

500 - 599 INTERNAL OPERATIONS

500 - 509 PROCEDURES

- 500 - Rules of Order
- 501 - Presentation of Resolutions
- 502 - Internal Procedures Re Grievances and Appeals
- 502.5 - Protocol for Responding to a Complaint by a Teacher Concerning an Administration Decision in a School that Affects the Rights of the Teacher Established in the Memorandum of Agreement or the Teacher's Contract of Employment
- 503 - PEITF Staff Negotiation Procedures
- 504 - PEITF Staff Evaluation Procedures
- 505 - Nomination to CTF Executive Positions
- 506 - Assistance to a Member in Civil or Criminal Proceedings
- 507 - Access to Federation's Legal Advisors
- 508 - PEITF Secretarial Staff Collective Bargaining
- 509 - Negotiation Procedures for General Secretary

510 - 519 AWARDS, GRANTS, SCHOLARSHIPS, BURSARIES, RECOGNITION AWARDS

- 510 - Awards
- 511 - Grant to Retired Teachers' Association
- 512 - PEITF Centennial Scholarship
- 513 - PEITF Scholarship
- 514 - PEITF Bursary Program
- 515 - Recognition of Retiring Teachers
- 516 - Recognition of the Death of a Member
- 517 - Grant to the Little Red School House
- 518 - Grant to Centre de ressources J. Albert Gallant
- 519 - Grant to Friends of the Eastern District's Teachers' Resource Center

520 - 529 FINANCIAL REGULATIONS

- 520 - Area Association Financing
- 521 - Out-of -Province Travel Expense Payment
- 522 - In-Province Travel, Accommodation and Meal Expense Payment
- 523 - Expenditures and Claims - General
- 524 - Contingency and Service Gratuity Funds
- 525 - Insurance Coverage
- 526 - Consultation with Finance Committee
- 527 - Honoraria
- 528 - Finance Related Policies
- 529 - Family Care Expenses

530 - 539 INVOLVEMENT WITH OUTSIDE AGENCIES

- 530 - Involvement with School Boards
- 531 - Area Association/School Board Liaison Committees
- 532 - Involvement with the P.E.I. Federation of Home and School Association
- 533 - Influenza Vaccination

540 - 549 JOB DESCRIPTIONS PEITF STAFF

- 540 - Job Descriptions - Professional Staff

550 - 559 ROLE OF EXECUTIVE MEMBERS

- 551 - Conditions of Full-Time Presidency

560 - 569 PUBLIC RELATIONS

- 560 - Media Access to Board of Governors' Meetings
- 561 - Public Relations Program Guidelines

590 - 599 GENERAL INTERNAL

- 590 - Policy Development
- 591 - Smoking at Meetings
- 592 - Scent Free Meetings and Workshops
- 593 - Non-discriminatory Practices
- 594 - Conference Attendance - Cost Estimates
- 595 - Internal Distribution of Materials
- 596 - Orientation Program for New Teachers
- 597 - Employment of Secretarial Staff
- 599 - Sexual Harassment

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 500

SUBJECT: Rules of Order

DATE OF ADOPTION: May, 1979

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That "Roberts Rules of Order" be the accepted authority to be followed in the conduction of the business meetings of the P.E.I. Teachers' Federation.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 501

SUBJECT: Presentation of Resolutions

DATE OF ADOPTION: May, 1979

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 27, 1995; May 27, 2000; May 28, 2005

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the following procedure on presentation of resolutions to the Board of Governors be adopted by the Federation:

1. Resolutions may be presented to the Board of Governors of the P.E.I. Teachers' Federation at the Semi-Annual Meeting or the Annual Meeting of the Board.
2. Resolutions may be presented to the Board of Governors by the Executive, the Area Associations, special committees established by the Board of Governors, individual members and members of the Board of Governors.
3. All resolutions to be considered by the Board of Governors at the Annual and Semi-Annual Meetings, must be submitted to the General Secretary thirty (30) days in advance of the meeting date to allow for printing and distribution of the resolutions to the members of the Board prior to the meeting date.
4. Matters which arise after the closing date for acceptance of resolutions and which a Member of the Board deems of concern to the Board may be considered under the "Other Business" section of the Agenda. A resolution to be considered under "Other Business" must have two-thirds of the Board Members present agree to the inclusion of the resolution on the Agenda before it can be debated.
5. Resolutions adopted at Area Association Annual Meetings shall not be subject to sections 3. and 4. of this policy statement.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 502

SUBJECT: Internal Procedures Re Grievances and Appeals

DATE OF ADOPTION: December, 1977

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 2

It is the policy of the P.E.I. Teachers' Federation:

That the following be adopted as the internal procedures for Federation representation in grievances and/or appeals under the School Act:

1. The teacher involved shall contact Federation House and explain the nature of the difficulty to a professional staff member.
2. The professional staff member may recommend action the teacher should take and/or carry out an unofficial investigation of the problem.
3. If there is need for further action following steps one and two the teacher must officially request, in writing, to have the Federation represent him or her. A copy of such request shall be sent to the Federation President.
4. Following receipt of an official request by a teacher to have the Federation represent him/her, the staff member(s) dealing with the case shall carry out an official investigation and prepare a written report for the Executive.
5. The Executive must consider the report of the staff officer on the case and provide the teacher concerned with an opportunity to present his/her case to the Executive.
6. It shall be the responsibility of the Executive to determine whether or not the Federation will represent a teacher in a grievance case and/or an appeal under the School Act.

7. In the event that legal counsel is required in carrying through a grievance and/or an appeal, the services of the legal firm retained by the Federation shall be used unless it can be shown that a conflict of interest exists.
8. The Federation shall assume financial responsibility for all grievances and/or appeals that the Executive officially supports.
9. Should the Executive not officially support a grievance and or appeal through their own resources, and the teacher is successful, the Federation shall pay to the teacher an amount of money equal to the legitimate cost incurred by the teacher in going through the grievance and/or appeal procedure.

In order for a teacher to receive the benefits through subsection 9, the teacher must follow the steps outlined above.

10. The General Secretary and or the President may authorize meetings between the teacher and the Federation's legal advisors.
11. The President in consultation with the General Secretary may initiate the first stage of the appeal processes related to this policy.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 502.5

SUBJECT: Protocol for Responding to a Complaint by a Teacher Concerning an Administration Decision in a School that Affects the Rights of the Teacher Established in the Memorandum of Agreement or the Teacher's Contract of Employment

DATE OF ADOPTION: May 27, 2006

DATE REVISED OR REAFFIRMED:

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

INTRODUCTION

It is recognized by the members and staff of the Federation that conflicts arise from time to time between a teacher and a member of the administration of the school over the application of the provisions of the Memorandum of Agreement and/or the teacher's contract of employment. It is also recognized that it is in the best interests of the parties involved and the education system generally to make reasonable efforts to resolve such conflicts without resorting to the formal dispute resolution mechanisms available under the Memorandum of Agreement and the School Act. Further, it is recognized that all involved in the resolution of such conflict situations have an obligation to act in a professional manner.

PROTOCOL

To assist in the professional resolution of conflicts between teachers and in-school administrators this protocol is to be followed by members and staff of the Federation:

1. A teacher who perceives his/her rights under the Memorandum of Agreement or contract of employment have been violated by a decision of the in-school administrator(s) shall discuss the concern with the school principal prior to initiating any intervention by a member of the staff of the Federation or other representative in accordance with the following:

A. The Teacher will provide a verbal or written request to the principal to establish a time and place to meet to discuss the teacher's concern.

Policy Statement #502.5 - cont'd - page 2

B. The Principal will establish a mutually acceptable time and place to meet with the teacher to discuss the concern.

C. The Principal may have another member of the in-school administrative team attend the meeting as an observer; and, the teacher may have the school's member of the Board of Governors or other staff member attend the meeting as an observer.

