

Vancouver Island North Teachers' Association

Overview and Quick Reference of Benefits

VINTA is the local union representing teachers from the North Island. We have about 100 members working in 11 different work sites including the Board Office. There is one full-time released table officer, the president, who works out of the VINTA Office. The VINTA Office is located in Port Hardy in the office of the old Robert Scott School. Amanda Humphrey is VINTA's administrative assistant and will also be able to help you when you call the office.

Who's at the Office:

Shawn Gough: *President*

Amanda Humphrey: *Administrative Assistant*

Our office is:

6855 Market Street (Robert Scott School – Office)

Box 5151, Port Hardy, BC, V0N 2P0.

Hours of Operation:

The VINTA office is open 5 days a week. As president, I try to get to the office by about 8:30 am and try to stay until about 4:30 pm. Amanda works 15 hours per week and will usually be in the office on Wednesdays and at various other times during the week. You can always reach us by e-mail or the VINTA cell phone or through our website

Contact Information:

(250) 949-8888 (office), (250) 902-9500 (cell), (250) 949-8882 (fax)

lp85@bctf.ca – President's email admin@vinta-bctf.ca Amanda's e-mail

WEBSITE:

<http://www.vinta-bctf.ca/> - The VINTA website lists all the contact information for the executive committee members, meetings and other important dates and our VINTA blog. It also has important information that needs to be conveyed to members, links to resources, and the odd funny joke. The website also has the most recent salary grids, our Collective Agreement with the School District, our Constitution and Bylaws, and our Policies and Procedures.

VINTA 2017 - 2018 Executive Committee:

Table Officers	Committee Chairs
<p>President: Shawn Gough (<i>on leave from Sunset</i>)</p> <p>Vice-President: Kathleen McArthur (<i>NISS</i>)</p> <p>Treasurer: Robert Fyles (<i>PHSS</i>)</p> <p>Local Representative: Kevin Ogren (<i>Sunset</i>)</p> <p>Member-at-Large: Ricki McCrae (<i>NISS</i>)</p>	<p>Bargaining: Jason Voth (<i>PHSS</i>)</p> <p>Pro-D: Sherri Williams (<i>Eke-Me-Xi</i>)</p> <p>Health & Safety: Kevin McGhee (<i>PHSS</i>)</p> <p>Social Justice: Nimfa Casson (<i>NISS</i>)</p> <p>Aboriginal Educator Contact: Teresa Wadhams (<i>Cheslakees</i>)</p> <p>TTOC: Melanie Demoe (<i>Eke-Me-Xi</i>) Simon Hoodikoff (<i>NISS</i>)</p> <p>Local Election Contact: Lindsay Roland (<i>PHSS</i>)</p>

Professional Development:

As a temporary and/or continuing contract teacher, you can access Pro-D funds to attend a professional development activity. You need to complete the yellow Pro-D form; they can be found at each school or look on the district or VINTA website. The form needs to be completed and sent to the School Board Office to be signed by the Superintendent or designate. Please remember to give a copy to your principal, especially if a TTOC is required. You can access up to \$600 to cover expenses and up to 2 release days for the activity and travel time. You can also apply for **District Directed Funds** if you have used your individual Pro-D funds or the activity is more than \$800. The District Directed amount is the same as the individual amount. You must have Board Office approval to access the district-directed funds.

The general rule is a ½ day release for travel to communities as far as to Nanaimo and a full day travel for communities farther than Nanaimo, i.e. Vancouver & Victoria.

SICK LEAVE

As a contract teacher you accumulate 15 sick days (1.5 days per month) per year. If you're sick and not able to go to work, you need to phone your principal as soon as you realize that you can't work. You can also access sick days to attend medical appointments (i.e. dentist, specialists, etc). You need to complete the "request for leave" form as soon as you know. If you're using a sick day to attend a medical appointment the contract number is **Article G.20**

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. 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 of your sick days you should apply for SIP. Let the president know and we can arrange to have the SIP forms sent to you.

Some other possible leaves of absence charged to sick leave:

- **Sickness in the Immediate Family - Article G.24.3** – up to 5 days a year for a call to the bedside of immediate family member or if you're required to transport a member of your immediate family for emergency or special medical attention.

DISCRETIONARY LEAVE

You can also apply to **three** days of personal leave per year. You also need to complete the "Request for Leave" form. You can find this in **Articles G.5 and G.24.5**. The cost of a TTOC will be deducted from your salary up to a maximum of PB5-7.

STAFF REP'S

Every school should have one or more staff reps, depending on the size of your school. The staff rep attends the regular VINTA Rep Assembly Meetings to represent you and your colleagues at your school, and then communicates information from the meetings to you. The staff rep(s) is/are elected by the teaching staff at the school.

The Rep Assembly meets at least three times a year. VINTA meetings take place on Wednesdays or on a Saturday if attached to a BCTF Staff Union Rep Training (SURT). Meeting dates, times and location are posted on the VINTA website. **We host two Staff Rep training sessions on Saturdays. If you attend the Saturday training you are entitled to take a lieu day of your choosing.** If you are interested in being a staff rep call the office for more information. The BCTF provides funding for multiple training sessions throughout the year with release days for those members that volunteer for the position of staff rep.

