989)

Policy Number M.4 - MEMORIALS

That the Maple Ridge Teachers' Association donate fifty dollars (\$50.00) to the memorial fund of an active member if a memorial is established. (RA Feb 16, 1994, AGM May 21, 2014)

Policy Number M.5 - MENTORSHIP FUNDS (PROVINCIAL)

The follow policy is in relation to Mentorship funding identified in the Collective Agreement Letter of Understanding No. 16: *Early Career Mentorship*, which states:

"A one-time lump sum of Twelve Million Dollars (\$12,000,000) will be pro-rated between the sixty (60) school districts. The parties agree that BCTF shall determine how to allocate the Twelve Million Dollars (\$12,000,000) for early career teachers to engage in mentorship opportunities".

Purpose of the Provincial Mentorship funds the MRTA controls

1. The Provincial bodies have identified some parameters on spending these funds which includes:
 - a. That the funds **not** be used to purchase consumables, resources or technology.
 - b. That unused funds can roll over into the subsequent years.
 - c. Prioritized release time for teacher collaboration or peer mentorship.
 - d. That the following members be prioritized for mentorship opportunities:
 - Members in the first five (5) years of the teaching career.
 - Experienced members in their first or second year in a significantly different position.
 - Members who do not fit into one of the above categories but who self-identify as candidates.
2. The use of Provincial Mentorship funds for the Maple Ridge Teachers' Association /School District #42 (Maple Ridge-Pitt Meadows), (MRTA/SD42) will be:
 - a. Congruent with BCTF Recommendation 12: *The Principles of Teacher Mentorship* (adopted, 2018 BCTF AGM) (and attached below for information)
 - b. In alignment with the values and strategic directions that form the foundation of the educational culture of the MRTA and within SD42.
 - c. Used to provide additional SD42 Mentorship programming opportunities and **not** replace funding for already established SD42 mentorship practices.

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Process on Deciding how Funds are Spent

1. Joint MRTA / SD42 Committee, to be chaired by an MRTA member, where MRTA members have exclusive voting rights, will decide upon use, which consists of*:
 - a. at least two (2) MRTA release officers,
 - b. the MRTA Pro-D Committee Chair,
 - c. the Early Career Teacher Committee Chair,
 - d. a Mentorship Helping Teacher
 - e. and up to 3 SD42 employer representatives

*where multiple MRTA roles are held by a single person above, and additional MRTA Executive member may be part of the committee.

2. Mentorship use proposals may come to the Joint MRTA / SD42 Committee as submissions from the following applying bodies:
 - a. The MRTA Early Career Teacher Committee
 - b. The MRTA Professional Development Committee
 - c. The SD42 Mentorship Helping Teacher (which may also be in collaboration with the other Helping Teachers who may have tentative proposals of their own).
3. Based upon submissions received from bodies identified in M.5 (2), the Joint MRTA / SD42 Committee will put together an initial budgetary proposal, that is confirmed as "approved" by the **majority** of members prior to being submitted to SD42 Finance.
 - a. During the approval process, proposed edits and changes can be suggested to the applying body, especially where this builds consensus.
4. SD42 Finance will confirm or correct the MRTA/SD42 Committee initial budgetary proposal, creating a budgetary document to be approved by the **MRTA Executive Council**, giving final approval on the document prior to funds being committed for use.
 - a. As per usual MRTA process, there will be an opportunity once per month for the MRTA Executive Council to do final approval on the budgetary document submission.

(AGM May 18, 2022)

Policy Number O.1 - OFFICE

1. That all criticisms of the work done by the office staff be directed only to the President.

(Exec Nov 1992)
2. That in the future, the MRTA Working and Learning Conditions/Bargaining Committee negotiating a contract with the office staff consist of both male and female representatives.