- D. The teacher and principal will discuss the concern and seek to resolve the issues that have given rise to the concern.
- E. At the conclusion of the meeting the principal and the teacher will verify the meeting has been held by producing in writing a document that includes the date, time and location of the meeting, the names of those present, and a brief statement which identifies the purpose of the meeting. This document will be signed by the teacher and the principal as verification only that the meeting has been held; a copy of this document will be held by each party.

2. Prior to the meeting referenced above:

- A. The principal has the right to contact any member of the staff at the Federation or the School Board office to seek advice on matters the principal believes may arise at the meeting.
- B. The teacher has the right to contact any member of the staff at the Federation or the School Board office to seek advice on matters the teacher believes may arise at the meeting.
- C. In the event a teacher contacts a member of the staff at the Federation for advice, no member of the staff of the Federation will contact the principal or other member of the in-school administrative team to discuss the matter prior to the meeting between the teacher and the principal.

3. In the event the conflict is not resolved through the meeting between the principal and the teacher and the teacher requests the assistance of the Federation in resolving the conflict, the conflict will be considered to be a conflict between the teacher, as employee, and the school board, as employer. In attempting to resolve the conflict with the employer, the member of the Federation staff who is representing the teacher will:

- A. Discuss and seek resolution of the conflict with the appropriate member of the staff in the school board office.
- B. Discuss the conflict with the principal only if:
 - (a) the principal contacts the Federation staff member to discuss the conflict; or,
 - (b) the appropriate staff member at the school board office arranges for the Federation staff member to discuss the conflict with the principal.

4. In the event discussions between the staff of the Federation and the staff of the school board do not resolve the conflict and the teacher, with the approval of the Federation, chooses to seek resolution through a grievance or other formal appeal process, it shall be considered a grievance or appeal of a decision of the employer, not a grievance or appeal of the decision of the in-school administration.
5.
 - A. In the event the conflict is referred to a grievance or appeal process for resolution, and the principal and/or other Federation member of the in-school administrative team will be required to be a witness for the employer at a hearing; and, such individual believes he/she requires legal advice which is independent from the legal representatives of the employer out of concern for his/her employment status, the Federation will provide an opportunity for the individual to seek such independent legal advice.
 - B. The Federation retains the right to limit the access to independent legal advice on the same basis as limitations presently are placed on any other member who is given access to the Federation's legal advisor.
6. Notwithstanding the preceding, if the parties involved in a conflict situation, and who are members of the Federation, mutually agree to seek resolution to a conflict in a manner not contemplated by this protocol, it shall not be deemed a violation of this Protocol. This provision of the Protocol recognizes that from time to time parties by mutual consent may devise unique processes to resolve conflict.
7. A member of the Federation who has good reason to believe that this protocol has not been followed by a member of the Federation or a member of the staff of the Federation may bring the breach of the Protocol to the attention of the Executive by presenting the reason in writing to the President, who shall bring it to the attention of the Executive.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

ÉNONCÉ DE PRINCIPE

INDICE : 502.5

OBJET : Protocole d'intervention en cas de plainte déposée par une enseignante ou un enseignant concernant une décision prise par l'administration d'une école qui porte atteinte aux droits de cet enseignant, tels qu'ils sont reconnus dans la convention collective ou dans le contrat d'engagement de cet enseignant.

DATE D'ADOPTION : Le 27 mai 2006

DATE DE RÉVISION OU DE RÉAFFIRMATION :

AUTORITÉ : Conseil d'administration

NOMBRE DE PAGES : 1 de 3

La Prince Edward Island Teachers' Federation a pour politique ce qui suit :

INTRODUCTION

Les membres et le personnel de la fédération reconnaissent que des conflits peuvent surgir entre un enseignant et un membre du personnel de l'administration scolaire relativement à l'application des dispositions de la convention collective ou du contrat d'engagement de cet enseignant. Ils comprennent également qu'il y va de l'intérêt des parties concernées et du système d'éducation en général de faire des efforts raisonnables pour résoudre de tels conflits sans recourir aux mécanismes officiels de règlement des différends décrits dans la convention collective et dans la *School Act* (loi scolaire). En outre, ils conviennent que toutes les parties impliquées dans le règlement de tels conflits ont l'obligation d'agir de façon professionnelle.

PROTOCOLE

Afin d'aider à résoudre d'une manière professionnelle les conflits qui surgissent entre le personnel enseignant et l'administration scolaire, les membres et le personnel de la fédération doivent observer le protocole suivant :

1. Tout enseignant qui juge que ses droits, tels qu'ils sont reconnus dans la convention collective ou dans son contrat d'engagement, ont été violés par une décision de l'administration scolaire parle de sa préoccupation au directeur de l'école avant de demander l'intervention d'un membre du personnel de la fédération ou d'une autre personne représentante, selon les modalités suivantes :
 - A. L'enseignant demande oralement ou par écrit au directeur un rendez-vous pour discuter de sa préoccupation.

- B. Le directeur détermine une date et un lieu mutuellement acceptables pour rencontrer l'enseignant afin de discuter de la préoccupation.
- C. Le directeur peut demander à un autre membre de l'administration scolaire d'assister à la réunion en tant qu'observateur; l'enseignant peut demander au représentant de son école au sein du conseil d'administration ou à un autre membre du personnel d'assister à la réunion en tant qu'observateur.
- D. L'enseignant et le directeur discutent de la préoccupation et tentent de résoudre la situation qui a donné lieu à la préoccupation.
- E. À la fin de la réunion, le directeur et l'enseignant attestent la tenue de la réunion en préparant un document qui contient la date, l'heure et le lieu de la réunion, le nom des personnes présentes et un bref énoncé du but de la réunion. Ce document est signé par l'enseignant et le directeur et ne vise qu'à attester la tenue de la réunion; chaque partie conserve une copie du document.

2. Avant la réunion dont il est question ci-dessus :

- A. Le directeur a le droit de communiquer avec n'importe quel membre du personnel de la fédération ou du siège de la commission scolaire afin de demander conseil sur des questions qu'il estime peuvent surgir à la réunion.
- B. L'enseignant a le droit de communiquer avec n'importe quel membre du personnel de la fédération ou du siège de la commission scolaire pour demander conseil sur des questions qu'il estime peuvent surgir à la réunion.
- C. Si un enseignant communique avec un membre du personnel de la fédération pour lui demander conseil, aucun membre du personnel de la fédération ne peut communiquer avec le directeur ou un autre membre de l'administration scolaire pour discuter de la question avant la tenue de la réunion entre l'enseignant et le directeur.

3. Si le conflit n'est pas résolu au moyen de la réunion entre le directeur et l'enseignant et que l'enseignant demande l'aide de la fédération pour résoudre le conflit, le conflit est considéré comme un conflit entre l'enseignant, en tant qu'employé, et la commission scolaire, en tant qu'employeur. En tentant de résoudre le conflit avec l'employeur, le membre du personnel de la fédération qui représente l'enseignant effectue la démarche suivante :

- A. Discuter du conflit avec le membre compétent du personnel du siège de la commission scolaire et tenter de le régler.
- B. Discuter du conflit avec le directeur seulement si :
 - a) le directeur communique avec le membre du personnel de la fédération pour discuter du conflit, ou
 - b) le membre compétent du personnel du siège de la commission scolaire prend des mesures pour que le membre du personnel de la fédération discute du conflit avec le directeur.

