



**POLICY
OF
THE SUNRISE TEACHERS' ASSOCIATION**

**Sunrise Teachers' Association
STA Office, 607 Ashton Avenue
Beausejour, Manitoba**

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ASSOCIATION MANUAL

This manual is intended to provide a record of the policies of the Sunrise Teachers' Association. Policies are dated on their acceptance and dates of amendments are also included.

Amendments to existing policies require "Notice of Motion" at a prior Council Meeting or notice in writing to all members of the Council at least seven (7) days prior to the Council Meeting at which the amendment will be discussed. New policies may be presented at any time. All votes shall require a simple majority to pass.

FORMULATION, DELETION AND AMENDMENTS

- To formulate policy, a motion shall begin, "I move that it be Sunrise Teachers' Association policy that....." Motions require a mover and a seconder.
- Motions of policy shall be referred to Vice-President for editing.
- Under emergency situations where notice cannot be given, the Executive may pass interim policies, subject to later Council approval.
- All policies are listed by number and title, and include date approved, amended, or reaffirmed. Amendments will be recorded at the end of the policy manual.
- A copy of the policy manual will be available in each school staff room. Each member of the Executive and Council will be provided with a copy.

POLICY OF THE MANITOBA TEACHERS' SOCIETY

When policies of the Association and The Society differ, the members of the Association shall be informed of the differences.

SECTION A- FINANCIAL

A-1- SIGNATORIES ON ASSOCIATION CHEQUES

- (i) The signing officers of the Association are the Table Officers.
- (ii) The signatures on Association cheques shall be the Treasurer and one other Table Officer.
- (iii) During the absence of the Treasurer, the President and one other Table Officer shall be authorized to sign Association cheques.
- (iv) No officer shall sign their own cheques.

A-2- FUNDING FOR CANDIDATES FOR PROVINCIAL EXECUTIVE

- (i) A candidate is defined to be:
 - a. a nominee for any of: President, Vice President, Executive Member or others named by MTS
and
 - b. who has been duly nominated by the Council of the Association
- (ii) A candidate for MTS Executive may request funding for campaign expenses for actual costs up to a maximum of \$750 (all receipts must be submitted).
- (iii) A candidate for MTS Vice-President may request funding for campaign expenses for actual costs up to a maximum of \$1250 (all receipts must be submitted).
- (iv) A candidate for MTS President may request funding for campaign expenses for actual costs up to a maximum of \$1500 (all receipts must be submitted).
- (v) Requests for funding must be made through the Vice President and must be approved by the Council of the Association.

A-3- STA HIGH SCHOOL AWARDS

- (i) The Association shall provide an award to a graduating student from each of the Sunrise School Division's high schools. The recipient shall be selected by the recognized awards committee of the respective high school using the following criteria:
 - a. The student has maintained a minimum average on the courses necessary for entrance into the Faculty of Education (typically no less than 75%) in her/his year of graduation.
 - b. The student has demonstrated excellent communication skills, interpersonal skills, leadership abilities and a love of learning.
 - c. The student has participated in school activities and is involved in the community.
 - d. The student has filled in an application form.
 - e. The school awards committees are encouraged to consider students who have indicated an interest in or who will be pursuing a degree in education.
- (ii) The award may be deferred and held in trust for up to 12 months pending receipt of registration from the university/college. Cheques will be paid directly to the university/college. At the time of graduation, the student will be provided with a letter outlining the process of payment.
- (iii) The amount of each award shall be identical for each high school in the Division and shall be determined by the STA Council as the budget is considered.
- (iv) The award shall be presented by the Association President or the school's Association Council Representative.

A-4- NON BUDGETED EXPENSES

- (i) Non-budgeted expenditures shall be approved by Council.
- (ii) If the non-budgeted expenditure exceeds 1% of the current year's total budgeted expenditures, notice of motion for the expenditure must be given in writing seven (7) days prior to the Council Meeting.
- (iii) Members shall complete the expense claim form in a timely fashion and submit to the treasurer, at the STA office in Beausejour, at least seven days prior to a Council or Executive meeting.
 - a. Please attach itemized receipts (originals) where requested.
 - b. Where possible, please do not include personal items on the same receipt. *A charge card receipt is not acceptable.*
- (iv) Claims not in accordance with guidelines will automatically be adjusted.
- (v) For meals, claim the actual amount or the per diem rate, whichever is the lesser
 - a. Per diem rates, including gratuities, are:
 - i) Breakfast- up to \$12.00;
 - ii) Lunch- up to \$15.50;
 - iii) Dinner- up to \$24.00