(Exec June 1992, RA Mar 10, 1993, AGM May 21, 2014)

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Policy Number O.2 - OFFICE COMMUNICATIONS

1. That the MRTA First Vice-President be afforded a \$50/month cell phone allowance.
(GM Jan 20, 2016)

Policy Number P.1 - PARENT ADVOCACY PROGRAM

1. That teachers be encouraged to have a colleague or staff rep with them when a parent meeting is to include "parent advocates".
(RA Oct 18, 2000)

Policy Number P.2 - PAY INCREMENT SCALE

That the Maple Ridge Teachers' Association believes that it is in the best interest of the younger teachers and the teaching profession to have the length of the "pay increment scale" adjusted to no more than four years from start to maximum salary.
(RA Apr 19, 2000)

Policy Number P.3 - PICKET LINE VIOLATION POLICY

Possible Sanctions

- All members are expected to respect picket lines. It is common practice in unions that, for the duration of a strike, no member shall be permitted to keep any portion of salary paid to them by the employer as a result of crossing a picket line.
 - All sanctions applied must be seen to be fair in the circumstances; i.e. they must be commensurate with the gravity of the breach.
 - This list provides a number of choices available to be applied. The circumstances of each case will determine how many will be applied, and to what extent.
 - With the exception of any specified membership rights or obligations suspended by the Association through this procedure, all other rights and obligations of membership shall continue in full force and effect.
1. **Loss of Day's Pay**
 - a. automatic with any picket line crossing
 - b. considered a debt due and payable
 2. **Ineligibility for Strike Pay Where Applicable**
 - a. automatic with any picket line crossing
 - b. combine with #1 above
 3. **Warnings**
 - a. On-Site - informal status
- Executive Committee or Strike Committee
 - b. Written - from Executive

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4. **Written Reprimand**
 - a. automatic with any formal penalty
 - b. standard letter announcing the violations, the case, the hearing, the penalties.

5. **Ineligibility for Job Action Support Funds**
 - a. no access to any funds received from BCTF or other locals
 - b. no authorization for low-interest or interest-free loans

6. **Required Union Service/Attendance**
 - a. required service to the local in some capacity

7. **Publication**
 - a. of the violation and the penalty
 - b. of name
 - c. of details
 - d. in regular MRTA publications

8. **Suspension of Specified Membership Rights and Benefits: "Member Not in Good Standing"**
 - a. voting rights (except strike votes and Collective Agreement votes)
 - b. right to hold office
 - c. loss of "voice" at local meetings
 - d. committee membership
 - e. access to Professional Development funds
 - f. access to BCTF programs

Note: the following would still be required:

- a. payment of MRTA and BCTF fees
- b. grievance protection
- c. Collective Agreement benefits from the Board
- d. access to the Salary Indemnity Plan
- e. voting on strike action and Collective Agreement acceptance (Exec Jan 14, 2000)

Policy Number P.4 - PRESIDENT

1. That the MRTA President bring together committee chairs and inform them of their functions.
(GM Feb 17, 1971, AGM My 21, 2014)

2. That the MRTA President be renumerated at 110% of present salary to account for summer's work.
(RA Apr 16, 2003)

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Policy Number P.5 - PROVINCIAL EXAMS

That the Maple Ridge Teachers' Association adopt the British Columbia Teachers' Federation Executive Committee's position of advising members not to participate in the preparation or marking of Grade 12 provincial examinations. (GM Jan 25, 1984)

Policy Number R.1 - REPORTING ON STUDENTS

1. That any reporting format selected should be flexible enough to allow for individual teacher differences. (GM June 6, 1973)
2. That at least one school day should be set aside in both fall and spring for parent-teacher interviews and reporting. This day need not follow the pattern of the regular school day, but rather should be set aside so that the maximum number of parents are able to attend these interviews. (GM June 6, 1973)