4. Si les discussions tenues entre le personnel de la fédération et le personnel de la commission scolaire ne parviennent pas à résoudre le conflit et que l'enseignant, avec l'approbation de la fédération, choisit de tenter de régler le différend en présentant un grief ou en suivant une autre procédure officielle d'appel, la démarche de l'enseignant est réputée un grief ou un appel d'une décision de l'employeur, et non un grief ou un appel de la décision de l'administration scolaire.
5. A. Si le conflit est soumis à la procédure de règlement des griefs ou à une autre procédure d'appel aux fins de règlement et que le directeur ou un autre membre de l'administration scolaire, également membre de la fédération, est tenu d'être témoin de l'employeur à une audience, et que cet individu croit avoir besoin d'un avis juridique d'une personne autre que les représentants légaux de l'employeur compte tenu de sa situation d'emploi, la fédération fournit à l'individu la possibilité de demander cet avis juridique indépendant.
B. La fédération conserve le droit de limiter l'accès à un avis juridique indépendant selon les mêmes modalités que celles fixées à l'égard de tout autre membre qui a accès aux services du conseiller juridique de la fédération.
6. Nonobstant ce qui précède, si les parties impliquées dans un conflit, et qui sont membres de la fédération, conviennent de trouver une solution au conflit d'une manière non envisagée dans le présent protocole, leur décision n'est pas réputée une violation du présent protocole. La présente disposition du protocole reconnaît qu'il peut arriver de temps à autre que des parties recourent d'un commun accord à des procédés uniques pour résoudre le conflit.
7. Tout membre de la fédération qui a une bonne raison de croire que le présent protocole n'a pas été observé par un membre de la fédération ou un membre du personnel de la fédération peut signaler la violation du protocole au Comité exécutif en présentant la raison par écrit au président, qui en informe le Comité exécutif.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 503

SUBJECT: PEITF Professional Staff Negotiation Procedures

DATE OF ADOPTION: December, 1977

DATE REVISED OR REAFFIRMED: April 28, 1984; December 7, 1985;
December 6, 1986; May 29, 1993;
May 29, 1999; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

That the following procedures be adopted to govern contract negotiations between the Federation and the professional staff, exclusive of the General Secretary:

SECTION 1 - PROFESSIONAL STAFF NEGOTIATION PROCEDURES

1. The parties to a Terms and Conditions of Employment Contract shall be the Prince Edward Island Teachers' Federation as represented by the Board of Governors and employees, exclusive of the General Secretary, holding a professional staff position designated by the Federation.
2. Representation:
 - A. The Executive shall appoint a Personnel Committee to represent the Board in the negotiation of Terms and Conditions of Employment Contracts. The President shall act as an advisor to the committee.
 - B. The professional staff shall determine its own representation in the negotiation of a Terms and Conditions of Employment Contract.
3. The Terms and Conditions of Employment Contract may contain clauses respecting salary and other financial benefits, as well as other terms and conditions of employment.

The Terms and Conditions of Employment Contract shall not contain any clauses with reference to professional staff negotiation procedures. The Board of Governors of the Prince Edward Island Teachers' Federation recognizes the need to consult with the professional staff with respect to negotiation procedures and will do so from time to time. Professional staff negotiation procedures shall not be the subject of negotiation, conciliation or arbitration and a conciliator or arbitrator shall have no authority to suggest negotiation procedures or to make a binding decision with respect to negotiation procedures.

The Terms and Conditions of Employment Contract shall expire on any date agreed upon by the parties.

4. The Federation staff shall provide information that the Personnel Committee may request to carry out the negotiation of a Terms and Conditions of Employment Contract on behalf of the Federation.
5. Negotiation:
 - A. Negotiations for the Terms and Conditions of Employment Contract shall commence no later than eight months prior to the expiry date of the current Terms and Conditions of Employment Contract.
 - B. If tentative agreement has been reached on a Terms and Conditions of Employment Contract it shall be presented to the Board of Governors of the Federation for ratification.
 - C. The agreement shall be presented to the Board of Governors as a package and in the form of an Executive resolution. Copies of the proposed contract shall be made available to the members of the Board prior to the meeting during which the resolution shall be presented.
 - D. If the tentative agreement referred to in subsection "B" of this section is not ratified by the Board of Governors it shall be returned to the negotiating parties for continued negotiation.
6. Conciliation:
 - A. If after March 1st, negotiations have discontinued either party may request that the services of a conciliator, acceptable to both parties, be engaged.
 - B. The conciliator, during the thirty days following his/her appointment, shall identify the areas in dispute and attempt to have the parties to the negotiations resolve the matters in dispute.

Policy Statement #503 cont'd -- page 3

- C. The cost incurred through the use of the conciliator shall be borne by the employer.

7. Arbitration:

- A. If a new Terms and Conditions of Employment Contract is not agreed upon by the expiry date of the then current Terms and Conditions of Employment Contract either party may request the services of an arbitrator, acceptable to both parties, be engaged. Prior to the commencement of arbitration, the Executive shall present the final positions of both the Executive and the professional staff members to the Board of Governors at a meeting of the Board. The Board of Governors may redirect the Executive or permit the Executive to enter into arbitration.
 - B. Only those matters in dispute shall be referred to the arbitrator for decision and the arbitrator shall be informed of the matters upon which agreement has been reached.
 - C. The arbitrator shall commence his/her hearing as soon as possible following his/her appointment, shall hear the case of both parties in the presence of the other, and shall provide an opportunity for each party to respond to the position(s) put forth by the other.
 - D. Within ten (10) days of the completion of the hearing the arbitrator shall render his/her decision and it shall be binding on both parties to the Terms and Conditions of Employment Contract.
 - E. Costs incurred by an arbitration board established under these procedures shall be paid on the basis of seventy-five (75) percent to be paid by the employer and twenty-five (25) percent paid by the employees. Notwithstanding this division, the maximum each employee shall be required to pay per board established shall be two hundred and fifty (\$250) dollars. Such costs are not to include representation costs incurred by the employees or the employer.
 - F. The negotiating parties shall agree, on or before the conclusion of the first negotiating session, upon the name of the arbitrators to be acceptable in the event that arbitration is requested to reach an agreement. The arbitrators shall be listed in order of preference or some other acceptable order and shall be selected in the order in which their names appear on the list.
8. When the terms and conditions of employment have been agreed upon through negotiation, conciliation, or arbitration such terms and conditions shall be prepared in the form of a contract and signed by both parties.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 504

SUBJECT: PEITF Staff Evaluation Procedures

DATE OF ADOPTION: December, 1977

DATE REVISED OR REAFFIRMED: April 28, 1983; December 6, 1986; May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

That the following be adopted as the staff evaluation policy of the Federation:

1. **SECRETARIAL STAFF**

- A. An annual evaluation of a secretarial staff member shall be carried out prior to the end of each Federation year in instances where the secretarial staff member has been employed by the Federation for fewer than two consecutive years. Secretarial Staff members who have been employed by the Federation for two consecutive years or more shall be evaluated every other year. All evaluations are to be carried out in accordance with the Federation's policy on secretarial staff evaluation.
- B. The General Secretary of the Federation shall be responsible for conducting the evaluations of the secretarial staff, in consultation with other professional staff members, and shall compile a written report on each secretarial staff member.
- C. Each member of the secretarial staff shall be presented with a copy of their evaluation report and shall sign the report as an indication that they have seen the report. Space shall be provided in the evaluation report for comment by the secretarial staff member.
- D. The General Secretary shall report to the Executive of the Federation on the evaluation reports of the secretarial staff, and shall make any recommendations to the Executive he/she deems necessary.

- E. Each member of the secretarial staff shall receive a copy of any recommendation(s) that is related to them prior to presentation of such recommendation(s) to the Executive.
- F. The evaluation reports shall be made available to the Executive, upon request, and in the presence of the General Secretary, but they shall be kept confidential.
- G. Only members of the Executive, the General Secretary and the affected staff member may be present when a report on a secretarial staff evaluation is being presented to the Executive.

