Cranbrook District Teachers' Association

A Union of Professionals

Teacher Handbook

Cranbrook District Teachers' Association

#304 - 105 - 9th Avenue South

Cranbrook BC V1C 2M1

Welcome message from the Cranbrook District Teachers' Association

The Cranbrook District Teachers' Association (CDTA) is the local union representing public school teachers teaching in Cranbrook as part of the British Columbia Teachers' Federation (BCTF). We are an autonomous Local within an amalgamated District, so we are also a part of the Cranbrook and Fernie Teachers' Association (CFTA). The CDTA has approximately 241 full-time equivalent teachers working in 11 different work sites in Cranbrook plus just over 100 Teachers Teaching on Call (TTOC).

We hope that you will become an active member in your Local and take advantage of the many ways we can help you. From social events, workshops, and information sessions about your Collective Agreement, we offer a wide variety of ways to be involved.

Whether you have questions about the Collective Agreement, hiring practices, professional practice, or any other aspect of your relationship with your employer, your union is your source for answers. We are here to make sure that you always have the support you need to be a successful teaching professional.

Every teacher should be familiar with the Collective Agreement, the 'Rule Book' if you will. If you would like a hard copy of the Collective Agreement, please print it at any school. We have an understanding with the School District regarding this.

Who is in the CDTA Office:

President:	Jennifer Johns (Full time release)
Vice-President:	Cassandra Buch (Wednesdays and Thursdays)
Office Manager:	Jen Galvin (after school Monday-Friday)

CDTA Contact Information

Office phone:	(250) 489-3717
Cell phone:	(250) 919-1612
Email:	lp02@bctf.ca

The CDTA website lists all the Executive committee members, meetings, and other important dates. It also has important information that needs to be conveyed to members, and links to resources.

CDTA Executive Committee for 2026-2027

Table Officers	Committee Chairs
President– Jennifer Johns **Alternate Local Representative to the BCTF - Jennifer Johns**	**Bargaining/WLC – Cassandra Buch**
Vice President– Cassandra Buch **Local Representative to the BCTF- Cassandra Buch**	**Pro D – Jennifer McGovern** **Pro-D Treasurer – Tiffany Nyquist** **RSA Subcommittee- Barb Stevenson/ C Buch**
Secretary – Cassandra Buch	**Health & Safety – Rosalie Zhukrovsky (Elementary), Janice Marschner (Secondary)**
Treasurer – Deleen Adams	**Social Justice – Paul Matthews**
	Indigenous Education – Lenore Emsland
	TTOC – Sam Freeman
	Political Action – Janice Marschner
	French Education Local – Kelly Anne Macleod
	Mentorship – Deleen Adams
	Social – Nikita McElgunn

Staff Representatives

Every school should have one or more Staff Reps, depending on the size of the school. The Staff Rep attends the regular CDTA Executive meetings to represent you and your colleagues at your school and then communicates information from the meetings to you. The Staff Rep is elected by the teaching staff at the school. For TTOCs, contact your TTOC Rep at cranbrookttocs@gmail.com

Your Staff Rep is also there to provide you with representation if you are asked to attend a meeting with your principal. Every member has the **right to representation** (Article A.24) and cannot be denied that right. You can call the CDTA office if there any concerns and/or questions.

Here is the current list of Staff Reps:

Rep Name	School
Ruth Heal and Amanda Willumeit	**Gordon Terrace Elementary**
Carmen Bergen	**Highlands Elementary**
Carol Potter	**Kootenay Orchards Elementary**
Rosalie Zhukrovsky	**Pinewood Elementary**
Barb Kaufmann	**Steeples Elementary**
Pamela Franklin-Cooper and Kathleen Decosse	**T.M. Roberts Elementary**
Pascal Gray	**Laurie Middle School**
Nikita McElgunn	**Parkland Middle School**

Janice Marschner	**Mount Baker Secondary School/KES**
Ruth Gilchrist	**Kootenay Discovery School**
Samantha Freeman	**TTOC Rep**

Professional Development

Definition of Professional Development: A process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. (BCTF Policy 30.A.01-1)

Purposes of Professional Development: To assist members in:

Building and strengthening themselves as a professional body.

- Establishing and maintaining a professional relationship with students/parents.
- Initiating curriculum and instructional reform directed to improve teaching and learning.
- Developing, discussing, revising, and applying educational theories.
- Improving the quality of professional practice through career-long professional development.
- Engaging in professional and collegial conversations. (BCTF Policy 30.A.01-2)

Guiding Principles of Professional Development: The following is a statement of policy representing collective professional opinion of members of the BCTF. It is based on values and principles that reflect a democratic perspective on public education and is intended to provide a provincial standard of professional development principles.

