

# Battle River Local No. 32

## POLICY MANUAL

### 2021-2022

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2021/2022 Policy Review Committee: Karin Brusse-Paterson, Emily Kennedy, Denise Shostak,  
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# 1.ANNUAL REPRESENTATIVE ASSEMBLY

1. The committee will consist of the number of delegates determined by provincial ATA. The Local President is a member of the committee. Other delegates, plus one alternate will be elected at the Annual General Meeting (AGM).
2. The unelected candidate for ARA delegate, with the highest number of votes shall serve as alternate. In the event that no member is serving as alternate delegate, the Executive committee will appoint a member to the position. The alternate delegate shall attend all pre-ARA meetings but will not attend the Annual Representative Assembly in May unless a committee delegate is unable to attend.
3. ARA delegates shall be informed of the numbers of sessions and the pre ARA meetings that they are expected to attend in addition to the following:
  - a. Local Council Meetings.
  - b. ARA Committee Meetings; prepare resolutions for Local consideration.
  - C. Central East District Reps Meeting**
  - D. Annual Representative Assembly.
4. After the resolutions of the forthcoming ARA have been distributed by the Association, the Local's ARA Committee shall make recommendations on such to a pre ARA meeting of the ARA delegates of Battle River Local. **Such a meeting may occur in either the format of 3(b) or 3(c)**
5. ARA Delegates will be compensated for the cost of 3 nights' accommodation, meals and mileage to attend the Annual Representative Assembly. Delegates will be advanced money toward their expenses at the following rate:
  - a. \$1,500 – for Edmonton
  - b. \$1,825 – for Calgary
  - C. \$500 -Virtual Meeting**
  - d. Receipts for expenses compensated must be submitted following the Annual Representative Assembly for record keeping purposes.
  - e. Such expenses may be reviewed and revised by the Executive in January and presented as part of the next-year's budget at the January Local Council meeting.
6. It is the professional obligation of each delegate to attend this assembly in its entirety, unless an emergency arises. An ARA Delegate of the Local who is absent for a half day or more from a session of an Annual Representative Assembly may be required to explain such absence to the Local Executive. The Executive may require the absentee to return a prorated portion of their expense advance to the Local.
7. A report of the proceedings of all representative assemblies of The Alberta Teachers' Association will be made at the annual General Meeting following ARA.
8. At ARA, a donation of **\$500 on behalf of the membership** will be made to the Education Trust, from Battle River Local #32.

## 2.CONFERENCES

***It is the professional obligation of each delegate to attend their conference in its entirety unless an emergency arises.***

### BEGINNING TEACHERS CONFERENCE

1. School Administration will be asked to notify the beginning teachers in their schools and to advise them that the Local will offer some financial support.
2. A representative of the Local will contact Battle River School Division (BRSD) to seek assistance with substitute teacher costs.
3. The Executive Committee, **in consultation with BRSD**, will determine the number of delegates sponsored each year.
4. Attendance must be at the closest conference unless prior approval granted by the Executive.
5. Qualifications:
  - a. Attendee must be new, or in their second year of teaching.
  - b. Attendee may only attend once.
6. Financial support:
  - a. Full coverage for two nights of standard accommodation at ATA rates where applicable.
  - b. Meals and mileage as per provincial ATA guidelines.
  - c. All receipts must be submitted either electronically or standard mail to the Local treasurer within 60 days of the conference. Members are responsible for retaining all their original receipts should they be required for audit purposes.

### SUBSTITUTE TEACHERS CONFERENCE

1. Each year Battle River Local #32 will support up to two substitute teacher attendees to the Substitute Teacher Conference in Edmonton as follows:
  - a. Conference registration fee,
  - b. Full coverage for one night of standard accommodation at ATA rates where applicable.
  - c. Meals and mileage as per provincial ATA guidelines.
  - d. All original receipts must be submitted to the Local treasurer within 60 days of the conference. Members are responsible for retaining all their original receipts should they be required for audit purposes.

### SUMMER CONFERENCE

1. In selecting delegates to the ATA annual Summer Conference, the following criteria shall apply, **in order of precedence:**
  - a. **Give priority to members serving on related committees in the upcoming year.**
  - b. Give priority to members **who have not previously taken the same course and meet ATA criteria**
  - c. **Consider the needs of the local including succession planning**
  - d. Adhere to other limits set by the Association
2. The **Local Council** shall make selections for the Local's delegation to Summer Conference **in the**

**spring of the year ahead of Summer Conference, considering members who volunteer to attend.**

- a. **Members seeking to attend should volunteer at a spring meeting of Local Council**
- b. **The request of volunteers will be included in the agenda sent prior to the meeting.**

3. **Local Council** shall delegate to the **Executive** the responsibility for filling positions which arise or remain vacant after the last Executive meeting of the year.