2. **PROFESSIONAL STAFF**

- A. An annual evaluation of a professional staff member shall be carried out prior to the end of each Federation year in instances where the professional staff member has been employed by the Federation for fewer than two consecutive years. Professional staff members who have been employed by the Federation for two consecutive years or more shall be evaluated every other year. All evaluations are to be carried out in accordance with the Federation's policy on professional staff evaluation.
- B. The General Secretary shall be responsible for providing the written evaluation report on the executive assistants who are employed by the Federation.
- C. Each executive assistant shall receive a copy of his/her evaluation report and shall sign the report as an indication that they have seen the report. Space shall be provided on each report for comment by the appropriate executive assistant.
- D. The President shall receive, in confidence, a copy of the evaluation reports prepared on the executive assistants.
- E. The General Secretary shall report to the Executive of the Federation on the evaluation reports of the executive assistants, and shall make any recommendations to the Executive he/she deems necessary.
- F. Each executive assistant shall receive a copy of any recommendation(s) that is related to him/her prior to presentation of such recommendation(s) to the Executive.
- G. The evaluation reports of the executive assistants shall be made available to the Executive, in the presence of the General Secretary, but they shall be kept confidential.

- H. An evaluation report on the General Secretary shall be carried out by a 3-person Committee approved by the Executive; such Committee must include the President and two other members of the Executive. The evaluation is to be made following the completion by the General Secretary of the evaluations of the secretarial and Professional Staff members.
- I. A copy of the evaluation report shall be provided to the General Secretary and he/she shall sign it as an indication that he/she has seen the report. Space shall be provided in the evaluation report for comment by the General Secretary on the report.
- J. The President shall report to the Executive on the evaluation report of the General Secretary, and shall make any recommendations to the Executive he/she deems necessary.
- K. The General Secretary shall receive a copy of any recommendation(s) that is related to him/her prior to presentation of such recommendation(s) to the Executive.
- L. The evaluation report on the General Secretary shall be made available to the Executive, in the presence of the President, but it shall be kept confidential.
- M. Only the elected members of the Executive and the Federation staff may be present when the report on professional staff evaluations is being presented to the Executive.
- N. The job descriptions of Professional Staff members must be reviewed by the Executive at least every three years for the purpose of keeping the descriptions in line with the staff members' assigned responsibilities.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 505

SUBJECT: Nomination to CTF Executive Positions

DATE OF ADOPTION: December 1, 1984

DATE REVISED OR REAFFIRMED: May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 2

It is the policy of the P.E.I. Teachers' Federation:

That the following policy govern the nomination of a member of PEITF to an Executive position on the Executive of the Canadian Teachers' Federation:

I. POWER OF NOMINATION:

The Executive is empowered to nominate a member of the PEITF to any Executive position of CTF. Such nomination may be initiated by:

- A. the member requesting the Executive to nominate his/her name for an Executive position of CTF or;
- B. the Executive requesting the member to allow himself/herself to stand in nomination for an Executive position of CTF.

In each of the above cases the Executive may receive notice of the potential nominee(s) fourteen days prior to the Executive Meeting at which a nomination will be discussed. The selection of a nominee should be made no later than May 15 of the applicable year.

II. NOMINEE:

When selecting a nominee for an Executive position of CTF the Executive should ensure that the nominee:

- A. is a member of PEITF;

- B. has held an Executive position within PEITF within twenty-four months prior to the selection as a nominee;
- C. has had a reasonable degree of experience with the national activities of teacher organization work.

III. ELECTION COMMITTEE:

An Election Committee consisting of the PEITF delegates and alternate delegates to the CTF Annual General Meeting shall be established when the Executive selects a nominee for an Executive position of CTF.

The Election Committee shall:

- A. be chaired by the President, or in the event the President is the nominee, the President-Elect or a Vice-President;
- B. distribute materials related to the nomination to CTF and its affiliates;
- C. prepare a budget of anticipated election expenses for presentation to the Annual Meeting of the Board of Governors;
- D. host a hospitality room during the CTF AGM;
- E. arrange meeting between the nominee and other delegations; and
- F. assist the nominee in the preparation of presentations to the other delegations and the Annual General Meeting.

IV. LATE NOMINATIONS:

In the event the Executive chooses to select a nominee for the CTF Executive after April 1st and a proposed budget of election expenses cannot be submitted for the consideration of the Board of Governors, the maximum amount the Election Committee may expend is \$1,000.00.

V. REPORT:

Following the CTF AGM the Election Committee must provide a written report to the Executive which shall contain a summary of events surrounding the election of Executive Officers at the applicable CTF AGM and a financial statement. Such report must be submitted to the Executive no later than October 31st.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 506

SUBJECT: Assistance to a Member in Civil or Criminal Proceedings

DATE OF ADOPTION: May 3, 1985

DATE REVISED OR REAFFIRMED: May 26, 1990; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the Executive may provide the services of the Federation's legal counsel to defend civil or criminal proceedings initiated against a teacher arising from that teacher's employment as a teacher. The Executive may allow the services of legal counsel other than the Federation's legal counsel in cases deemed appropriate by the Executive and the Executive reserves in such cases, the right to establish the fee structure. In order to receive the benefit of this policy, the teacher must adhere to the applicable provisions of the Federation's policy on internal procedures for grievances and appeals under the School Act.

The Executive may agree to provide legal services to a teacher who initiates a civil action in a matter which arises from the employment relationship.

PRINCE EDWARD ISLAND TEACHERS 'FEDERATION

POLICY STATEMENT

INDEX NUMBER: 507

SUBJECT: Access to Federation's Legal Advisors

DATE OF ADOPTION: December 7, 1985

DATE REVISED OR REAFFIRMED: May 26, 1990; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That access to the Federation legal advisors by an individual member for whom the Federation is providing legal assistance be restricted to these instances:

1. Contact initiated by the Federation's legal advisors;
2. Contact initiated by the officials of the Federation; or
3. Contact initiated by the member and approved by the General Secretary or President, and that the Federation not assume costs for legal services for a member which has not been initiated in the above manner, unless good and sufficient cause can be shown by the member as to why the Federation should assume such cost.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 508

SUBJECT: PEITF Secretarial Staff Collective Bargaining

DATE OF ADOPTION: December 7, 1985

DATE REVISED OR REAFFIRMED: May 26, 1990; May 24, 1997; May 24, 2003, May 24, 2008

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That Local Union No. 1770 of the Canadian Union of Public Employees be recognized as the exclusive bargaining agent for the secretarial staff effective February 1, 1986.

That the Federation utilize the collective bargaining process as outlined in the Prince Edward island Labour Act to negotiate a collective agreement with the secretarial staff of the Federation.

That the following internal procedures govern the negotiation of a collective agreement with the secretarial staff:

- I. Not later than six months prior to the expiry date of the existing collective agreement with the secretarial staff the Executive shall appoint a Secretarial Staff Bargaining Committee and designate the individual who will act as chief spokesperson at the negotiating table. The committee shall be responsible for:
 - A. preparation of background information for the bargaining process;
 - B. preparing the positions to be adopted by the Federation in the bargaining process;
 - C. submitting for the approval of the Executive, prior to the commencement of the bargaining process, the intended positions to be adopted;
 - D. negotiating a collective agreement with the representatives of the secretarial staff;
 - E. presenting any tentative agreement achieved to the Executive; and
 - F. informing the Executive when an impasse is reached in negotiations so that the Executive can instruct the Committee concerning acceptable means of resolving the impasse.
- II. The Executive is empowered on behalf of the Federation to accept or reject a tentative agreement with the secretarial staff.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 509

SUBJECT: Negotiation Procedures for General Secretary

DATE OF ADOPTION: May 30, 1986

DATE REVISED OR REAFFIRMED: May 31, 1991; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

That the following procedures govern the contract negotiations between the General Secretary and the Federation:

I. PARTIES

The "Agreement between the Teachers' Federation and the General Secretary" shall be a personal contract of service between the Teachers' Federation and the person assuming the position of General Secretary.