These principles reflect understandings of professional development and the core values of teachers which are:

- The primacy of career-long professional development.
- The necessity of teacher autonomy.
- The importance of teaching-centred and teacher-directed PD.
- The diversity of effective professional development needs and practices.
- The value of teachers teaching teachers.
- Recognition that teachers are learners.
- Members have an ongoing responsibility to develop professionally.
- Members have autonomy in making choices about their own professional development.
- Professional development planning is guided by members' needs.
- Professional development informs teaching practice and encourages collegiality.
- Professional development requires time and resources to meet members' needs.
- Professional development incorporates a wide repertoire of teacher collaboration, mentorship, action research, workshops, professional course work, professional reading, peer coaching, and reflection.
- BCTF has a role in providing professional development services to individual members or groups. (BCTF Policy 30.A.09)

As a contract teacher or a TTOC, you can access Pro-D funds to attend a professional development activity outside the parameters of SD5 or Staff Development funds for activities within the SD5 boundaries. You need to complete the Pro-D form on line and submit it as directed. The Pro D. Committee meets on the second Tuesday of every month, so make sure your application is in before that.

Pre-approval is required! Contract teachers can access up to $2500 (pro-rated to your FTE) to cover expenses and release days every two years on a first come-first served basis. TTOC's can access $500 every two years on a first come – first served basis.

Pro D. Reps

The CDTA also asks each staff to elect a representative to the Pro-D Committee. Here is a list of our current Pro. D. Reps at each school. Jennnifer McGovern (Highlands Elementary) is the Pro D. Committee Chair for our Local and Tiffany Nyquist (LMS) is the Pro D Treasurer.

Rep Name	School
	Gordon Terrace Elementary
Lyndsay Bain	**Highlands Elementary**
Deleen Adams	**Kootenay Orchards Elementary**
Connie White	**Pinewood Elementary**
Jenny Puffer, Deanna Graham	**Steeples Elementary**
Ashley Filipe	**T.M. Roberts Elementary**
Michelle Williams	**Laurie Middle School**
Erica Cross	**Parkland Middle School**
Hannah Duffy, Amy Martin	**Mount Baker Secondary School**
Ruth Gilchrist	**Kootenay Discovery School**
	TTOCs
District Itinerant staff	**The PD rep at the school where your office is located**
Cassandra Buch, Barb Stevenson	**RSA Committee**

Health & Safety

Health and Safety Reps – Every site has either a Joint Health and Safety Committee and a CDTA Worker Rep that you can turn to with any health or safety issues. There is also a **Health and Safety bulletin board** at every worksite staff room with Committee member names and work locations, forms, information, and the minutes of the site-based Joint Occupational Health and Safety Committee meetings. There are also yellow "*Joint Occupational Health and Safety Committee Member*" signs posted around worksites at member work locations for ease of access to a committee member.

Violent Incident Report - If you are involved in a violent incident, you need to complete the District Violence/Threat Report Form. Once completed, *please send a copy to the CDTA Office, because we track them for the Health & Safety Chair.* If you are injured, you also need to follow the steps listed below for WorkSafe.

District Occupational Health and Safety Advisory Committee (DOHSAC) – Co-chair contacts are Erin Boehm (employer rep) and a worker rep Janice Marshchner and Rosalie Zhurkovsky. This joint committee represents both Cranbrook and Fernie locals and meets several times each year to discuss Health and Safety issues from across the district.

WorkSafe BC *(formally WCB)*

If you are injured at work or have symptoms of a work-related illness or disease, you must:
Step 1: Report it to your employer (principal) immediately. As soon as possible, provide a detailed account of the incident on a WorkSafe from 6A. Assistance in filling out this form is available from your site Health and Safety worker rep or the CDTA office. Submit this completed form to your site principal, keep a copy for your own records, and provide a copy to the CDTA office. **Step 2:** Seek medical attention and tell your doctor that your injury is work related. Your employer is responsible for your transportation costs from your workplace to a doctor's office or hospital. **Step 3:** Start a claim by reporting it to WorkSafe BC as soon as possible. If you have missed work as a result of your injury, contact Teleclaim.

The Teleclaim Centre is open Monday through Friday, from 8 a.m. to 4 p.m., at **1 888 WORKERS (1 888 967-5377)** or **#5377** for Telus Mobility, Rogers, and Bell Mobility customers
(Taken directly from Worksafebc.ca) ***What to Do If You Are Injured at Work***

You can check out WorkSafeBC for more information and all the forms. Check the **TTOC Health and Safety** section below for these procedures and how they would apply in a school setting.