Policy Number R.2 - RETIREMENTS

1. That all retiring teachers will be presented with gifts by the association. (Exec May 9, 1967)
2. That any resigning MRTA teacher, who has been a member of the Maple Ridge Teachers' for at least twenty (20) years, will be given the same consideration as a retiring teacher. (RA Nov 13, 1991)
3. That the MRTA contribute seventy-five dollars (\$75.00) per retiree to be provided either:
 - a) to schools where a retirement activity is planned, or
 - b) for a gift to be presented at the joint retirement tea. (RA Mar 22, 2006)

Policy Number R.3 - RELEASE OFFICERS, MRTA

1. That the salary of the MRTA Release Time Officers be paid a minimum of Category 5, at the top of the salary scale. (see also Policy P.6) (GM May 21, 2003, AGM May 21, 2014)

Policy Number S.1 - SCHOLARSHIPS AND BURSARIES

1. That the Maple Ridge Teachers' Association give six financial awards (2 scholarships, 4 bursaries) each year to students graduating from local secondary schools:

(RA Apr 16, 2003, AGM May 21, 2014, GM Feb 19/20)

 - (a) That the Maple Ridge Teachers' Association continue two scholarships, namely the Greta Hare Scholarship and the Paul Bondar Memorial Scholarship. (Exec Dec 5, 2001, AGM May 21, 2014)
 - (b) The Greta Hare Scholarship is available to a current member's son/daughter or step child, grandchild or step grandchild who is graduating from a secondary school in the amount of \$3,000 and the Paul Bondar Memorial Scholarship to be available to a current **or retired member's** son/daughter, and/or step-child, grandchild and/or step grandchild who is

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graduating from a secondary school in the amount of \$3,000.

(GM June 8, 1994, AGM May 21, 2014, GM Feb 19/20)

(c) At the discretion of the District #42 Scholarship Committee, three open bursaries of \$1000 each be awarded to a local graduating student going into post-secondary education and one bursary of \$1000 awarded to a local graduating student going into post-secondary education with the intention of becoming a teacher. (AGM May 21, 2014, GM Feb 19/20)

1.1 With respect to the Greta Hare and Paul Bondar Memorial Scholarships, the MRTA Scholarship Committee shall make a recommendation to the Executive Council, who shall determine the recipient of the award.

1.2 That in the distribution of the bursary awards, the Maple Ridge Teachers' Association is guided by the advice of the District Scholarship and Bursary Committee of School District #42 (Maple Ridge-Pitt Meadows) and the MRTA has received confirmation of acceptance for enrolment at an accredited post secondary institution. (AGM May 21, 2014)

2. That the awards are available to any student going to any university or college, including B.C.I.T.

3. That a separate bank account for Scholarship fund be maintained. Each year the amount of \$10,000.00 will be placed in this account and paid out to the six chosen recipients. (GM May 28, 1997, RA Apr 16, 2003, AGM May 21, 2014, GM Feb 19/20)

4. That financial awards will be held for up to 24 months from the date of the award. (AGM May 21, 2014)

5. That scholarship recipients be required to present proof of post-secondary registration prior to receiving their financial award. (GM June 8, 1994)

Policy Number S.2 - SCHOLARSHIP COMMITTEE

1. That the structure of the Scholarship Committee (headed by the Membership person) includes retired teachers, if available. (Exec Apr 4, 2007)

Policy Number S.3 - SCHOOL BASED ACTIVITIES - TEACHER INVOLVEMENT

1. That the Maple Ridge Teachers' Association believes that no teacher in the employ of 42 (Maple Ridge - Pitt Meadows) be requested or required to pay all or any part of school based or sponsored curricular or extra-curricular activity fees, admission charges, or transportation costs. (Exec Mar 24, 1982)

Policy Number S.4 - SCHOOL BASED TEAM IDENTIFICATION OF SPECIAL NEEDS STUDENTS

1. Whatever solutions or grievance resolutions we come up with for mainstream/integration MUST be a solution that works for ALL members; it must NOT be a solution for one teacher, one school, just elementary, just secondary, BUT FOR ALL MEMBERS.

