



**LE SYNDICAT DE L'ENSEIGNEMENT  
CENTRAL QUÉBEC  
TEACHERS' ASSOCIATION**

---

1752 Route 170, Laterriere, QC. G7N 1A4

Phone: (418) 543-6082; Toll Free: 1-877-543-6082

Fax: (418) 543-4916; Toll Free: 1-877-542-4916

Email: [secq-cqta@videotron.ca](mailto:secq-cqta@videotron.ca)

## **The Bulletin**

### April 2011

---

#### **FROM THE PRESIDENT'S DESK**



Hopefully spring weather has arrived and summer is within sight.

#### **TEACHER WORKLOAD**

A teacher's average weekly workload cannot exceed 32 hours.\* The workload consists of:

1. Teaching, remediation and supervision. At the elementary level this cannot exceed 23 hours and at the secondary 20 hours. These are hours in the presence of students. The principal has the right to assign this part of the workload.
2. Assigned presence. At the elementary level this cannot exceed 4 hours per week and at the secondary level 7 hours per week. Again, the principal assigns this part of the workload. These hours are not in the presence of students.
3. Personal Presence. At both elementary and secondary levels this cannot exceed 5 hours per week. The teacher decides and informs the principal when he or she will do these hours and can change them by giving written notice to the principal.

\*Your weekly average may vary depending on the school schedule (5 day, 6 day, 9 day, etc.).

#### **LAST STEPS BEFORE RETIREMENT**

1. Letter of resignation submitted to the school board 3 months before the date of retirement. The minimum notice required by the school board is 15 working days. However, to make sure CARRA has the necessary time to process your file, the earlier the better.
2. Send copies to CQTA and QPAT requesting the retirement package with information concerning the retired teacher's insurance plan.

3. Complete and sign the retirement form prepared by the school board. (Keep a copy).
4. Furnish a voided sample of a cheque with the pension request.
5. It is possible to have the value of the redeemable sick leave days transferred into a RRSP.

## TEACHERS ARE AT THE HEART OF STUDENT SUCCESS

Many thanks to Katie Boulianne, resource teacher at Riverside Regional High School in Jonquiere for the following article.

Teachers have the powerful ability to convince students to stay in school. Every day they communicate their passion for learning, help students make important choices, and motivate them to succeed. They encourage their students to grow and find meaning to their learning. Thanks to their daily presence, their professionalism, their ability to listen and their empathy, teachers build privileged relationships with their pupils, giving them a chance to succeed in school and make their dreams come true. A teacher's role is a powerful one!

For the past 15 years, the Regional Counsel to Prevent School Drop-Outs (CRÉPAS: le Conseil régional de prévention de l'abandon scolaire) has united people from around the Saguenay-Lac-St-Jean to work collectively on raising the graduation rate in all of our schools. In order to meet the numerous challenges associated with the development of the youth of our region and this important objective, CRÉPAS found it pertinent to develop a direct partnership with teachers – crucial players in the quest for school success. A sub-committee was formed to oversee the successful development and implementation of an **action plan to empower teachers to keep today's youth in school (PAVÉ: plan d'action pour la valorisation du rôle essentiel de l'enseignant dans la persévérance scolaire des jeunes)**. CRÉPAS and its partners want to provide the teachers in our region with the support they need to help students stay in school.

For CRÉPAS, it is imperative that the committee overseeing this action plan be composed of teachers. The four participating school boards, the four cégeps and the University of Québec at Chicoutimi have voiced their mutual support by selecting members of the teaching force to contribute to the development and implementation of PAVÉ. Ms. Katie Boulianne, a French and resource teacher at your school, was chosen to be one of these teachers.

At the heart of the initiative, unique in the province of Québec, this committee will work to achieve six strategic orientations targeting the recognition of each teacher's contribution to the success of today's students. Furthermore, it will aim to provide the teachers of our region with an accurate portrait of our youth, all the while emphasizing the importance of the relationship each teacher can hold with his or her students.

For more information about the teachers currently sitting on the PAVÉ committee, as well as their action plan, visit [www.crepas.qc.ca](http://www.crepas.qc.ca) soon!

## **PRIORITY OF EMPLOYMENT (RECALL LIST)**

It is at this time of the year when teachers under part time contracts should be aware of the requirements to be placed on the Priority of Employment Lists.

- You can be placed on only one list at a time, normally in the region of your place of work.
- You must be a legally qualified teacher with between 600 to 900 hours of teaching time under contract within the three previous years.
- You must have been evaluated and judged successful in your teaching assignment
- A teacher, who surpasses 900 hours, without receiving notice by the school board of the intent not to place him or her on the list, is deemed to have been successful in their teaching assignment and is added to the list.
- A teacher may be placed on the list after completing 600 hours of teaching under contract and has been recommended to be placed on the list.

If you have any questions you should contact Human Resources at the school board.

## **DISCIPLINARY MEASURES AND YOUR PERSONAL FILE**

Upon prior notification of at least 48 hours, the teacher accompanied or not by a union representative, may consult his or her personal file to ensure that the file is up to date and that the file does not contain any documents that should have been removed. With the teacher's written permission the union representative may consult the teacher's personal file. Some things to look for:

- A letter of warning placed in the teacher's personal file shall become null and void 100 workdays after the date on which it is issued unless it is followed by a disciplinary measure on the same subject or a similar subject during that period.
- Every letter of reprimand placed in the teacher's personal file shall become null and void 200 working days after the date on which it issued unless it is followed by a disciplinary measure on the same subject or a similar subject within that period.
- Every letter of suspension placed in the teacher's personal file shall be withdrawn from the said file 300 working days after the beginning of the suspension unless it is followed by a disciplinary measure on the same subject or a similar subject within that period.
- Any disciplinary letter that has become null and void shall be returned to the teacher.

## **ASSIGNMENT AND TRANSFER**

- Teachers who wish to request a transfer must inform the school board in writing before April 15.
- Teachers who wish to express assignment preferences for the following school year must inform the school administration in writing before April 15.

- Before April 30, the school administration must inform the School Council of the provisional needs in terms of staff for the following school year.
- During the month of June, the teachers in a school shall be informed of their subjects (secondary), level(s) or speciality(ies) which have been determined provisionally by the school administration.
- The teachers of a school will receive a written confirmation of their yearly teaching assignments no later than the first workday of the school year.
- Changes to these assignments can be made by the principal after consultation with the teacher concerned and after having given the teacher a reasonable notice in order to make the necessary adaptations.