4. Financial Support to a maximum claim of \$3,000 as per the following:

- a. Accommodation:
    - i. Local's pre-booked hotel room, (This cost will be calculated and subtracted off maximum claim amount) **OR**
    - ii. Accommodation of choice with supporting receipts
  - b. Meals and mileage as per provincial ATA guidelines
  - c. other expenses with supporting receipts such as park pass, (as per provincial guidelines). d.
- All receipts must be submitted either electronically or standard mail to the Local treasurer within 60 days of the conference. Members are responsible for retaining all their original receipts should they be required for audit purposes.

### **3. EXPENSES**

1. For all approved expenses, receipts must be submitted either electronically or standard mail to the Local treasurer within 60 days of the conference/meeting/**professional development** and prior to June 15<sup>th</sup> of that active school year or submission deadline date, (whichever comes first).
2. Members are responsible for retaining all their original receipts should they be required for audit purposes **until completion of the next fiscal year.**
3. An appeal committee will hear all local association expense appeals.
  - a. The appeal committee will comprise the past president, secretary, and local communications officer.
  - b. Appeals must be submitted within 30 days of the treasurer's decision. Appeals must be heard within 30 days of receipt of the appeal.
4. Members of Local Council attending to Local Council business (i.e., meetings, conferences) will be reimbursed as follows:
  - a. Kilometrage at the same rate set by Provincial Executive Council **shall be paid to those in attendance from workplace or home, whichever is closer, unless the member lives and /or works within Camrose city limits.**
  - b. Meals and mileage as per provincial ATA guidelines.
  - c. Full coverage of standard accommodation at ATA rates where applicable
5. In the event that a local designate to a conference is absent for a half day or more, the executive may require the absentee to return a prorated portion of their reimbursement claim.

### **\*4. PROFESSIONAL DEVELOPMENT**

1. **Financial assistance may be accessed up to 3x per school year for an annual maximum amount of \$800 for any eligible learning activity. Eligible activities may include (but are not exclusive to): Conferences, Workshops, Course Tuition (online or face-to-face), Specialist Councils, Mentoring, and Subsistence (mileage, hotel, meals)**
2. **Reimbursements may be prorated based on the number of applicants and the budget line allocated.**
3. **All receipts must be submitted either electronically or standard mail to the Local treasurer within 60 days of the conclusion of the Professional Development. Members are responsible for retaining all their original receipts, should they be required for audit purposes.**

## 5.HONORARIA

1. In recognition of commitment and time to Battle River Local #32 business, the members in the following positions will receive honoraria.

a.

<b>Position</b>	<b>Honourarium \$</b>	Honarium for a Local Negotiating Year or Election	<b>Sub Days for Local business (in addition to the 3 days in the Collective Agreement</b>
President	\$2000	\$1,800	3
Vice President	\$850		-
Past President	\$850		-
Secretary	\$1,800		3
Treasurer	\$1,800		3
Local Communication Officer	\$850		3
<b>Political Engagement Officer</b>	<b>\$850</b>		
Negotiation Sub-Committee Chair	\$350	\$550	-
Teacher Welfare Committee Chair	\$550	\$550	-
Negotiation Sub-Committee Member	\$200	\$350	-
Teacher Welfare Committee Member	\$300	\$350	-
Professional Development Chair	\$550		-
Professional Development Secretary	\$200		-
Political Action	\$200	\$350	-
<b>Political Engagement Member</b>		<b>\$200</b>	
<b>Diversity Equity Human Rights Committee Chair</b>	<b>\$550</b>		
<b>DEHR Committee Member</b>	<b>\$200</b>		
<b>Policy Review Committee</b>	<b>\$200</b>		

2. All honorarium amounts must be approved by the Local Council.
3. All honoraria shall be paid in June, and shall be prorated according to that portion of the school year during which the member has served in the position (by month).
4. A T4 will be issued to each recipient by the Alberta Teachers' Association.

