



Nunavut Teachers' Association

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Nunavut Teachers' Association Substitute Teacher Guide

Introduction

With recent changes to how substitute teachers in Nunavut are employed and paid, we have seen a rise in questions and issues raised regarding substitutes at the NTA Office. This guide is intended to address some of the most frequently asked questions regarding substitute teaching opportunities in Nunavut.

This guide is in no way intended to replace information found regarding substitute teaching in the NTA - GN Collective Agreement. Substitute teachers, like all other NTA members, are advised to access the Collective Agreement via <http://ntanu.ca/nta-documents/> to access more complete information on their terms and conditions of employment.

In this document, “NTA” refers to the Nunavut Teachers’ Association. “Employer” refers to the Government of Nunavut.

Should you have further questions, please do not hesitate to contact the NTA Office:

Heather Campbell

NTA Members Services Administrator

NTA Office

Iqaluit NU

(867) 979 0750 ext 225

Heather@ntanu.ca

As a substitute teacher, am I also an NTA member?

All teachers in the K - 12 public education system in Nunavut must be members of the Nunavut Teachers' Association in order to teach. Substitute teachers are full dues paying members on the days that they teach. NTA dues are automatically deducted from substitute teacher pay, and are remitted from the Government of Nunavut to the NTA on a regular basis.

From NTA Bylaw 2:

Membership Fee

The Nunavut Teachers' Association membership fee shall be 1.7% of the employees' salary. Salary shall include salary grid placement plus supervisory/ administration allowances, language allowances and professional allowances.

There are a number of benefits that substitute teachers are entitled to on the days they are employed, however, there are some benefits that term or indeterminate NTA members are entitled to that substitute teachers are not entitled to. For more information on specifics, please refer to the current collective agreement document posted at <http://ntanu.ca/nta-documents/>

How will the NTA know what days I am substitute teaching?

Principals are required to submit monthly substitute teacher reports to the NTA, as per article 10.07 in the NTA - GN Collective Agreement:

Each month of the Academic Year, each Principal shall provide the Association and the Executive Director with a list of Substitute Teachers employed in the Principal's school that month, and the number of days worked by each Substitute Teacher.

Will I be paid the same way as regular NTA members?

In the past, there was a daily rate of pay set out in the NTA - GN Collective Agreement for unqualified substitute teachers. There was a different daily rate set for qualified teachers. If a qualified teacher had substituted for the same teacher in the same position for more than 5 consecutive days, they were paid according to their qualifications and experience according to where they were placed on the salary grid for NTA members by the registrar.

Since July 1, 2013, this is no longer the case. Substitute teachers are now casual GN employees. It is very important that you read your casual staffing action form, and are aware of your pay and benefits described on that form. It is also very important that you have your Criminal Record Check (CRC) done and submitted to your employer before you enter a classroom.

Currently, substitute teachers are paid as follows (from the NTA - GN Collective Agreement):

(1) A person who holds no teaching qualification and is hired to perform the duties of a Substitute Teacher will be paid the daily rate of \$150.

(2) A person who holds a valid teaching qualification and is hired to perform the duties of a Substitute Teacher will be paid at the daily rate equivalent to Step 1 on the appropriate salary scale set out in Appendix C, for the level for which he/she has received certification. The daily rate shall be calculated by dividing the appropriate salary scale by 195.

(3) If a substitute teacher is called in to substitute for up to half of a regularly scheduled school day, he/she shall be paid at one-half (1/2) of the appropriate daily rate. If he/she is called in for more than half of a regularly schedule school day, he/she shall be paid for a full day at the appropriate daily rate.

With respect to those in category (2) above, qualified substitute teachers, if your salary placement has not been completed before you begin teaching, you are eligible for retroactive pay once your teaching qualifications have been assessed. Conversely, if you have been overpaid, you can expect to have to repay any overpayment back to the employer, through retroactive pay deductions if you are still employed, or via payment of an invoice if you are no longer working for the GN when the overpayment has been discovered.

NTA strongly suggests any substitute teachers who think they may be being overpaid alert their payroll officer of the overpayment as soon as it is discovered. If you are continuing as an NTA substitute or regular teacher, you are obliged to repay no more than 10% of your gross pay for each pay period, unless you have previously agreed on more than 10%. If you are not continuing on in an NTA position, you will be invoiced for the amount of the overpayment.

From the NTA - GN Collective Agreement with respect to teaching qualifications:

APPENDIX A2 QUALIFICATIONS

A2.01 (1) Level A - Inuit Language and Cultural Specialists certification.

(2) Level 1- One (1) year of teacher education.

(3) Level 2 - Two (2) years of teacher education.