II. REPRESENTATION

The Teachers' Federation shall be represented by the President and one other Executive Member. The General Secretary shall represent himself/herself in the negotiation of the Agreement.

III. SCOPE OF AGREEMENT

The Agreement may contain clauses with reference to salary, other financial benefits, and conditions of employment.

The Agreement between the General Secretary and the Teachers' Federation shall not contain any clauses with reference to the procedures to be utilized in the negotiation of such Agreement. The Board of Governors of the Teachers' Federation recognizes the need to consult with the General Secretary with respect to negotiation procedures and will do so from time to time. These negotiation procedures shall not be the subject of negotiation, conciliation or arbitration and an arbitrator shall have no authority to suggest negotiation procedures or to make a binding decision with respect to negotiation procedures.

IV. TERM OF AGREEMENT

The term of the Agreement may be for any time period agreed upon by the parties. Notwithstanding the preceding, no Agreement shall be for a term which exceeds the period of employment of the General Secretary with whom the Agreement has been negotiated.

V. NEGOTIATIONS

- A. Negotiation of a new collective agreement shall commence no later than the January 1st immediately preceding the termination date of the existing Agreement.
- B. Notwithstanding Section V. A., a new Agreement will be negotiated at the time of employment in the event a new General Secretary is employed.
- C. Negotiations may continue until the March 31st immediately following the commencement date.
- D. If a tentative Agreement is achieved during the period of negotiations it shall be presented to a meeting of the Executive to be held prior to April 15th of the relevant year. If the Executive accepts the tentative Agreement it shall be presented to the Annual Meeting of the Board of Governors for ratification. Copies of the tentative Agreement shall be made available to the members of the Board of Governors prior to the meeting.
- E. If a tentative Agreement is not achieved during the period of negotiations the Executive shall report to the Board of Governors on the status of the negotiations.
- F. Notwithstanding the preceding provisions of this section, during the period from March 31st to seven (7) days preceding the Annual Meeting either party may initiate discussions with a view to arriving at a tentative Agreement.

VI. RATIFICATION

If a tentative Agreement is achieved it shall be presented to the Board of Governors as a package and in the form of an Executive resolution. The resolution shall be considered at a closed session of the meeting.

VII. ARBITRATION

- A. If a tentative Agreement is not agreed upon by the expiry date of the existing agreement either parties may request the services of an arbitrator acceptable to both parties. The parties shall agree upon an arbitrator at the first negotiating session.
- B. Only matters in dispute shall be referred to the arbitrator for decision but the arbitrator shall be informed of the matters upon which agreement has been reached.
- C. The arbitrator shall commence hearings as soon as possible following his/her appointment. The case shall be heard in the presence of both parties with each having an opportunity to respond to the positions put forth by the other.
- D. Within ten (10) days of the completion of the hearing the arbitrator shall render his/her decision and it shall be binding on both parties.
- E. Costs incurred by the arbitrator shall be paid on the basis of seventy-five (75) percent to be paid by the employer and twenty-five (25) percent paid by the General Secretary. Notwithstanding this division of cost the maximum the General Secretary shall be required to pay per arbitration hearing shall be two hundred and fifty (\$250) dollars.

VIII. IMPLEMENTATION

Following acceptance of a tentative Agreement by the Board of Governors the Agreement will be drafted in a legal format and signed by the Federation and the General Secretary.

IX. POLICY REVIEW

This policy shall be reviewed by the Executive during years in which negotiations are not being conducted. The time period between reviews shall not exceed two years.

PRINCE EDWARD ISLAND TEACHERS ' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 510

SUBJECT: Awards

DATE OF ADOPTION: April 28, 1984

DATE REVISED OR REAFFIRMED: May 28, 1988; May 31, 1991; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I.T.F. present the following \$500. awards annually:

- A. J. Weeks Murphy Award - to be awarded annually to a student at Holland College.
- B. F.J. MacNeil Award - to be awarded annually to a deserving student in the secondary stream of the education program at U.P.E.I.
- C. Estelle Bowness Memorial Award - to be awarded annually to a student in the education program at U.P.E.I. who shows promise of inspirational teaching.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 511

SUBJECT: Grant to Retired Teachers' Association

DATE OF ADOPTION: December, 1979

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I. Retired Teachers' Association be accepted as an affiliate of the P.E.I. Teachers' Federation; and that a budget item entitled "Grant to P.E.I. Retired Teachers' Association" be added to the 1980 - 1981 and subsequent PEITF budgets.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 512

SUBJECT: PEITF Centennial Scholarship

DATE OF ADOPTION: April 28, 1984

DATE REVISED OR REAFFIRMED: May 26, 1989; May 29, 1993; February 1, 1997; May 25, 2002; May 26, 2007

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

Each year the Prince Edward Island Teachers' Federation shall award three PEITF Centennial Scholarships, in the amount of \$1,500, to teachers who are returning for a full year of study.

To be eligible for the scholarship, a teacher must:

1. be a member of the P.E.I.T.F.
2. be undertaking a full year of study
3. have at least three years teaching experience on P.E.I.
4. undertake to teach on P.E.I. for two years following study under this scholarship.

The closing date for applications for the scholarships shall be May 20th in each Federation year.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 513

SUBJECT: PEITF Scholarship

DATE OF ADOPTION: April 28, 1984

DATE REVISED OR REAFFIRMED: May 26, 1989; May 26, 1990; May 29, 1993; May 27, 1995; May 27, 2000; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 2

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I. Teachers' Federation maintain a scholarship in accordance with the following:

1. That the Teachers' Federation maintain two scholarships to be awarded annually to students who are dependents of PEITF members, retired members, deceased members, or former members who accumulated a minimum of ten (10) years service, the last five of which were on Prince Edward Island.
2. The amount of each scholarship shall be \$1,500.
3. The scholarships shall be awarded in accordance with the following:
 - A. One scholarship shall be awarded to a student attending an accredited university and who is registered for the student's final year of study.
 - B. One scholarship shall be awarded to a student attending an accredited community college or equivalent post-secondary institution and who is registered for the student's final year of study.
 - C. The determination of whether or not a particular post-secondary institution will be deemed equivalent to a community college will be made by the selection committee of the Teachers' Federation.
 - D. In the event there are no suitable applicants for one of the scholarships, the selection committee may select two recipients for the scholarship for which there are applicants.
 - E. The Executive shall designate a selection committee each year to determine the recipients of the scholarships.
 - F. The criteria to be used by the selection committee in judging the applicants shall be:
 - a) Scholastic attainment in the previous two years of study;

- b) Demonstrated leadership abilities; and,
- c) Recommendation of the school authority (Dean, Department Head, Principal, teacher, etc.) from the institution attended by the applicant prior to the applicant's last year of study.

G. Applications shall be submitted to the selection committee on a form supplied by the Teachers' Federation. Only applications which are completed shall be considered by the selection committee.