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2. That we request that the Board modify the Inclusion model so that the Board can afford the model. (RA May 17, 2000)

Policy Number S.5 - SCHOOL STUDENT POPULATION

That the MRTA Rep Assembly direct the Executive Council to express to the School Board, that the number of students in an elementary school not exceed a population of five hundred (500). (RA Nov 17, 1999)

Policy Number S.6 - SOCIAL JUSTICE

1. That the Maple Ridge Teachers' Association support the concept of guaranteed yearly income and a livable wage.
2. That the Maple Ridge Teachers' Association endorse the implementation of inclusive programming across all grades K-12 that includes sexual orientation and gender identity, and the intersectionality of minoritized groups.
3. That the Maple Ridge Teachers' Association actively work toward an anti-racist community that is committed to an equitable experience for Black, Indigenous, and people of colour.
5. That the Maple Ridge Teachers' Association support the decolonization of our schools and the implementation of the Truth and Reconciliation Commission: Calls to Action. (AGM May 18, 2022)

Policy Number S.7 - SOCIAL JUSTICE INITIATIVES

1. That an amount of money, not to exceed two thousand five hundred dollars (\$2,500) be designated for promoting, celebrating, and donating to Social Justice causes, events, or initiatives.
2. Applications will be submitted to the MRTA Social Justice Committee in order to ensure that successful applications meet the criteria of the Social Justice Lens. The MRTA Social Justice Committee will then recommend applications to the governing bodies (Executive Council, Rep Assembly, or General Meeting).
3. Requests for funds must occur prior to April, with a reminder notice to be sent out in January to both MRTA Social Justice and Staff Representatives with grants/awards/donations to be made available by the end of September of the next school year.

Reconciliation of the approvals or account will occur in December to determine if funds remain, so that a call can be made in January for further applications.

3. Applications for initiatives that total over one thousand dollars (\$1,000) should first be submitted for a BCTF Social Justice Grant process, prior to submission to the MRTA. (AGM May 18, 2022)

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Policy Number S.8 - SPECIAL FUNDS

1. The following special funds are to be established and included in the annual budget and maintained at the following designated levels:

LEU Contractual Obligations	(per LEG/LEU Collective Agreement)
Reserve	\$75,000 (minimum)
Local Bargaining	\$15,000
Employee/Employer Relations	\$10,000 (maximum)
Union Support	\$3,500
Building/Office	\$15,000
Hardship	\$5,000 (additional monies by donation)
Scholarship Fund	\$7,000 (annually)

2. **Reserve Fund**

- 2.1 The Reserve Fund will provide for the continuous running of the MRTA office and the business of the MRTA during times of emergencies and extenuating circumstances.
- 2.2 The Reserve Fund will provide for cost overruns in Local Bargaining and Job Action.
- 2.3 The Reserve Fund will provide for cost overruns in Local Arbitration and Mediation.

3. **Local Bargaining Fund**

- 3.1 The Local Bargaining Fund will provide the resources needed for local bargaining. This includes release time for the Working and Learning Conditions/Bargaining/Negotiating committee/team.

4. **Employee/Employer Relations Fund**

- 4.1 The Employee/Employer Relations Fund will be used to support initiatives that improve employee/employer relations. The object of the initiatives will be to improve morale, social climate, teamwork, and/or communication across employee groups. The fund will be administered by the MRTA.
- 4.2 The Employee/Employer Relations Fund will provide funding for teachers to be involved in initiatives that include members of other unions, employee groups and/or employer representatives.
- 4.3 Any surpluses from the Employee/Employer Relations Fund be transferred to the Reserve Fund.
- 4.4 That a maximum of \$500 per year be made available from the Employee/Employer Relations Fund for MRTA initiated SD42 social events (organized by MRTA members for MRTA, CUPE, DEO staff), with prior approval of the MRTA Executive Council.