- (4) Level 3 - Three (3) years of teacher education.
- (5) Level 4 - Four (4) years of teacher education which includes at least one degree.
- (6) Level 5 - Five (5) years of teacher education which includes at least one degree.
- (7) Level 6 - Six (6) years of teacher education which includes at least one degree.

A2.02 For Article A2.01, "teacher education" refers to years of post-secondary training. It must include one (1) year of study leading to the granting of a recognized teaching certificate. It may also include successfully completed years of university study up to a maximum of six (6) years.

A2.03 Within sixty (60) days of becoming an employee under Article 11.02, the Teacher shall submit proof of qualifications, for certification purposes, to the Registrar of the Nunavut Education Qualification Service.

A2.04 A Teacher employed for 15 or more consecutive days will be placed at the appropriate step of the salary grid retroactive to the date the duties started.

The Allowance provided for in Appendix A4 is also retroactive to the date the duties started.

The Teacher is responsible for providing verification of qualifications and teaching experience.

A2.05

- (1) The Registrar or designate will evaluate a Teacher's qualifications for Salary purposes.
- (2) If a Teacher disagrees with the Salary placement, the Nunavut Education Qualification Service is used to determine placement.
- (3) A Teacher who has acquired additional education and is requesting a re- evaluation is responsible for notifying the Registrar in writing with appropriate documentation.
- (4) The Registrar advises the Teacher and the Executive Director who then advises the Department of Finance of the placement. The Department of Finance takes appropriate pay action.
- (5) The effective date of any adjustment to salaries for increased teacher education is the date the Registrar receives the notice referred to in Article A2.05 (3).

A2.06 Original documents or official validated copies are necessary as proof of qualifications.

A2.07 Teachers being paid at Levels 4, 5 or 6 when this Agreement is implemented will continue to be paid within their appropriate pay level until their academic qualifications meet the requirements of a higher level.

A2.08 The requirement for a degree in Levels 4 and 5 do not apply to Teachers of a vocational program who are granted credit for a journeyman's standing by an accredited Canadian teachers training institution and who hold a valid vocational teaching certificate.

The current salary grid for qualified substitute teachers is as follows:

Effective July 1, 2015

STEP	YEARS OF EXPERIENCE	LEVELS						
		ILCS	1	2	3	4	5	6
1	0	58,658	60,629	63,910	67,358	72,800	76,635	79,888

Am I eligible for Nunavut Northern Allowance?

Substitute teachers are eligible for Nunavut Northern Allowance rates for their community, as outlined in Appendix B1 of the NTA - GN Collective Agreement. Nunavut Northern Allowance for substitute teachers is on a pro - rated basis according to the number of days actually worked.

Who should I contact if I don't think my pay is correct, or if I have questions about my pay?

You should first contact the regional payroll officer assigned to your school. Regional finance offices are located in Iqaluit, Rankin Inlet, and Cambridge Bay. Your Principal should have the name and contact information for the payroll officer assigned to your school.

Information on some pay issues may be explained best by Regional School Operations' HR staff, or the Registrar's Office. Regional School Operations offices are located in Pond Inlet, Baker Lake, and Kugluktuk. Your Principal should have the name and contact information for your regional HR staff.

The Registrar's office is located in Arviat;

Ida Suluk, Registrar
Government of Nunavut, Department of Education
Arviat, NU

ISULUK@gov.nu.ca

(867) 857 3081

If none of the offices above is able to provide you with information, or you still have questions, please contact the NTA Office: (867) 979 0750 ext 225.

What if I am substituting for a Student Support Assistant (SSA)?

SSA's, School Community Counselors, School Secretaries and Office Managers, and Custodians are members of the Nunavut Employees Union (NEU), not the Nunavut Teachers' Association. As such, when filling in for one of these types of school employees, your pay would be based on the NEU - GN Collective Agreement.

Am I eligible for Professional Development benefits?

During a school's 5 "Professional Development" days, teachers may be engaged in individual, school, or conference PD Activities.

Substitute teachers are not eligible for funding for these days.

Teachers are also eligible for a number of other Professional Development programs such as Short Term Assistance programs, Education leave programs and Inuit Language Training programs. Substitute teachers are not eligible for these programs.

Am I eligible for relocation benefits?

Substitute teachers are not eligible for relocation or removal benefits.

If I am a qualified substitute teacher, shouldn't I be called in to work before other substitute teachers in my community who are not qualified?

OR

If I am a substitute teacher who has been in the community for a long time, shouldn't I be called in to work before other substitute teachers who are new in my community?

The NTA and the GN have agreed that nothing in the Collective Agreement, or the new Memorandum of Understanding shall guarantee any Substitute Teacher minimum or maximum hours of work.

NTA supports our administrators in using their professional judgment to decide which substitute teachers are most suitable for particular teaching assignments on a particular day.