Four Rights of Workers

1. The right to know (about any hazards or potential hazards in your work environment including volatile children)
2. The right to participate (in the Health and Safety process including committee work, site inspections, and incident investigations)
3. The right/responsibility to refuse unsafe work (this can be done on your or a colleague's behalf)
4. The right to no retaliation (for taking part in the Health and Safety process)

Here are **the current H&S Reps** at each school site. Rosalie **Zhukrovsky** (PES) is our H&S Co-Chair on our Local Executive

Rep Name	School
	Gordon Terrace Elementary
Adam Buch	**Highlands Elementary**
Kim Lutz	**Kootenay Orchards Elementary/Resource Centre**
Shannon Johnson	**Kootenay Discovery School**
Devlin Oestrich	**Pinewood Elementary**
	Steeples Elementary
	T.M. Roberts Elementary
	Laurie Middle School

	Parkland Middle School
Bob Madell & Janice Marschner	**Mount Baker Secondary School/KES**

Teachers Teaching on Call - Health and Safety

The Workers Compensation Act and the Occupational Health and Safety Regulations (OH&SR) are designed to protect workers by preventing workplace injury, illness, and disease. Teachers teaching on Call are entitled to the full protection of the Act and the OH&SR. However, such rights bear little benefit unless they are fully exercised.

Here are some tips to help you get the most from your health and safety rights:

- When you arrive at a school, ask for the names of the BCTF representatives on the school's Joint Occupational Health and Safety Committee. If you have any Health and Safety questions or concerns, speak with one of the representatives.
- Find out who is the designated First-Aid attendant.
- Ensure that you have been provided with a copy of the school's emergency plan including lockdown, evacuation routes, and assembly areas.
- Ask if any of the students in the class you will be working with has a history of violence. If there is such a student, ask for and become familiar with the student's behaviour plan and the worker's safety plan.
- Do not leave any food or drink unattended where it could be tampered with.
- If you suffer an injury at work, no matter how minor:
    - Report it to your principal, vice-principal, and first-aid attendant immediately. Have the first-aid attendant complete a first aid report.
    - Fill out an Employee Incident/Injury Report (Form 6A) and make three copies. These are posted in the Health and Safety section of the staff room board and are available on the WorkSafe BC website under "forms". Access the help of the site Health and Safety worker representative or the CDTA office in filling out the form. Ensure accuracy in the description of the incident, so taking some time to reflect on the situation will be beneficial in the long run. One copy will go to the school administrator, one copy to the school Health and Safety worker rep, one copy to the CDTA office, and one copy for you. Should your report proceed to a claim, having your own copy of the form will be very useful in keeping the story consistent when receiving calls from a variety of WorkSafe officers in the processing of the claim.
    - See a Medical doctor as soon as possible and let them know it is a workplace injury. They will submit a Form 8-11 (Physician's Report) to WorkSafe. If you cannot see your doctor right away, see another available doctor with a follow-up appointment with your own doctor. Be present to provide details to the doctor while they are filling out Form 8-11.
    - Call WCB Teleclaim at 1-888-WORKERS (1-888-967-5377) to start a claim. * Start a claim whether or not you have lost work. You may lose time in the future or need medication physiotherapy, etc. It is helpful to have your 6A in front of you

when making the tele-claim and during subsequent conversations with WCB claims officers.

- If you want advice about your claim, or if receive a letter from WorkSafe BC either accepting or denying your claim, **immediately contact Luke Olver (**lolver@bctf.ca**), your WCB Advocate at the BCTF office 604-871-1890 or toll free 1-800-663-9163 ext. 1890.**
- Report any incidents of violence or threats of violence to the principal or vice-principal. If the incident of violence or threat of violence is directed at you, treat the incident in the same way as you would treat an injury at work.
- Know that you have the right to refuse unsafe work. If you find yourself in any situation that you believe represents a risk of injury to yourself or any other person, remove students from the risk and advise the principal that you are refusing unsafe work. You should then contact the Staff Representative or a BCTF Health and Safety Representative for advice and support.
- If you are placed in a return-to-work program through the Health & Wellness Program, you will be supported in your return to work if accommodations or support are needed.

For more information about Health and Safety, please contact the BCTF Health and Safety Officer at 604-871-1891 or 1-800-663-9163 local 1891.