## 6.INDUCTION

1. "The Alberta Teachers' Association deems it desirable that all persons entering the teaching profession for the first time be called upon to participate in a ceremony of recognition and acknowledgement of their responsibility to their pupils, parents, colleges and country. The purpose of this ceremony, uniform throughout the province, is to present an opportunity for new teachers to pledge allegiance to the profession." (ATA Induction Ceremony Document)
2. Induction planning and ceremonies are the responsibility of the Vice President and the Secretary, or their designates.
3. Teachers who are active members not previously inducted into the Alberta Teachers' Association in the Province of Alberta and teachers new to the profession **are eligible to participate in Induction**, regardless of contract status **including**:
  - a. **Temporary**
  - b. **Interim**
  - c. **Probationary**
  - d. **substitute teacher**
4. The Induction shall consist of a supper with the following attending free of charge:
  - a. **Inductees**
  - b. **members of Local Council**
  - c. **one guest per inductee**
  - d. **people designated to introduce each inductee**
  - e. **any others invited to speak at the ceremony.**
5. The school rep. or principal, or other designated person shall introduce the inductee from the podium.

## 7.POLICY REVIEW COMMITTEE

**Purpose:** Clearly stated policy will help all members of the Local more clearly understand the workings of the Local.

### 1. Proposals for Creation, Modification, or Deletion of Policy

**1.1 Any member of the local can propose the creation, modification, or deletion of a policy by way of**

**1.1.1 their school representative via local council, or;**

**1.1.2 a local executive officer via local council**

**1.2 Proposals for policy creation, modification, or deletion must be submitted to the president at least 30 calendar days prior to the next meeting of local council.**

**1.3 Proposals must be discussed by the local executive committee prior to presentation at local council**

**1.3.1 The executive committee will provide a recommendation to local council**

### 2. Procedure

**2.1 Policy may be proposed, modified, or deleted by way of a motion at a meeting of local council**

**2.2 Local council will discuss the motion and then**

**2.3 vote on the proposal;**

**2.3.1 refer it to an ad-hoc committee appointed by the local president, or;**

**2.3.2 table the motion for consultation**

**2.4 A policy is created, modified, or deleted by a simple majority of local council**

**2.5 Policy that is adopted, modified, or deleted will be amended in the policy handbook by the local secretary**

### 3. Organization:

**3. A Policy Review Committee will be created periodically to review and develop policy.**

**3.1 a.** Policy Committee is a subcommittee of Executive Committee.

**b.** Committee members are the Local Secretary, Treasurer, and 3 or 5 members of Local Council.

**c.** Policy Committee will select one of its members as chair.

**3.2** Meetings shall be called by the Local Executive as the need arises.

**3.3** Local policy should be **formally** reviewed every 3 to 5 years at the discretion of the Local Executive.

**3.4** Amendments to Local policy **arising from the Policy Review Committee** passed by the Local Council must be ratified at a general meeting of the Local Association before taking effect.

**4.** Local **Executive** will review all policy **changes** at the Annual General Meeting to ensure members are fully aware of **current** Local policy.

## 8.MEMBER/PUBLIC RELATIONS

1. New teachers in the Local will be invited by the Local President to attend Local Council meetings to encourage participation of new staff in Local activities.
2. Each year, substitute teachers will receive a thank you card and a gift card on behalf of the Local, during substitute Teacher appreciation Week in March.
3. Annual charitable donations will be made to local organizations as approved by the executive.
5. **Upon being informed of the death of an active member of the Local, the President will arrange an expression of condolence and a \$100 donation to the member's school for the purpose of a memorial project.**
6. **In the event of the death of a family member or significant other of a member of this Local, the staff representative will notify the Local president, then send out a card of condolences on behalf of the members of the Local.**
7. **Retirements** - All schools that have (a) retiring teacher(s) will receive the following to support the costs of a retirement **celebration** with their staff. These funds are to assist in the celebration and not used to purchase gifts.
  - 7.1 \$200 for each retiree,
  - 7.2 Receipts for the school celebration must be remitted, by the school rep, to the Local treasurer by September 15<sup>th</sup> of the following school year.
  - 7.3 The Local will provide:
    - a. a gift in the maximum amount of \$100
    - b. ATA Retirement Certificate
8. **Gifts -**
9. **Emergency Situations -\$150 per affected member**

# 9.SCHOLARSHIPS

## 1. General Funding Allocations

- a. \$4200 annually will be allocated to academic awards open to all students in the region attending a Battle River Schools with High School Programs.
- b. \$300 will be allocated to each child of a Battle River teacher pursuing post-secondary education.

### **Award A: GRADE 12 AWARD**

Scholarships will be valued at \$300 for each of the Region's high schools.