If you are concerned about how often you are getting called in to substitute teach, you should have a discussion with the Principal(s) in your community about what they are looking for in a substitute teacher.

If I was engaged to be a substitute teacher for a day, and then afterward school was cancelled, am I still entitled to be paid?

Yes. If you were contracted (verbally or in writing) to be a substitute teacher on a particular day, and your contract was not cancelled prior to the school being closed, you are entitled to pay for that day.

As a substitute teacher, am I required to fill in for other classes when the teacher I am substituting for has a “prep” class? What about other duties like report cards, planning classes and assessment?

According to the NTA - GN Collective Agreement, the assignment of duties in a school is the prerogative of the school administration. As such, substitute teachers can be assigned duties by the school Principal within reason. If you have particular questions about what NTA considers reasonable, please contact Heather Campbell at the NTA Office.

Am I eligible to participate in NTA Activities, such as elections?

If you are substitute teaching on the day an NTA vote is to take place, you are eligible to vote in the election, or Collective Agreement ratification vote. You are not eligible to run for any NTA positions.

Am I able to have access to an NTA email account, or the Members Secure area of the NTA website?

NTA does not provide NTA email accounts (which is what is needed to access the Members Secure section of our website) for substitute teachers. For that reason, a great deal of NTA information (including many NTA documents) is available on the public sections of www.ntanu.ca.

As a substitute teacher, am I required to participate in the NTA Staff Evaluation process?

Substitute teachers are not required to participate in the performance evaluation process for NTA members.

The teacher I am substituting for has not been available to work for a long time, and the Principal tells me that he or she may not be coming back. Should I be able to have a term or indeterminate contract, and the pay and benefits that come with it?

NTA expects that when the Employer knows when a teacher will be returning, and that date extends beyond 6 - 8 weeks, that their vacant position should be filled by a term teacher for that period of time.

This means that the position should be advertised, as all NTA positions are expected to be advertised as per Article 7 in the NTA - GN Collective Agreement.

If I am already filling in for that teacher, should I get preference for the term position if it is advertised?

There is an agreed upon hiring priority for NTA positions. This is not contained in the Collective Agreement, but is negotiated each year between the Department of Education and the Nunavut Teachers' Association.

The hiring priority for 2015 - 16 is as follows:

Priority Zero:

Those individuals returning from some form of approved leave with no specific position held for their return. This would include individuals returning from Education Leave, Maternity Leave or Leave Without Pay would be categorized as priority zero. Also, candidates who have been laid off due to staffing reductions as a result of declining enrolment would be priority zero.

Priority One:

Nunavut Land Claim Beneficiaries

Priority Two:

Residents of Nunavut

- a) First priority will be given to teachers that have successfully completed their two year probationary period and are current Government of Nunavut employees;
- b) Second priority will be given to current Government of Nunavut employees with at least one year (365 days) of residency in Nunavut at the time of the closing of a competition.

Priority Three:

All other qualified candidates.

All candidates who are not categorized as priority 0-2 are granted interviews based on the same criteria and a tie-breaker is this clause, "If candidates are equally suitable, preference will be given to those currently residing in Nunavut for less than one calendar year." should it be required.

If I am hired into a term or indeterminate contract, am I eligible for removal benefits?

If you are hired from within the community you are substitute teaching in, as a priority 2b candidate, then you would not be eligible for removal benefits.

Am I eligible for staff housing as a substitute teacher? If I am hired into a term or indeterminate contract, am I eligible for staff housing?

Generally, staff housing is not made available for substitute teachers.

Staff housing availability for NTA positions is usually specified within a job advertisement. The advertisement will state that there is, or there is not staff housing available for the position.

Candidates should remember that staff housing in Nunavut is not a right for employees. If you are hired into a term or indeterminate teaching position for which staff housing was advertised, you will still have to apply for staff housing.

According to the Public Service Act, NTA and NEU are not able to negotiate any terms and conditions of employment with regard to staff housing. Any questions you may have about your eligibility, selection or assignment for staff housing should be directed to the Nunavut Housing Corporation.

What if something bad happens to me on a day when I am substitute teaching, I am harassed or suffer ill treatment by students or others in the school?

You should first report any incidents to your school administration. This is the usual avenue to have school safety incidents handled.

NTA has “Teacher Safety Report” forms available in all four languages, on our website at <http://ntanu.ca/nta-documents/> you can also file a report with NTA, following the directions on the form.

What if I am accused of inappropriate conduct related to my work on a day when I am a substitute teacher in an NTA position?

You can contact the NTA Office for guidance and support: (867) 979 0750 ext 225.

*I have other, specific questions that have not been addressed in this document.
Who can I contact for help?*

Should you have further questions, please do not hesitate to contact the NTA Office:

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