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5. **Union Solidarity Support Fund**

- 5.1 Union Solidarity Support Fund will provide financial support to other unions and locals.
- 5.2 That the policy for sending financial support to teacher associations within BC or Canada be:
 - 1. no donations until 6 days of strike or lockout;
 - 2. in no case shall a donation exceed \$2,500.00 in a strike or lockout.
- 5.3 That the policy for sending financial support to non-teaching, educational support staff unions in BC be:
 - 1. no donations until 6 days of strike or lockout;
 - 2. in no case shall a donation exceed \$2,500.00 in a strike or lockout.
- 5.4 That the policy for sending financial support to non-educational workers in BC be:
 - 1. no donations until 6 days of strike or lockout;
 - 2. in no case shall a donation exceed \$1,000.00 in a strike or lockout.

6. **Building/Office Fund**

- 6.1 The Building/Office Fund will provide for capital maintenance of MRTA equipment and the MRTA building.
- 6.2 The Building/Office Fund will provide for office equipment ever-greening.

7. **Hardship Fund**

- 7.1 The Hardship Fund will provide for financial hardship loans/grants to members during job action, following the approved application process.
- 7.2 The Hardship Fund will provide for limited financial hardship loans to members between job action, following the approved application process.
- 7.3 The MRTA Executive Council will appoint three (3) Executive Council members annually to administer the Hardship Fund and any applications to such. This group will be called the Hardship Committee.
- 7.4 Separate bank account only to be used for hardship.

8. **Scholarship Fund**

- 8.1 The Scholarship Fund will have \$7,000 added annually and be maintained at the appropriate level to ensure payout.
(GM May 1997, Exec Nov 1997, RA May 2010, GM Jan 21 2015, Exec Mar 4, 2015)

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Policy Number S.9 - STAFF COMMITTEES

1. That the District #42 School Staff Committees be requested to forward minutes of Staff Committee Meetings to the Maple Ridge Teachers' Association.
2. That in the event that the Staff Committee is to send a vetoed motion to the Superintendent that a copy be sent to the Maple Ridge Teachers' Association Office. (Exec. Oct. 15, 1988)

Policy Number S.10 - STAFF REPRESENTATIVES

1. That each school will elect their Staff Representatives by September 15th.
2. That all staff representatives be provided with the opportunity to receive staff rep training. (Exec Feb. 3, 1999)

Policy Number S.11 - STAFF REP BINDER

1. That the Maple Ridge Teachers' Association have a Policy Book Committee.
2. That the proposed policies be adopted by the Local Representative Assembly or General Meeting before they are included in the Staff Rep Binder.
3. That the Staff Rep Binder be constructed so that policies can be added or withdrawn easily.
4. That the Staff Rep Binder include the constitution and bylaws of the Maple Ridge Teachers' Association.
5. That this binder shall be supplied in sufficient quantities to provide for one copy in each school with staff less than 500 students, and two copies in each school with staff more than 500 students and that the care of the binders shall be the responsibility of the Staff Rep(s). (GM Jan 17, 1990)
6. The Staff Rep shall return these binders by June 15th to the MRTA Office by the Staff Rep. They will be returned in the new school year with all Policy Changes and Constitution and Bylaw amendments. (GM Jan 17, 1990)
7. The binders shall be reissued to Staff Reps each fall during the first Local Representative Assembly Meeting. (GM Apr 1, 1982)

Policy Number S.12 - STANDING COMMITTEES

That unless otherwise decided at a General Meeting, all standing committees shall consist of seven members. (GM June 10, 1987)

That Article 3 of bylaw 7 states that "Standing Committees shall be subject to direction from the General Membership and to the Executive Council between General Meetings".