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 of representation** and cannot be denied that right. You can call the VINTA office if there any concerns and/or questions.

PRO-D REP'S

VINTA also asks each staff to elect a representative to the Pro-D Committee. The Pro-D Committee usually meets on the first Wednesday of the month. The Pro-D Committee organizes activities on the district & provincial Pro-D days and the individual reps help convey information between the committee and their staff.

VINTA Bulletin Board

There should be a VINTA Bulletin Board in the staffroom at your school. On the VINTA 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. They also help teachers return to work who have been off for medical reasons. If you are accepted into the BCTF Health and Wellness Program a professional Consultant will meet with you, consult with your health care providers, and 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.

For more information please contact the VINTA Office or call the BCTF at 1-800-663-9163.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

1-800-268-5211

www.fgiworldmembers.com

EAP provides all employees and their families with confidential counselling and information. The EAP provides professional assistance for a wide range of issues:

- Personal and work-related stress
- Couple & marital relationships
- Childcare & parenting issues
- Eldercare concerns
- Depression & anxiety
- Alcohol & drug misuse
- Family matters
- Bereavement
- Legal issues
- Financial concerns
- Career issues
- Crisis counselling/trauma
- Other concerns

The program is paid for by the school district, but your call is totally confidential and the district **does not** receive any information on individuals calling the service.

HEALTH, SAFETY & WELLNESS

Health and Safety Reps – Every site has either a Joint Health and Safety Committee or a 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 with information and the minutes of the H&S meetings.

Violent Incident Report - If you are involved in a violent incident you need to complete the district **Violent Incident Report** form. If you can't find one at your school, you can find it on the district website or the VINTA website. *Please send a copy to the VINTA 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.

WORKSAFE BC (*Workers' Compensation Board*)

If you are injured at work or have symptoms of a work-related illness, you must:

Step 1: Report it to your employer immediately.

Step 2: Seek medical attention and tell your doctor 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 work on Vancouver Island and 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](http://worksafebc.ca))

You can check out www.worksafebc.ca for more information and all the forms.

4 Rights of Workers

1. The right to know (about any hazards or potential hazards in your work environment)
 2. The right to participate (in the Health and Safety process)
 3. The right/responsibility to refuse unsafe work (this can be done on your or a colleague's behalf)
 4. The right to no discrimination (for taking part in the Health and Safety process)
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MENTORING

VINTA is pleased to offer, in conjunction with the School Board and the New Teacher Mentoring Program, an opportunity for all new teachers (or teachers in new positions) to be mentored by a trained colleague in district. We encourage all new members to take advantage of this program. See the attached application form.

BCTF ADVANTAGE

The BCTF has a program to provide savings to members in a number of areas. Information can be found on the BCTF Member Portal. Call the VINTA office if there are any problems accessing the Portal (see below).

BCTF WEBSITE & PHONE NUMBER

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 SD#85 Employee Number.

PORTABILITY OF SICK LEAVE & SENIORITY

If you obtained a **continuing** contract at some point after September 2006, you are able to port up to 60 days of sick leave and up to 10 years of seniority from another public school district in BC. 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. **Article G.1**

PAYROLL SAVINGS PLAN

As a contract teacher you are paid your annual salary over 10 months. One option you have to save for the summer is our **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 and when July comes around you will be mailed 4 cheques post-dated for July 15 & 31 and August 15 & 31. You earn the interest that the fund generates from September to June at a rate of 2.5% less than prime. The deadline has passed for this year but there is always next year. **Article B.8**

Another option for summer savings is **Canada Saving Bonds**. You need to complete the deduction forms from Payroll. This will be ending in November 2017.

If you are interested in either of these options, call Muffy Jones, teachers' payroll, at the School Board Office.

IF IN DOUBT CALL THE VINTA 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 VINTA Office (250-949-8888). You can also contact me through email lp85@bctf.ca. The VINTA cell number is (250) 902-9500.

Don't forget that there are staff union reps at every school that can also assist you. There are also VINTA executive members at a variety of schools that can help. The list of executive members and the schools they work at are listed on the first page.

Mentorship Program
Mentee Application Form

In conjunction with the New Teacher Mentoring Project, and with the co-operation of VINTA and School District 85, a revitalized peer support system is being developed in Vancouver Island North.

GOALS: (Mentees...)

1. Link their own teaching practice to a positive view of good teaching.
2. Engage in serious, respectful professional conversations.
3. Recognize that formative growth includes using evidence from observations, exploring student work, and collaborative teaching.
4. Encourage teacher autonomy and agency through the development of pedagogical expertise.
5. Build knowledge in themselves and their colleagues by using teaching as a site of inquiry.
6. View mentoring as a collaborative process.

Name: _____ **Date of Application:** _____

Current School: _____

Assignment: _____

What do you hope to gain from your mentor? _____

Please identify what you think are some of your strengths as a teacher. _____

Please share what you see as the most essential area of growth for yourself as a teacher.

Thank you for your interest in being part of the mentorship program.

Your application will be reviewed by the Mentor Selection Committee, and one of the members will contact you shortly.

Please submit the completed form to the VINTA office.