Teachers Teaching on Call – Duties and Responsibilities

Arrive in enough time to:

- Pick up keys from the office. You need your own set for **health and safety** reasons (lockdowns) as well as convenience. The schools are **obligated** to provide you with a set of keys.
- Locate and familiarize yourself with the teacher's day plan.
- Copy any materials needed for the day.
- Put up any board work that is required.
- Turn on classroom media devices and log on to the laptop computer.
- Ensure that you have all the equipment you need for the day and that it is in working order.
- Familiarize yourself with classroom lockdown and evacuation procedures.
- Familiarize yourself with special medical and/or learning needs of students in the class, including safety plans for the worker which should be made available to you in the daybook or TTOC file.
- Follow attendance procedures as outlined in the teacher's day plan.
- If a student gets hurt, you are required to report this to the office. You will be provided with the accident report form. Please return it to the office and follow up with the student's parent(s)/guardian(s) as soon as possible.
- If you are injured, or if you experience a violent incident or a threat of violence, report to the principal. Also report to the first-aid attendant if necessary. If your initial meeting with the principal is verbal, send the principal an e-mail confirming the nature of the conversation. Fill out a form 6A with the help of the school's Health and Safety Rep or the CDTA office. Again, ensure accuracy in the description of the incident, allowing time to reflect on the situation. Make three copies of this form. Give one to the principal, one to the CDTA office, and keep one for yourself, should this report develop into a claim. Do not try to hide difficult situations. It is okay to seek support or direction from the administrator.

- Ensure that you have followed the teacher's end-of-day routine.
- Mark the work that the students did while you were there, particularly if it is objective, unless the classroom teacher has left instructions for you not to do the marking.
- If you feel some marking cannot be done because of its complexity or subjectivity, leave it for the classroom teacher with an accompanying note.
- Leave detailed information for the classroom teacher as to what you were able to cover during the day, as well as any issues that arose and how they were handled.
- Rough in a day plan for the following day, unless you were instructed not to do so. Schedule afterschool commitments so you have time to finish what is asked of you before you leave the school.

Other TTOC Suggestions:

- Always carry runners and outdoor wear so you are prepared for teaching PE, doing outside supervision, etc.
- Always carry some of your own prepared materials just in case the contract teacher was unable to leave you clear instructions.

Contract Teachers – Duties and Responsibilities

- Ensure there is an up-to-date handbook for the TTOC. Every TTOC handbook developed by a classroom teacher should include the following:
- School emergency plan (e.g., Evacuation routes, assembly areas, lockdown procedures.)
- School map, including fire exits.
- School bell schedule.
- School schedules (e.g., Supervision, gym, library, computer lab.).
- The names and locations of the Staff Rep, the Health and Safety Rep, the Pro-D Rep, etc.
- The following classroom-specific items should also be in the TTOC handbook:
- Class timetable.
- Up-to-date class list(s).
- Seating plan, if one is used.
- A list of all students with medical needs.
- A list of all students with special needs and a brief description of those needs/triggers
- A safety plan for any student who requires one. This safety plan is for keeping WORKERS safe, so an IEP or student behaviour plan is NOT a safety plan.
- A behaviour support plan for any student who requires one.
- The name(s), schedule(s), and responsibilities of any EAs or other support staff who work in the classroom.
- The name(s) and schedule(s) of any students who leave the class for additional supports.
- A photocopier access code if one is required.
- Classroom procedures, expectations, and responsibilities.
- Homework assignments and policy.
- Instructions for the use of specialized equipment in the classroom.
- Where to find things the TTOC might need.

- An end-of-day routine, such as tidying up or stacking chairs.
- A "before you leave" list for the TTOC so they know what is expected. This can include a note of what marking to do or leave, and whether or not to leave a day plan for the next day.
- Ensure there is a plan for the day and that it is in a conspicuous location.
- If the contract teacher is not able to prepare a plan before leaving the school, a plan should be emailed to the principal to provide to the TTOC.

Sick Leave for Contract teachers

A contract teacher accumulates 15 sick days (1.5 days per month) based on the FTE per year. The sick days are loaded in September for use during the year as needed. If you are sick and not able to go to work, you need to access the PowerSchool system and book off under Article G. 11 (Sick/Medical) as soon as possible. You can also access sick days to attend medical appointments (i.e., dentist, specialists, etc.).

If you run out of sick days, you can apply for Salary Indemnity Plan (SIP) from the BCTF. The plan is operated by the BCTF Income Security Division. All your sick days must be used before you are eligible for SIP. If it looks like you will be away from work for a while and you anticipate using all your sick days, you should apply for SIP. Let the president know and we can arrange to have the SIP forms sent to you.