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That to provide committee members an opportunity to plan and become involved in activities of benefit to the members of the Maple Ridge Teachers' Association, the following may be recognized as areas of general responsibility:

A. Working and Learning Conditions/Bargaining Committee:

1. That the Maple Ridge Teachers' Association, prior to the commencement of bargaining, establish an elected MRTA Negotiations Committee, whose duty it shall be to carry out all negotiations with the Board of Education on behalf of the members of the Association, to the point of ratification.
2. That the Association will establish and maintain an elected MRTA Working and Learning Conditions/Bargaining Committee whose duties include support for the Negotiations Committee/Team. Members may be on both committees as determined through local elections.
3. The role of the MRTA Working and Learning Conditions/Bargaining Committee shall include the following responsibilities:
 - a. To monitor the school district budget.
 - b. To liaise with the BCTF Working & Learning Conditions (WLC) Committee.
 - c. To monitor, study, and make recommendations for improving local working and learning conditions. Specifically:
 - i. To raise awareness of, and advocate for, the improvement of teaching and learning conditions.
 - ii. To study and analyze information on the provision and allocation of resources to schools.
 - iii. To study and analyze the workload of teachers and the quality and equity of learning opportunities provided to students.
 - iv. To develop strategies and provide advice to the Negotiations Committee/Team and the Executive Council to help achieve improved working and learning conditions through local bargaining and other actions.
 - v. To provide ongoing advice on the bargaining objectives set by the membership.
 - d. To address any other matters arising out of working and learning conditions.

(RA April 20, 2016)

B. Communications Committee:

1. Oversee regular or periodic internal communications of the Maple Ridge Teachers' Association in an appropriate manner.
2. Liaison with District officials concerning agreed-upon communication programs.
3. Oversee special projects of communications such as Political Action approved by the General Membership and/or the Executive.

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4. Liaison with the Communications Division of the British Columbia Teachers' Federation.
5. Oversee budget allotted for its activities.

C. Professional Development Committee:

1. Oversee the Joint In-Service fund for the benefit of members according to the policy on Professional Development.
2. Oversee the Maple Ridge Teachers' Association Convention.
3. Assist in directing Curriculum Development within the District.
4. Liaison with PSA groups and school staffs wishing to promote professional development.
5. Negotiation with District Staff programs approved by the membership for professional development.
6. Liaison with Professional Development Division of the British Columbia Teachers' Federation.
7. Oversee budget allotted for these activities. (Exec June 6, 1979)

D. Early Career Teacher Committee:

1. That the Maple Ridge Teachers' Association establish a Standing Committee of Early Career Teachers. (GM Jan 17, 1990, AGM May 28, 2008, GM Jan 20, 2016)
2. That an Early Career Teacher representative be elected to the Maple Ridge Teachers' Association Executive Council. (GM Jan 17, 1990, AGM May 28, 2008, GM Jan 20, 2016)

Policy Number S.13 - SUMMER CONFERENCE OF THE BRITISH COLUMBIA TEACHERS' FED.

1. That people who attend summer conference be issued an additional \$35.00 per day for each day they attend. (Exec June 15, 1994, AGM May 21, 2014)

Policy Number S.14 - SUMMER PROFESSIONAL DEVELOPMENT

That all non-instructional days be held during the normal school calendar (Labour Day to June 30th of the following year). (RA Mar 13, 2002)

Policy Number S.15 - SUPPORT FUND

That the policy for sending financial support to teacher associations within B.C. or Canada be:

1. No donations until 6 days of strike or lockout;
2. In no case shall a donation exceed \$2,500.00 in a strike or lockout.

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That the policy for sending financial support to non-teaching, educational support staff BC unions be:

1. No donations until 6 days of strike or lockout;
2. In no case shall a donation exceed \$2,500.00 in a strike or lockout.