- b. Meals that are provided cannot be claimed
- c. Claims for committee meals should not exceed the per diem rate per person
- (vi) Dependent Care claim amounts are as per MTS Policy
- (vii) Please provide detailed description of miscellaneous expenses
 - a. Must be accompanied by a receipt.
- (viii) For STA Executive, Council and Committee work, actual kilometers incurred expressly for attending meetings will be paid at the prevailing MTS rate.
 - a. Mileage shall be calculated based on the distance from the member's school to the location of the meeting and return to the member's school.
 - b. Where car-pooling or out-of-pocket expenses are incurred, actual expenses may be claimed.
- (ix) Expenses charged to STA by any member (Executive, Council, Committee member, President or Member at Large) must be directly related to association work. All activities should be approved by Council or Executive through a motion prior to the activity taking place.
 - i) Example 1: The STA Treasurer is asked to present a workshop on Simply Accounting for a group of high school students. Related expenses (i.e. release time, mileage) should be charged to the school or school division as opposed to the STA.
 - ii) Example 2: An STA member wishes to attend an Employee Benefits workshop at MTS out of personal interest. Registration costs would not be paid by STA unless the individual has made a motion to formally request sponsorship and the request has been approved by Executive or Council.
- (x) Any member who has lost an original receipt may bring forward a motion at a council meeting to have the costs reimbursed up to per diem amounts.

A-5- PRESIDENT'S EXPENSES

- (i) The President is the "official spokesperson of the STA" and is entitled to claim expenses in relation to work required by the association including school visits, personnel matters, public relations, & provincial, regional and divisional meetings.
 - a. School Visits– The President visits a school site to tend to official association business at the request of the Executive, Council or general membership (e.g. the President presents to a staff regarding new developments in policy, collective bargaining, professional development, etc.).
 - i) The school site must be informed of the date and location, prior to the visit, in order to encourage member participation.
 - b. Personnel Matters– The President may visit a school or other location to attend to personnel issues involving a member(s).
 - i) The President will report personnel meetings to the Executive (in-camera) but details may or may not be shared with Council or the Membership at Large to ensure confidentiality.
 - c. Public Relations– The President may attend events to support the work of Labour Organizations, or Professional Associations as approved by Council or Executive (e.g. President walks the picket line support striking nurses).
 - d. Provincial/Regional Meetings– The President will attend meetings involving MTS at the Provincial or Regional level.
 - i) STA will not cover expenses already covered by MTS.
 - e. Divisional Meetings– The STA will cover all expenses when the President is working on behalf of the Association.
 - i) The STA will not cover the expenses of the President to attend divisional meetings for personal interest (i.e. President is a member of the Divisional Early Numeracy Committee).
- (ii) The President will be the official STA representative at events such as graduations, STA sponsored retirement functions, new teachers' orientation, Divisional PD events etc.
 - a. If the President is unable to attend a function in this capacity he or she may elect to designate an alternate representative.
 - b. Unless approved by motion, the STA will reimburse the expenses of only one delegate.
- (iii) The STA office in Beausejour will be designated as the official "home base" for the President.
 - a. When mileage expenses are incurred within Divisional Boundaries, (Monday-Friday), round trip mileage will be paid from the home base to the meeting destination.

- b. When mileage expenses are incurred outside Divisional Boundaries (Monday-Friday), mileage will be paid from the President's home to the meeting destination less the cost of the mileage incurred for the President to travel from their actual home to Beausejour on that day.
- c. When the President incurs mileage expenses on a weekend or holiday he or she will claim actual mileage.
- (iv) Costs associated with extensive travel should not be a deterrent for members wishing to run for STA President. This model is consistent with the policy currently being used for Clinical staff within Sunrise School Division.
- (v) The STA will cover actual cost of cell phone for president during their term.
- (vi) The STA will cover actual cost of Canada Automobile Association membership.

A-6- EXECUTIVE PROFESSIONAL DEVELOPMENT

- (i) Members of the STA Executive shall be able to access up to \$1000.00 in any given school year to engage in Professional learning that either aids in the completion of their Duties with the Association or improves their skills in the teaching profession.
- (ii) The President shall be allowed to access up to \$2000.00 per year.
- (iii) All requests must be approved in advance by motion by a majority of Executive.

A-7- PROFESSIONAL DEVELOPMENT

The association shall maintain PD guidelines

A-8- EXECUTIVE APPRECIATION/RECOGNITION

When an executive member resigns, they shall be recognized by the STA with a gift/gift card purchased in the amount of \$25.00/year of executive service, up to a maximum of \$200.