- 4. The successful applicants will be announced by the Teachers' Federation no later than October 15th each year.
- 5. The scholarship will be awarded, upon proof of registration, in two instalments - one half by October 15th in the year it is awarded and the remaining half by January 15th of the next calendar year.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 514

SUBJECT: P.E.I.T.F. Bursary Program

DATE OF ADOPTION: Prior to 1970

DATE REVISED OR REAFFIRMED: April 28, 1984, May 3, 1985; May 26, 1990;
May 30, 1992; May 29, 1993; May 25, 1996;
May 27, 2000; May 28, 2005

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 2

It is the policy of the P.E.I. Teachers' Federation:

That the existing guidelines for the PEITF Bursary Program be rescinded and replaced by the following:

P.E.I.T.F. BURSARY GUIDELINES

1. The P.E.I.T.F. bursaries shall be available to all members of the P.E.I.T.F. subject to the eligibility requirements listed below:
2. To be eligible for a P.E.I.T.F. bursary a teacher must:
 - a. be a member of the P.E.I. Teachers' Federation;
 - b. have completed one year of teaching in the school system of P.E.I.;
 - c. be hired to teach in P.E.I. for one year immediately after being awarded a bursary;
 - d. have not received a P.E.I.T.F. bursary in the two years preceding the date of application;
 - e. accurately complete and submit the necessary application form by the deadline established by P.E.I.T.F.;
 - f. successfully complete a post-secondary level three semester hour credit or a Department of Education approved credit, within a year after being granted the bursary by the P.E.I.T.F.
3. The maximum number of bursaries to be granted each year shall be twenty-five and each shall be valued at three hundred dollars.
4. A teacher awarded a bursary will receive the bursary only after providing the P.E.I.T.F. with written evidence of successful completion of a three semester hour credit as per number 2(f) in the eligibility requirements above.
5. The bursaries will be awarded in accordance with the following formula and alternates from each Area Association shall be selected if sufficient applications have been submitted:

Area Association West - 9 bursaries

Area Association East - 14 bursaries

L'Association des enseignantes et des enseignants de langue française - 2 bursaries.

(The formula is based on the percentage the membership of an Area Association is of the total P.E.I.T.F. membership.)

6. In the event that there is not a sufficient number of applicants from one Area Association to fill the number of bursaries allotted the Area Association, the bursaries not utilized will be allotted on a provincial basis.
7. If a successful applicant does not accept the bursary, the first alternate from that Area Association will become the recipient of the bursary. If there are no alternates from that particular Area Association, the bursary shall be awarded on a provincial basis.
8. The bursaries will be awarded at the Annual Meeting of the P.E.I.T.F. Board of Governors.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 515

SUBJECT: Recognition of Retiring Teachers

DATE OF ADOPTION: December, 1977

DATE REVISED OR REAFFIRMED: April 28, 1984; December 3, 1988; May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the following be adopted as Federation policy for recognition of retiring teachers:

1. The P.E.I.T.F. shall provide a gift, unique to P.E.I.T.F., with the P.E.I.T.F. logo or name and the name of the Area Association the retiring teacher is a member of, to each teacher that retires and meets the criteria outlined in section three of this policy statement.
2. The gift shall normally be presented to the retiring teacher by the President or his/her designate at the Annual Meeting of the Area Association to which the retiring teacher belongs or at another Unit function agreed upon by the President. In the event the presentation to a retiring teacher cannot be made at the Annual Meeting the President shall select an appropriate time and place to make the presentation.
3. Retiring teachers who meet the following criteria shall be honored by the Federation:

The teacher has ten (10) or more years of continuous service immediately prior to employment termination, or has twenty (20) or more years of total service; and, meets one (1) of the following criteria:
 - (a) The teacher terminates his/her contract at age fifty-five (55) or more; or
 - (b) The teacher terminates his/her contract having thirty (30) or more years of service; or
 - (c) The teacher's employment terminates because of disability, death, or his/her contract is terminated under Section 90 of the School Act.
4. Other persons may be recognized with this gift at the discretion of the Executive.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 516

SUBJECT: Recognition of the Death of a Member or Family Member

DATE OF ADOPTION: December 4, 1976

DATE REVISED OR REAFFIRMED: April 28, 1984; May 28, 1988; December 3, 1988
May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the following be P.E.I.T.F. procedures in the event of the death of a member:

1. Board Members will be requested to inform the P.E.I.T.F. office of a death of a member or an individual in the immediate family of a member.
2. The P.E.I.T.F. will send a sympathy card and contribute \$40.00 to a fund designated by the family of the deceased in the public death announcement and in the absence of such an announcement to the charity designated annually by the Executive.
3. Teachers who have died during the preceding school year will be recognized at the Annual Convention by the observing of a minute's silence.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 517

SUBJECT: Grant to the Little Red School House

DATE OF ADOPTION: May 31, 1991

DATE REVISED OR REAFFIRMED: May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the Prince Edward Island Teachers' Federation provide an annual grant to assist in the payment of expenses incurred by the Little Red School House to continue its present operations.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 518

SUBJECT: Grant to Centre de ressources J. Albert Gallant

DATE OF ADOPTION: May 24, 1997

DATE REVISED OR REAFFIRMED: May 25, 2002; May 25, 2002; May 26, 2007

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the Federation provide an annual grant of \$2,000. to assist in the payment of expenses incurred by the Centre de ressources J. Albert Gallant to continue its present operation.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 519

SUBJECT: Grant to Friends of the Eastern District's Teachers' Resource Center

DATE OF ADOPTION: February 7, 1998

DATE REVISED OR REAFFIRMED: May 24, 2003; May 24, 2008

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the Prince Edward Island Teachers' Federation show its support for the Eastern District's Teachers' Resource Center by providing the group known as the Friends of the Eastern District's Teachers' Resource Center with a yearly sum similar to that given to resource centers in other school districts.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 520

SUBJECT: Area Association Financing

DATE OF ADOPTION: December, 1977

DATE REVISED OR REAFFIRMED: April 28, 1984; December 7, 1985;
December 6, 1986; May 26, 1990;
February 2, 1991; April 18, 1995; February 1, 1997;
May 30, 1998; May 24, 2003; May 24, 2008

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

- A. Western Area Teachers' Association and Eastern Area Teachers' Association shall be provided with an annual grant of \$4,400 and L'association des enseignants et enseignantes de langue française shall be provided with an annual grant of \$2,200. In addition, each Area Association shall be provided with a grant of \$9.00 per member. The numbers upon which this grant is to be calculated is the membership of the Area Association as of April 1st. Where possible Area Association grants are to be paid in quarterly instalments with the first instalment to be paid within thirty (30) days of receipt of the required financial reports.

The total amount of monies an Area Association may have to expend as of April 1st in any given year shall not exceed twice the yearly grant.

Where an Area Association can demonstrate to the Finance and Property Committee that the travel costs for attendance by Coordinating Committee members at all meetings required by the Area Association has exceeded thirty percent (30%) of the yearly grant from the Federation, the Federation shall rebate to the Area Association, every three months and upon receipt of verification of travel costs incurred, monies expended for travel costs incurred and which are in excess of thirty percent (30%) of the yearly grant to the Area Association.