**Eligible students:** All grade twelve students graduating from a Battle River School.

**Rationale:** The Battle River Local of the Alberta Teachers' Association wishes to recognize those students who meet the criteria established at each individual high school.

**Criteria:** The \$300 will be given to each school who in turn will be responsible for developing criteria for this award at their particular school.

**Award:** \$300 scholarship

**Selection Process:** The Awards Committee Chair from each school will submit the name of the school winner(s), on school letterhead, by **email** to the treasurer on or before **NOVEMBER 30TH** of the following year. Any submissions **emailed** after this date will be ineligible.

### **Award B: SCHOLARSHIP FOR STUDENTS OF BATTLE RIVER TEACHERS**

\$500 will be provided for scholarships for children of teachers in the Battle River Region.

**Eligible students:** All grade twelve students whose parent(s) teach, or have retired from teaching, in Battle River schools.

**Rationale:** This scholarship is intended to recognize and support all Battle River teachers' children who are pursuing a post-secondary education, beginning within the 18-month period following their grade 12 year. This time period allows for post-secondary January start-dates, and for Registered Apprenticeship students pursuing their classroom requirements.

**Criteria:** The recipients:

- (a) will have a parent who is teaching full time or part time, or retired from teaching in the Battle River Region
- (b) will have a parent who is on leave from the Battle River Region and who is paying the leave of absence fee to the ATA
- (c) must be pursuing post-secondary education within the 18-month period following their grade 12 year

**Award:** \$500 to each eligible recipient who has submitted **completed** application by email, or mail post marked no later than **the commencement of their post-secondary education**

**Selection Process:** Each prospective recipient will:

- (a) **COMPLETED** application form, (see Appendix D)
- (b) attach a **PROOF OF REGISTRATION** from the registrar of their post-secondary institution. (*A Welcome email or letter from the institution does **not** constitute proof of registration*).
- (c) submit a copy of the **PROOF OF REGISTRATION** to the BRL treasurer by email post marked no later than 30 days after the start of her or his first year of post-secondary education.

## **10.SUPPLEMENTARY LEVY**

1. All members of the Local association shall have **\$150** (\$12.50 / month) deducted from their salary as a supplementary ATA levy.
2. The supplementary levy will be used by the Local in the following manner:

**ESTCA** (Teachers' Convention) Fee.....determined yearly by **ESTCA**  
Local Levy ..... balance (\$150 – Convention fees)

Appendix A

# COMMON ALBERTA TEACHERS ASSOCIATION ACRONYMS

ABED	Alberta Education
AHSCA	Alberta Home and School Council's Association
AGM	Annual General Meeting
ARA	Annual Representatives' Assembly (ATA)
ASBA	Alberta School Boards' Association
ASEBP	Alberta School Employee Benefit Plan
ATA	Alberta Teachers' Association
ATRF	Alberta Teachers Retirement Fund
BRTL	Battle River Teacher's Local
BRSD	Battle River School Division
BTC	Beginning Teachers' Conference
BUGM	Bargaining Unit General Meeting
C2C	Clause Two Committee
CAC	Certification Appeal Committee
CEA	Canadian Education Association
CEATCA	Central East Alberta Teacher's Convention
COATS	Council on Alberta Teaching Standards
CTBC	Central Table Bargaining Committee
CTF	Canadian Teachers' Federation
DEHR	Diversity, Equity and Human Rights
DR	District Representative (ATA)
EC	Economic Consultant

EDB	Extended Disability Benefit
ERA	Emergent Representative Assembly
ESO	Executive Staff Officer (ATA)
LC	Local Council
LCM	Local Council Meeting

LCO	Local Communications Officer
LPEO	Local Political Engagement Officer
LRB	Labour Relations Board
LQS	Leadership Quality Standards
MLA	Member of the Legislative Assembly
MS	Member Services (ATA)
NSC	Negotiation Sub-Committee
PCAC	Professional Conduct Appeal Committee
PCC	Professional Conduct Committee
PCCAC	Professional Conduct Complainant Appeal Committee
PEC	Provincial Executive Committee
PD	Professional Development
PDAC	Professional Development Area Conference
RBA	Representative of the Bargaining Agent
SARO	Southern Alberta Regional Office (ATA)
SER	Special Emergency Reserve

SR	Staff Representative
SRS	Staff Relations Services
TBAC	Teacher-Board Advisory Committee
TDPAC	Teacher Development and Practice Advisory Committee
TEBA	Teacher Employer Bargaining Act
TOC	Table Officers Committee

TPA	Teaching Profession Act
TQS	Teaching Quality Standards
TW	Teacher Welfare (ATA)
TWC	Teacher Welfare Committee
TWAC	Teacher Welfare Area Conference

## Appendix B1. Name

A.T.A. Battle River Local No. 32  
PROFESSIONAL DEVELOPMENT  
COMMITTEE **FRAME OF  
REFERENCE**

- a) The name of this committee shall be the Professional Development Committee of the **Battle River Local No. 32**.