That the policy for sending financial support to non-educational workers in B.C. be:

1. No donations until 6 days of strike or lockout;
2. In no case shall a donation exceed \$1,000.00 in a strike or lockout. (RA Mar 12, 1997)

Policy Number S.16 - SURVEYS

That the MRTA only encourage teachers to participate in surveys when issues of protection of privacy, confidentiality, and voluntary participation are addressed. (RA Mar 10, 1999)

Policy Number T.1 - TEACHERS' LEGAL STATUS

That in the past, certain situations have arisen wherein individual teachers have found themselves in positions where they felt their legal status was unclear. That the following guidelines are hereby recommended to members if they ever find themselves in a situation that is one of either harassment or intimidation:

1. Insist upon being accompanied by a person of his/her choice at any meeting at which he/she feel his/her professional welfare may be threatened.
2. Take notes at any such meeting so that these notes can be reviewed at a later date.
3. That in the case of a special request, unusual offer, or statement made regarding his/her status of employment, ask that it be put in writing so that it may be studied and written response be given by the teacher. In any case of this kind the teacher should also ask for specific reference to the Schools Act or other relevant legislation.
4. That except in emergency situations, nothing should be signed until it is carefully considered and possible consequences have been reviewed. Where the employer or representative of management demands an answer or signature to a document without providing the teacher an opportunity to review it, this lack of opportunity should be noted on the document that is being signed.
5. If in doubt at any time about serious matters concerning your professional status or welfare, a member should contact his/her Association President immediately. If the teacher cannot reach the President, then contact one of the Association Vice-Presidents. (Exec Jan 20, 1982)

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Policy Number T.2 - TEACHERS TEACHING ON CALL

1. That the Maple Ridge Teachers' Association strenuously oppose any measure to limit the work opportunities of Teachers Teaching on Call by imposing an increased work-load on regular staff to "cover" for absent teachers. (GM Jan 29, 1972)
2. That when due to educational cut-backs, a teacher-librarian is either TTOCing or teaching part-time in a regular classroom, his/her library should be closed for that time. (GM May 6, 1985)
3. That Teachers Teaching on Call in Maple Ridge be restricted to those who are Members of the British Columbia Teachers' Federation/Maple Ridge Teachers' Association. (GM May 6, 1985)
4. That Teachers Teaching on Call be considered one unit for the purpose of representation on the Maple Ridge Teachers' Association Local Representative Assembly. Membership is to be determined from the Teacher on Call list of the previous June. (GM May 6, 1985)
5. As per Bylaw 5e) - Teachers Teaching on Call who are members of the Association are considered a separate staff for the purpose of Bylaw 5. Representatives to the Local Representative Assembly for a school year will be based on the number of active Teachers Teaching on Call who are not on a school list, who have voting rights for this Association, and who are members as of September 15 of each year. (GM Sept 25, 1991)
6. That the MRTA continue to press the Board to hire more TTOCs and to improve the working conditions of TTOCs and that the MRTA does not accept the hiring of permanent TTOCs to relieve the TTOC shortage. (Exec Feb 2, 2000)
7. That the Board should increase its funding for TTOCs for Pro-D purposes to reflect the present cost of TTOCs and the increasing number of FTEs since the present contract language was negotiated. (Exec Apr 4, 2001)

Policy Number T.3 - TEACHERS WORK

1. That no teacher will perform the duties of a discontinued or cutback teachers' position.
2. That no MRTA member ask another MRTA member to do more than one teaching assignment. (RA May 18, 1994)

Policy Number T.4 - SAFEGUARDING TEMPORARY TEACHERS' POSITIONS

1. That the Maple Ridge Teachers' Association adopts policy that no further hiring of professional staff from outside the district occur without written notice of all vacant district positions to all professional staff both on continuing and temporary appointment within the district.
2. That no person be hired from outside the district for any position for which there are qualified staff on temporary appointment within the district.