A-9- DONATIONS (Internal)

- (i) The Association will provide a retirement gift to members. The financial support including tax, card, and gift wrap shall not exceed \$120.
- (ii) The Association will donate \$50 in memory of a deceased STA member to a charity designated by the family.
- (iii) Upon the death of a family member (partner, child) of a STA member, the Association will donate \$50 to a charity designated by the family.
- (iv) The Association will provide a floral arrangement valued at \$50 in place of the charitable donation in (ii) or (iii) above, if requested.
- (v) The Association will provide a small gift valued up to \$15 to celebrate the arrival of a new family member.

A-10- HOLIDAY CHEER

The Association will provide a Holiday Cheer donation of \$5 per member with the minimum allotment being \$25 per worksite.

A-11- RESERVE FUND

There shall be the equivalent of one year's revenue in the General Operating reserve fund, except for the President Release Grant revenue from MTS.

A-12- EXECUTIVE TECHNOLOGY

Members of the STA Executive are assigned certain technological tools to aid in their work for the Association. When an Executive member serves for more than one consecutive school year he or she is entitled to purchase the device assigned to them. The price for these tools shall be calculated by subtracting 1/3 from the actual device cost on each one year anniversary of the original purchase. All technology purchases that are encompassed in these provisions must be done by motion at a Council meeting.

SECTION B- ASSOCIATION BUSINESS

B-1- NUMBERING SYSTEM FOR MOTIONS

- (i) The first set of digit(s) indicate the number of the motion.
- (ii) The second set of digit(s) indicate the year in which the motion was adopted.
- (iii) That the secretary of the Association keep an index of the titles of the motions which have been adopted, amended or defeated.

B-2- PRESIDENT'S RELEASE TIME

- (i) The position of the Association President is a full time position. The Association shall second the member from the Division and compensate the Division appropriately.
- (ii) The Association President shall experience no loss of benefits and the Association shall reimburse the Division for the President's salary, allowances when applicable, benefits and other costs related to the President's leave.

B-3- VICE PRESIDENTS' RELEASE TIME

- (i) The position of the Association Vice President shall be up to a half-time position. The Association shall second the members from the Division and compensate the Division appropriately.
- (ii) The Association Vice President shall experience no loss of benefits and the Association shall reimburse the Division for the pro rated share of each Vice President salary, allowances when applicable, benefits and other costs related to the Vice President's leave.

B-4- EXECUTIVE WORKSHOP

- (i) An Executive workshop shall be held annually, preferably at the first meeting of the school year.
- (ii) Costs of substitutes (if necessary), mileage, meals, refreshments, materials etc. will be covered by STA and/or MTS funds (if available).

B-5- MEETINGS

- (i) Executive/Council and Committee meetings shall be limited to two hours. Extensions of 15 (fifteen) minutes can be approved by a majority vote.
- (ii) Minutes of Executive meetings shall be typed and circulated to the members of the Executive/Council, principals/assistant-principals of the schools, Council representatives and a copy be placed in the Association binder in each staffroom.

B-6- LIAISON COMMITTEE

- (i) A Liaison Committee shall be comprised of the STA Executive and/or Council members. Pursuant to Article 31 of the current Collective Agreement, three (3) members will represent the Association:
 - a. the President or his/her designate,
 - b. the chairperson of the Collective Bargaining Committee
 - c. and one other member as designated by the President and approved by Executive.
- (ii) Meetings are to be arranged by the President and coordinated with the Chairperson of the Division's Liaison Committee.

B-7- NEGOTIATIONS

Sunrise Teachers' Association makes a commitment to support the strategies for provincial bargaining.

B-8- EXTRA-CURRICULAR ACTIVITIES

In accordance with MTS policy, the Sunrise Teachers' Association regards, extra-curricular activities as voluntary, and will support any individual's right to not volunteer for extra-curricular activities.

B-9- STA AND DIVISIONAL POLICY-MAKING

The Sunrise Teachers' Association cannot be deemed to be a party to policy whether it was drawn up with or without members on the committee, unless the members were appointed by Council or the policy was passed by Council.

B-10- ELECTION PROCUDURES

As per STA Constitution Section 6.2.

B-11- ASSOCIATION USE OF RELEASE TIME

- (i) Requests for use of release time charged to the Association and MTS will be initiated by Executive members.
- (ii) The President shall approve all requests for release time.

B-12- CHANGES TO BENEFITS PLAN

- (i) The STA Executive may, from time to time, propose changes to the benefits package of the members of the Sunrise Teachers' Association
- (ii) The Executive shall provide information to members as to the nature of the change and the cost implications.
- (iii) No less than thirty (30) calendar days and not more than ninety (90) calendar days following the initial announcement, the Executive shall hold a plebiscite on the proposed changes.