### 2. Objects

- a) The Professional Development Committee shall assume general responsibility for professional development activities undertaken in the Local. These activities will be undertaken in accordance with the professional development policies of the provincial Association and the **Battle River Local No. 32 ATA** Constitution.

### 3. Duties and Responsibilities

- a) In general
- i) The Professional Development Committee will endeavour to build linkages between the various professional development opportunities for teachers – school-based, Local institutes, conventions, inservice, specialist council, etc.
  - ii) The Professional Development Committee will generally exercise leadership in all matters pertaining to all professional development activities undertaken by the Local.
  - iii) The Professional Development Committee will provide a written report of its activities to the Local secretary in advance of the AGM.
- b) In particular, the Professional Development Committee has the following duties:
- i) To be responsible for the active promotion and organization of Battle River Local No. 32 professional development activities.
  - ii) To seek input and feedback from teachers and/or school staffs in regard to professional development needs and how these needs can best be met.
  - iii) To disseminate information about professional development activities.
  - iv) To consult with professional development staff officers, district representatives, consultants (as assigned), and members of the Local.
  - v) To attend, if possible, the Professional Development Area Conference (PDAC), the PD Course at Summer Conference, and the Regional PD Meeting in the fall.
  - vi) To provide expertise, where possible, to school staffs and other teacher groups in the area of professional development.
  - vii) To develop and maintain a budget.
  - viii) To ensure that appropriate payments are made.
  - ix) To keep a record of the minutes of meetings.

#### **4. Membership**

- a) The Professional Development Committee shall consist of the following voting members:
  - i) PD Chair
  - ii) PD secretary-treasurer
  - iii) Up to 3 interested members of the Local.
- b) The president of the Local or designate acting in an ex-officio capacity shall also be a member of the Professional Development Committee.
- c) The members of the Professional Development Committee are expected to:
  - i) Attend meetings of the Professional Development Committee.
  - ii) Provide full and effective communication for the membership both to and from the Professional Development Committee.

#### **5. Meetings**

- a) The Professional Development Committee shall meet at least twice as year or more as necessary.

#### **6. Finances**

- a) The Professional Development Committee will be funded annually by the Local.
- b) The Professional Development Committee will be reimbursed kilometrage to and from meetings at the rate set by the Local.
- c) Financial support for attendance at Professional Development Area Conference (PDAC) and the Regional PD Meeting in the fall:
  - i) Hotel for up to two nights (standard hotel at facility—not theme rooms if conference is at West Edmonton Mall)
  - ii) Meals and mileage as per provincial ATA guidelines.

#### **7. Ratification of this Frame of Reference**

- a) This frame of reference shall be approved in accordance with the terms of the Local constitution.

#### **8. Amendments to this Frame of Reference**

- a) Notice of Motion of intent to amend shall be give at a preceding Professional Development Committee meeting.
- b) Except in emergent and/or time-sensitive cases, written text of proposed amendments shall be provided to committee members in advance of a vote on same.
- c) The amendment shall be approved by a “two-thirds” vote of the Professional Development Committee members.
- d) The amendment shall be approved by the majority of members of the Local Council at a properly call meeting.

REVISED: March 2015

**Appendix C**

A.T.A. Battle River Local No. 32  
NEGOTIATION SUB-COMMITTEE TBA

**FRAME OF REFERENCE**

**Battle River Local No. 32**

**SCHOLARSHIP  
APPLICATION FORM** for  
children of present or retired Battle  
River Teachers.

NAME:

ADDRESS:

SCHOOL YOU ATTENDED AND YEAR OF GRADUATION FROM HIGH SCHOOL:

NAME AND SCHOOL OF PARENT who is teaching or retired from teaching in Battle River Region:

POST SECONDARY INSTITUTION you are planning to attend:

AREA OF STUDY: (A proof of registration from the school's registrar must accompany this application form. *A Welcome email or letter from the institution does not constitute proof of registration*).

**Submission to:** Battle River Local Treasurer