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Policy Number T.5 - TRAINING (MRTA REPRESENTATIVES)

That teachers who work part-time and wish to attend MRTA representative training activities set on days they would not normally work be offered/given a teacher on call day in lieu, which is to be used within three (3) months. (Exec Feb 6, 2008)

Policy Number T.6 - TREASURER

1. That the Treasurer present a budget of proposed expenditures for the year to the Annual General Meeting of each year, and suggest a fee to cover these expenditures. (GM Oct 2, 1974)
2. That the account books of the Maple Ridge Teachers' Association shall be audited at the end of each fiscal year. (GM May 26, 1970)
3. That the financial year of the association coincides with the term of office of the treasurer, from July 1 to June 30 of the following year.
4. That we have no more than \$100,000.00 in any one financial institution, or the amount of deposit insurance of that institution, whichever is less. (GM Jan 26, 1994)

Note: The duties of the treasurer are specifically laid out in bylaw 11 (e).

Policy Number T.6a - SUPPLEMENT - PAYMENT OF BILLS

1. That an officer or committee chair shall seek approval from the Representative Assembly and/or Executive Council to exceed budgetary limits, and that such approval may be granted retroactively. (GM June 8, 1994)
2. That all expenditure requests are coordinated through the MRTA Table Officers before purchases are made. Requests for expenditures should be supported by motions where possible.
3. The President or designate shall be responsible to authorize the payment of bills. (Exec Mar 1, 2017)

Policy Number T.7 - TRUSTEE ELECTIONS

1. That the Maple Ridge Teachers' Association form a sub-committee to organize an all candidates meeting for those running for School Trustee. (Exec Oct 20, 1999)
2. That the Maple Ridge Teachers' Association have a slate of candidates that we endorse for the school trustee elections, provided that the endorsement can be done in a timely fashion by a sub-committee of the Executive Council. (Exec Nov 3, 1999)

Maple Ridge Teachers' Association

POLICY BOOK CONTENTS

Policy Number U.1 - UNEMPLOYED TEACHERS

1. That a teacher who possess a valid B.C. certificate, and who is presently unemployed, may be granted associate membership in the Maple Ridge Teachers' Association, such associate membership to carry a nominal fee, to be non-voting and non-office holding at the Executive level, and the total number of associate members in the association not exceed ten per cent of the regular membership. (GM Dec 19, 1973)
2. That laid off teachers be automatically continued as members from date of lay-off until end of current school year. (GM May 6, 1985)

Policy Number U.2 - UNION GOODS

That the General Membership of the Maple Ridge Teachers' Association purchase union made goods where possible and that goods and services be purchased from or through unionized firms where such union supplies are available. (Exec Sept 12, 1984)

Policy Number U.3 - UNITED WAY APPEAL

That the Maple Ridge Teachers' Association does not support the United Way Appeal as an association but encourages members to support this organization as individuals. (GM Jan 26, 1970)

Policy Number V.1 - VICE-PRESIDENT

That the salary of MRTA Release Time Officers (President and First Vice-President) be paid at a minimum of Category 5, with twelve (12) years of experience, effective September 2003. (see also policy P.6 & R.3) (GM May 2003)

Policy Number W.1 - WOMEN

That the Maple Ridge Teachers' Association requests the Board to refer to all women as "Ms" unless specifically asked to do otherwise. (GM Oct 2, 1974)

Policy Number W.2 - WORK IN SCHOOL

1. That teachers do not perform work normally done by non-teaching employees of Local 42.
2. That members will not work with strike-breakers. (GM May 26, 1971)
3. That all schools give clear direction that no grounds work should be integrated into our curriculum as it interferes with CUPE jobs. (RA Oct 16, 1991)

Policy Number Y.1 - YEAR ROUND SCHOOLS

That no member participates in a committee to study year round schools unless that member is endorsed by the Executive Council of the Maple Ridge Teachers' Association. (Exec Oct 9, 1991)

/em

as at Sept 30, 2022

leu42:usw-2009

Path: MRTA Policies @ Sept 30, 2022 Policies/Constitution/Bylaws/Policies/HD; Secondary Path: MRTA Policies 2021/22/MW Sept 2022