Emergency Leave for Family Illness, Article G.25 – up to 5 days a year for a call to the bedside of immediate family member or if you are required to transport a member of your immediate family for emergency or special medical attention.

Discretionary Leave

You can apply for up to **four** days of **paid** personal leave per year under **Article G.26**. The sum of $550 will be deducted from your month-end pay per day for the cost of the TTOC to replace you. You can also access 3 **unpaid** personal leave days under **Article G.5**. Please read the Collective Agreement to find out the "rules" for these leaves. Your salary level will determine whether paid or unpaid discretionary leave is more cost-effective. To figure out your daily rate – use your yearly salary and divide by 200 days. Example: Category 5, Step 5 = $87417/200 = $437.09 which is your daily rate.

CDTA Bulletin Board

There should be a CDTA Bulletin Board in the staffroom at every school. On the CDTA board should be local postings, BCTF postings, and other important information such as: pension seminars, Staff Alerts, etc.

BCTF Health and Wellness Program

This is voluntary program that helps aid teachers who are missing work or having trouble maintaining their position due to a medical condition including mental health issues. They also help teachers return to work who have been off for medical reasons. If you are accepted in the BCTF Health and Wellness

program, a professional Consultant will meet with you, consult with your health care providers, meet with the representatives from your local and school district to explore return to work options and help coordinate services during your return-to-work. Everything is completely confidential and free. ***For more information, please contact the CDTA Office or call the BCTF at 1-800-663-9163.***

As a BCTF member, you also have access to Starling Minds, an online cognitive behaviour therapy program that provides participants with tools and strategies to deal with stress, depression, and anxiety.

Employee Family Assistance Program (EFAP)

The program is paid for by the school district, your sessions are totally confidential, and the district **does not** receive any information on individuals accessing the service. All employees and immediate family members have access to this service. If you would like a local face to face counsellor, please indicate that when you call the Homewood. EFAP program 1-800-663-1142, https://www.fseap.ca/ (Group name SD5 Southeast Kootenay, Activation Code: SDN560)

The EFAP provides professional assistance for a wide range of issues including but not limited to:

- Managing your well-being
- Succeeding at work
- Enhancing relationships
- Overcoming additions
- Exploring child and elder care resources
- Obtaining legal consultation
- Getting financial advice
- Improving physical well-being

BCTF Advantage

The BCTF has a program to provide savings to members in several areas. At the start the savings will be focused on travel and insurance. The program will be expanding over the next few years. One area that they are working on is providing a better interest rate for student loans. For more information follow this link: http://www.bctf.ca/advantage/

BCTF Website and Contact Information

The BCTF has an incredible variety of supports, services, and information for teachers.

You can call the BCTF at: **1-800-663-9163.** The BCTF website is **www.bctf.ca** The BCTF Lesson Aids have been replaced with the TeachBC section on the portal.

Members' Only Portal – you can find the most current BCTF updates on the portal. To sign up, go to www.bctf.ca and click on the My Portal link. Follow the directions provided. You will need to know your BCTF member number.

Portability of Sick Leave and Seniority

If you obtained a **continuing** contract at some point after September 2006, you can port up to 60 days of sick leave (**Article G.1**) and up to 20 years of seniority from another public school district in BC (**Article C.2:2.a).** If you did work in another district and have seniority and/or sick leave in that district, you need

to have your previous district(s) complete the seniority & sick leave confirmation forms within 120 days of obtaining the continuing contract. See **Article G.1 in the Collective Agreement.**

Payroll Savings Plan

Contract teachers are paid your annual salary over 10 months. One option to save for the summer is the District's **Payroll Savings Plan**. You should have received a form from the Board Office asking if you would like to sign up for the savings plan. Payroll will deduct any amount that you want each month (up to 20%), and those amounts will be paid out in four equal payments over the summer months.

If you have any questions on the above payroll options, please contact payroll at 250-417-2059.

IF IN DOUBT, CALL THE CDTA OFFICE

Once again, if there is anything that you would like more information on, or have questions or concerns about, please don't hesitate to call the CDTA Office at 250-489-3717 or the office cell at 250-919-1612. You can also contact us through email lp02@bctf.ca

IMPORTANT DOCUMENTS TO REVIEW *EACH* YEAR

BC STANDARDS FOR EDUCATORS

BCTF CODE OF ETHICS

These documents are the responsibility of each teacher to know and understand.

The BC Standards for Educators were updated in 2019 – please make sure you know and understand your responsibility as an educator as these are the standards by which your behaviour will be measured by the employer.