(iv) A simple majority of votes cast shall be required to approve the change.

B-13- PRESENTATIONS TO ASSOCIATION BY OUTSIDE GROUPS

- (i) Any group wishing to make a presentation must do so in the following manner:
- a. Contact the President or appropriate committee chair.
 - b. The President or committee chair reports to Executive.
 - c. The Executive reports to Council.
- (ii) Council may receive a presentation from the outside group at a regular Council meeting as a timed item or at a special meeting for any interested members.
- (iii) Where time is a factor, the above procedure may be waived.

B-14- SOLICITING FUNDS

Individuals or organizations may not come before the Association for the purpose of soliciting funds or for seeking volunteers to work on their behalf.

B-15- DIVISIONAL COMMITTEE MEMBERSHIP

- (i) Any member who serves on a divisional committee shall:
- a. Be appointed by the Council of the STA
 - b. Be required to report to the Council of the STA at the December and June Council meetings or as deemed necessary.

B-16- PROVIDING ALCOHOLIC/NON-ALCOHOLIC BEVERAGES

At all functions, either sponsored or co-sponsored by the Association, where alcoholic beverages are sold or provided, non-alcoholic beverages will also be sold or provided.

B-17- SERVICE FOR SECONDMENT, LEAVE AND ISOLATED ASSIGNMENT

- (i) Teachers who are seconded, on leave, or assigned to areas that isolate them from the general teaching body may request the following service from the Association:
- a. copies of the General Assembly minutes;
 - b. notices of General Assemblies;
 - c. invitation to contribute to negotiation packages and association policies; and
 - d. their names forwarded to Provincial MTS for inclusion on their mailing list.

B-18- POLICING COLLECTIVE AGREEMENT

It shall be the responsibility of all Association members to bring any breach of the collective agreement to the attention of the President or Vice President.

B-19- WORKPLACE SAFETY AND HEALTH COMMITTEE

- (i) The recommended Association representation shall be:
- a. The WSH Chairperson.
 - b. One industrial arts/practical arts teacher.
 - c. One physical education teacher.
 - d. The President.
 - e. One other member.

B-20- PRESIDENT'S ABSENCE

During an extended absence of the President of the Association, the Vice President shall assume the duties and responsibilities of the President.

B-21- AGM DELEGATES

- (i) The Association will select delegates for the Annual General Meeting of The Manitoba Teachers' Society in the following order:
- a. Members of the Executive
 - b. Members of Council
 - c. Members of Association Committees
 - d. Association Members

- (ii) Once members of the Executive have indicated their intention, notice will be given to Council for the need to fill the remaining positions. At Council, names of Council Reps will be solicited. If more names than positions exist the Council shall elect the delegates.
- (iii) If positions remain unfilled, the President will select first from Association committees, then from Association members, in consultation with the Table Officers.
- (iv) Any alternate delegates shall be designated by the President and approved by Council.
- (v) All delegates must be STA and MTS members.
- (vi) Association delegates shall refrain from speaking against any of the resolutions presented by the STA.
- (vii) Delegates shall block vote in favour of resolutions which are STA policy and vote against resolutions which are contrary to STA policy. If no policy exists, a free vote may occur.
- (viii) STA members who wish to run as candidates for Provincial Executive should receive endorsement of STA first. Delegates shall promote STA candidates.

B-22- AGM RESOLUTIONS

- (i) Any member of the Association may propose a resolution (by-law or policy) or a nomination (Provincial Executive) for consideration at the AGM of MTS.
- (ii) Proposed resolutions and nominations shall be submitted to the Nominations Committee for review. The Nominations Committee may
 - a. return the resolution or nomination to the member for further review or information;
 - b. reject the resolution or nomination if it is counter to the mission of the Association or the Manitoba Teachers' Society as defined by their respective Constitutions; or,
 - c. forward the resolution or nomination, with or without endorsement, to the Executive.
- (iii) Should the Nominations Committee reject a resolution or nomination from a member, said member has the right to submit his or her resolution or nomination directly to the Executive.
- (iv) The Executive shall forward all the resolutions and nominations that it endorses to Council.
- (v) Council may approve, by a majority vote, all STA resolutions and nominations, with the exception of business arising resolutions, to be considered at the AGM of MTS.

B-23- ASSOCIATION DIRECTORY

- (i) The Association shall produce an annual directory containing in alphabetical order the Association members' names, addresses, phone numbers, e-mail addresses and the schools of the members.
 - a. Members shall have the opportunity to exclude their personal information from the directory.
- (ii) The directory shall be for the personal use of Association members and not for distribution to outside organizations.
- (iii) The cost of the directory is the responsibility of the Association.