- B. In addition to monies provided for in section "A", additional monies may be budgeted under the P.E.I.T.F. budgetary item "Grants to Area Associations" and such monies may be made available to the Area Association under the following conditions:
1. An Area Association requesting additional funding submits the request, in writing, to the Provincial Executive;
 2. A financial statement outlining the Area Association's financial situation, at the time the request is made, accompanies the request;

3. A detailed account of the proposed use of the additional funds is contained in the request.
- C. Any surplus funds in the bank account of an Area Association, at the end of the Federation year, shall be retained by the Area Association and shall not be deducted from the monies provided under section "A".
- D.
1. The P.E.I.T.F. shall provide each Area Association treasurer with an allotment of appropriate financial books and ledgers, sufficient to maintain a proper set of financial records, at the beginning of each Federation year.
 2. P.E.I.T.F. shall organize "Training Workshops" for all Area Association treasurers as soon as possible following their appointment each year.
 3. The Treasurer of each Area Association shall submit the Area Association financial records to the P.E.I.T.F. central office immediately following the termination of the Federation year (March 31st).
 4. Funding provided to Area Associations may be used to purchase secretarial services for the Area Coordinator and the Coordinating Committee.
- E.
1. The Area Association shall use the "Area Association Projected Budget" form when they are planning their area budget allocations and shall submit a copy to Federation House.
 2. The Area Association shall use the "Area Association Financial Statement" when reporting to the membership and/or the Provincial Executive.
- F.
1. Each Area Association must open a bank account.
 2. Each Area Association must have two signing officers for financial transactions.
 3. All expenses, bills, invoices, etc. to be paid by the Area Association must, be approved by the Coordinating Committee.
- G. Any Area Association that does not comply with the above outlined policy statement shall not be eligible for the grant provided for in Section "A".
- H. In the event Area Associations are amalgamated to form fewer Area Associations, all funds held by the former Area Associations shall be transferred to the new Area Associations.
- I. The Federation shall provide funding to enable each Area Coordinator to request up to fifteen days release time from the school board to carry out the duties of the position. Some of the allocated days may be designated by the Coordinator for use by the Assistant Coordinator.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 521

SUBJECT: Out-of-Province Travel Expense Payment

DATE OF ADOPTION: Prior to 1970

DATE REVISED OR REAFFIRMED: April 28, 1984; December 7, 1985; December 6, 1986;
May 26, 1990; May 29, 1993; May 29, 1999; May 29,
2004, May 24, 2008

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

Expenses incurred during authorized travel out-of-province by members and staff shall be paid on the following basis:

- A. Travel - economy air fare or mileage at the established Federation rate, provided, the total mileage expense does not exceed the cost of economy air fare. In the event a staff person charges mileage, such mileage shall be paid in accordance with the provisions of the Professional Staff Agreement. The actual costs of taxi services utilized on Federation business while out-of-province will be paid.

In the event a person takes his/her car on authorized out-of-province travel and carries one or more passengers who have been authorized to travel on Federation business, the car owner/driver shall be paid an additional twenty-five percent of the authorized travel claim he/she receives or twenty-five percent of the cost of an economy airfare, whichever is lesser, for each passenger travelling with the owner/driver on authorized Federation business.

- B. Accommodation - the single room rate at a location designated by the Federation.
- C. Meals - \$44. per day
- D. Miscellaneous - \$6. per day

In the event a person acting on Federation business requires money in advance to meet anticipated expenditures the individual must:

- A. submit an advance claim form which must contain a breakdown of the anticipated expenditures, and
- B. submit, upon completion of the activity, a detailed account of actual expenditures incurred with receipts where applicable.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 522

SUBJECT: In-Province Travel, Accommodation and Meals Expense Payment

DATE OF ADOPTION: Prior to 1970

DATE REVISED OR REAFFIRMED: April 28, 1984; December 6, 1986; May 26, 1990; May 25, 1996; May 25, 2001; May 27, 2006; May 24, 2008

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

Expenses claimed for meals while on Federation business in-province shall be paid on the following basis:

- | | | | |
|----|-----------|---|---------|
| A. | Breakfast | - | \$ 6.00 |
| B. | Lunch | - | \$ 9.00 |
| C. | Dinner | - | \$15.00 |

That the mileage rate paid by the Federation be the same as that provided by the Memorandum of Agreement. Persons designated by the Executive as being required to have an automobile available to carry out their job functions and/or assignments shall be paid 8.1 cents per kilometer in addition to the rate established through the Memorandum of Agreement.

Persons required to utilize overnight accommodation away from their home and while on Federation business shall be provided with sufficient funds to acquire a single room at a location designated by the Federation. In the event an individual elects to stay at a location other than that designated by the Federation, the Federation shall reimburse the individual by an amount not to exceed that which is applicable at the designated location.

Expense claims by members and Federation staff must be submitted to Federation House no later than thirty (30) days from the date the expense was incurred. Expense claims submitted after the thirty (30) day deadline shall be paid only with the approval of the Finance and Property Committee.

POLICY STATEMENT

INDEX NUMBER: 523

SUBJECT: Expenditures and Claims - General

DATE OF ADOPTION: December 5, 1981

DATE REVISED OR REAFFIRMED: April 27, 1984; May 26, 1989; May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

In the event a person representing the Federation bills a purchase to the Federation, such individual must provide to the Chairperson of the Finance Committee a written indication of the item(s) purchased, date of purchase, the name of the firm or company which is to submit a bill for payment and the amount of purchase.

At a time mutually agreed upon, the Finance and Property Committee and the P.E.I.T.F. Group Insurance Trustees shall each year determine monies owing to the Federation for services provided by the Federation for the administration of the Group Insurance Program.

That extraordinary expenses incurred by persons acting on behalf of the Teachers' Federation may be paid with the approval of the Finance Committee.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 524

SUBJECT: Contingency and Service Gratuity Funds

DATE OF ADOPTION: May, 1969 and May, 1977

DATE REVISED OR REAFFIRMED: April 29, 1984; May 26, 1989; May 26, 1990; February 4, 1995; May 27, 2000; May 28, 2005

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 2

It is the policy of the P.E.I. Teachers' Federation:

1. There shall be a fund to be known as the Contingency Fund of the Prince Edward Island Teachers' Federation hereinafter referred to as "The Contingency Fund".
2. The Contingency Fund shall consist of:
 - (a) Such sums as may be allocated to the fund by the Board of Governors, Executive and/or Finance and Property Committee.
 - (b) Interest accumulated on the investments in the Fund.
3.
 - (a) The amount of the Contingency Fund shall not exceed at any time an amount equal to the total revenue of the Federation for the immediately preceding financial year; and,
 - (b) In the event that the Contingency Fund exceeds the total revenue of the Federation in the immediately preceding year, the Board of Governors shall determine the allocation of the excess funds.
4. The purposes of the Contingency Fund shall be:
 - (a) To serve as a source of finance for capital expenditures or special projects;
 - (b) To serve as a source of finance in the event of extraordinary expenditures on legal fees;

- (c) To serve as a source of finance for the Federation in the event of emergency expenditures; and,
 - (d) To serve as a strike fund in the event the membership initiate strike action against school boards or government of the province.
 - (e) For any other purpose designated by the Board of Governors.
5. The Finance Committee shall be responsible for the management of the Contingency Fund.
 6. The Contingency Fund shall be invested only in those investments which are authorized under the Trustee Act of PEI.
 7. Expenditures from the Contingency Fund shall be determined as follows:
 - (a) Excess funds as per section 3(b) of this policy;
 - (b) Capital expenditures, special projects and other expenditures approved by the Board of Governors; and,
 - (c) Extraordinary expenditures on legal fees by the Finance and Property Committee.
 8. A special Contingency Fund entitled "Service Gratuity Fund" shall be established and maintained to fund the future service gratuity liability of the Federation with the employees. Expenditures from this fund shall be determined by the Executive.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 525

SUBJECT: Insurance Coverage

DATE OF ADOPTION: May, 1976

DATE REVISED OR REAFFIRMED: April 28, 1984; May 31, 1986; May 31, 1991; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I.T.F. provide Comprehensive Business Liability Insurance in the amount of \$1,000,000. for members of the Board of Governors and members of the Federation's professional and secretarial staff.

That, in the event that premiums for such coverage become too expensive for the P.E.I.T.F. to maintain or an acceptable insurer cannot be found, the P.E.I.T.F. will provide, from the Contingency Fund, coverage for members of the Board of Governors, and members of the Federation's professional and secretarial staff, for comprehensive business liability.

That the liability coverage is available only to those Board members when acting within the scope of their mandate and for the professional and secretarial staff when acting within the scope of their employment.