B-24- ASSOCIATION DIRECTORIES FOR SUBSTITUTES

- (i) Substitutes are eligible for a directory once they have worked twenty (20) teaching days in the Division.
- (ii) Directories will be distributed upon request on a first come first serve basis as long as directories are available.

B-25- INFORMATION MANAGEMENT

- (i) Association archives, as listed below shall be kept forever to preserve those records designated as having permanent legal, administrative or historical value.
 - a. Minutes Council, Executive, Committee(s) Reports
 - b. Executive & Council Member History
 - c. Election Statements and Results
 - d. Statistical Reports and Studies
 - e. Publications/Newsletters
 - f. Visual images
 - g. Legal Opinions
 - h. Arbitration/Grievance Files
 - i. Constitutions & Bylaws
 - j. Plan Documents (Dental, Short-term Disability, Extended Health, Deferred Salary etc...)
 - k. Collective Agreements, Letter of Understandings
- (ii) Non-archival Records shall be retained for as long as referenced
 - a. Financial documents (Audit, Budget, Ledgers etc. – 7 years
 - b. Personnel case files – 10 years after closed
 - c. Membership list updates – 2 years

- d. MTS Training Kits/Materials – 2 years
 - e. MTS/PX Documents – 2 years
 - f. Local Seminars/Events/Celebrations– 2 years
 - g. Formal Letters Outgoing Association – 7 years
 - h. Formal Letters Incoming Division – 7 years
 - i. MTS AGM Binders – 2 years
 - j. Association Presentations– 2 years
 - k. Divisional Employment Communication Letters – 3 years
 - l. Contractual PD Fund Applications & Activity – 3 years
- (iii) Information Management Policy shall be reviewed annually at Association Retreat.
- (iv) All information referenced herein shall be stored in locked file cabinets and disposed of according to the provided schedule. All documents scheduled for destruction shall be shredded or burnt.

B-26- TEACHERS NEW TO THE ASSOCIATION

The Association President (or designate) shall attend the Sunrise School Division New Teacher Orientation to bring official greetings and welcome packages to new members.

B-27- STAFF MEETINGS

- (i) All staff meetings shall end no later than one hour after the regular dismissal time, unless advance notice is provided and agreed to by all staff.
- (ii) Mandated Professional Development activities shall not occur during or following staff meetings. School based professional development shall only occur during professional development days designated as school based.
- (iii) Association business is to be placed on the agenda at the beginning of each staff meeting.

B-28- STRIKE OF UNIONIZED EMPLOYEES

- (i) Association members must continue to perform the duties required of them by contract and statute.
- (ii) Association members should respect other employees' right to strike and should not participate in strike-breaking activities.
- (iii) Association members must cross orderly picket lines. Unless there is a genuine risk of violence against them, members would be in breach of their individual Teacher Limited General and Teacher General contracts and the Public Schools Act prohibition against teachers striking.
- (iv) Association members should not solicit volunteer help in the event of a strike. Volunteers must have official School Board approval prior to their admittance to classrooms.
- (v) Association members should not perform any tasks normally performed by striking employees (e.g.; secretarial, maintenance, custodial, clerical).

SECTION C- WELLNESS EVENTS

C-1- MTS TOURNAMENTS

- (i) The Association will pay the entry fee for up to two (2) teams into the M.T.S. curling bonspiel, one (1) team in the hockey tournament and up to two (2) teams into the golf tournament.
- (ii) All other expenses will be the responsibility of the team.
 - a. Where travel and accommodation would be excessive the Council or Executive may approve a grant to defer expenses; as per these guidelines:
 - b. Tournaments North of the 53rd will have travel and accommodations covered up to \$400 per event (Include receipts).
 - c. For tournaments more than 100 km from Beausejour, travel will be funded up to \$100 per event.
- (iii) All teams must be approved by STA Council or STA Executive.
 - a. Teams will be chosen by a suitable method determined and administered by the STA Executive or Council.
- (iv) Non-members of the Sunrise Teachers' Association and/or The Manitoba Teachers' society are not eligible to represent the Association at the tournaments.
- (v) When an Association play-off is required, S.T.A. will cover the ice rental.

STA Statement of Policy & Procedures Approval & Amendment Dates

Art. #	Title	Approved	Amended	Amended	Amended
A. Financial Considerations					
A1					
A2					
A3					
A4					
A5					
A6					
A7					
A8					
A9					
A10					
A11					
A12					
B. Association Business					
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C. Wellness Events					
C1					