That the P.E.I.T.F. provide Accidental Death and Dismemberment Insurance coverage, in the amount of \$100,000. per person, for members of the Board of Governors, Provincial Executive and P.E.I.T.F. Committees; such coverage to extend to the above groups while travelling to, participating in or returning from Federation business.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 526

SUBJECT: Consultation with Finance Committee

DATE OF ADOPTION: May, 1974

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

WHEREAS, it is the function of the Finance Committee to advise the Provincial Executive and the Board of Governors on matters pertaining to PEITF finances, BE IT RESOLVED, that the Finance Committee be consulted concerning:

- 1) additions to the budget,
- 2) deletions from the budget,
- 3) possible over-expenditures in budget.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 527

SUBJECT: Honoraria

DATE OF ADOPTION: December, 1970

DATE REVISED OR REAFFIRMED: December 3, 1983; April 27, 1994; May 30, 1986;
December 6, 1986; May 30, 1987; January 23, 1988;
December 3, 1988; May 29, 1993; February 3, 1996; May
29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

Elected officials of the Federation shall receive an honorarium in accordance with the following schedule:

President-Elect	\$1,500.
Vice-President	\$1,200.
Member-at-Large	\$1,000.
Past-President	\$1,000.
Area Coordinator	\$1,800.
Assistant Coordinator	\$ 900.

In the event an Executive member is entitled to more than one honorarium from the Teachers' Federation because of positions held or responsibilities assumed, such Executive member may claim all honoraria. Such honoraria shall be paid on a pro rata basis.

In the event an Executive member receives an honorarium from the Teachers' Federation and resigns the position for which the honorarium has been granted, the Executive member may be required by the Executive to reimburse the Teachers' Federation the unearned portion of the honorarium on a pro rata basis.

An elected official may claim the honorarium only during the year for which he/she is elected.

POLICY STATEMENT

INDEX NUMBER: 528

SUBJECT: Finance Related Policies

DATE OF ADOPTION: May 1, 1981

DATE REVISED OR REAFFIRMED: May 30, 1986; May 31, 1991; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That P.E.I.T.F. respond to requests from teacher organizations in Canada for financial assistance to teachers on strike by providing up to \$4.00 per P.E.I.T.F. member to the teacher organization(s) submitting the request. The money is to be taken from the Contingency Fund.

The staff member responsible for finance shall ensure that a monthly financial report is prepared for the Finance and Property Committee and such report shall contain an analysis of the income and expenditures of the Federation in a form acceptable to the committee.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 529

SUBJECT: Family Care Expenses

DATE OF ADOPTION: May 26, 1990; May 27, 1995

DATE REVISED OR REAFFIRMED: May 27, 2000; May 28, 2005

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That family care expenses be paid to a member who claims such expenses for expenses incurred for family care which results from attendance at a PEITF meeting or function for which a member would normally be paid expenses for travel or meals; and,

That expenses claimed be actual cost to a maximum of \$20.00 for an evening meeting/function and to a maximum of \$40.00 for a meeting/function held on a day other than a school day.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 530

SUBJECT: Involvement With School Boards

DATE OF ADOPTION: May, 1976

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.T. Teachers' Federation:

That the P.E.I.T.F. take steps to maintain and improve its relationship with the School Boards within the province by increased interaction with the P.E.I. School Trustees' Association, School Boards and Superintendents.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 531

SUBJECT: Area Association/School Board Liaison Committees

DATE OF ADOPTION: May, 1976

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the PEITF support the establishment and maintenance of an Area Association School Board Liaison Committee, the prime function of which would be to study and respond to the concerns of teachers and of the respective School Board.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 532

SUBJECT: Involvement With the P.E.I. Federation of Home and School Associations

DATE OF ADOPTION: May, 1976

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I.T.F. take steps to maintain and improve its relationship with the P.E.I. Home and School Federation by:

- (a) improving communications with the executive of the Home and School Federation;
- (b) encouraging the membership to support and participate in the area councils of the Home and School Federation;
- (c) encouraging the membership to support, encourage and participate in local home and school associations.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 533

SUBJECT: Influenza Vaccination

DATE OF ADOPTION: May 26, 2007

DATE REVISED OR REAFFIRMED:

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the PEITF negotiate with the provincial government to continue to have the influenza vaccine administered by Public Health nurses to teachers at the Annual Convention, on a voluntary basis and free of charge.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 540

SUBJECT: Job Descriptions - Professional Staff

DATE OF ADOPTION: May 14, 1982

DATE REVISED OR REAFFIRMED: May 28, 1988; December 3, 1988; May 26, 1990; May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 5

It is the policy of the P.E.I. Teachers' Federation:

That the following job descriptions for the Professional Staff positions of the P.E.I. Teachers' Federation be adopted and replace any previous job descriptions that were adopted by the Board of Governors.

A. GENERAL SECRETARY

The General Secretary is appointed by and responsible to the Board of Governors and is responsible to the Executive between meetings of the Board.

The General Secretary, as chief administrative officer, shall have an awareness of all Federation programs and activities but shall have the specific duties as outlined below. It is recognized that these may not be all inclusive and do not prohibit the assignment of other duties or responsibilities to him/her.

I. ADMINISTRATIVE:

- A. Shall attend all meetings of the Executive and Board of Governors in an advisory capacity. The General Secretary may attend "in-camera" sessions of either group at its pleasure.
- B. Shall serve as the custodian of the books, records, correspondence, and other property of the Federation, and act as recording secretary to the Executive and Board of Governors.
- C. Shall supervise and evaluate all professional and support staff and make recommendations to the Executive when necessary.

- D. Shall be knowledgeable of the Constitution and By-Laws of the Federation.
- E. Shall oversee the administration of the activities of the Federation.

II. POLICY AND DEVELOPMENT:

- A. Shall advise the Executive and the Board of Governors on policy matters through reports and recommendations that support the objects of the Federation and are in the best interest of the membership.
- B. Shall assist the Executive and other Federation representatives in seeking the implementation of policies and action proposals adopted by the Federation.
- C. Shall assist the Executive, staff and other groups within the Federation in the development of policy proposals.

III. REPRESENTATION:

- A. Shall assist the President and other Federation representatives in representing the policies and objects of the Federation to outside agencies.
- B. Shall represent the Federation on matters of established policy at the discretion of the President or Executive.

IV. RELATED DUTIES:

- A. Shall make every effort to ensure the activities of the Federation are integrated and coordinated.
- B. Shall establish a liaison with other teacher organizations in Canada.
- C. Shall establish a liaison with other educational agencies within the province.
- D. Shall be aware of trends in education within the province and Canada.
- E. Shall be responsible for advising the Executive and the Finance and Property Committee on the finances of the Federation and shall oversee the day-to-day activities in this area.

- F. Shall respond to the concerns and problems brought forward by individual members of the Federation.
- G. Shall maintain a reasonable level of understanding of matters related to education finance.
- H. Shall assist and advise teachers in the application and administration of the collective agreement;
- I. Shall assist in the adjudication of grievances, arbitrations, boards of reference and matters related thereto;
- J. Shall perform such other duties as may be assigned by the President, Executive or Board of Governors.

B. EXECUTIVE ASSISTANT OF ECONOMIC WELFARE AND MEMBER SERVICES

The Director/Executive Assistant of Economic Welfare and Member Services is appointed by and responsible to the Board of Governors with responsibility to the Provincial Executive, through the General Secretary, between meetings of the Board.

The position is a service position providing leadership and assistance in the promotion of the economic status of teachers and the development of programs which will enhance that status. The individual holding the position must possess the skills necessary to provide such leadership and assistance in relation to the specific duties listed below. It is recognized that these may not be all inclusive and do not prohibit the assignment of other duties or responsibilities to him/her.

I. COLLECTIVE BARGAINING:

- A. Shall assist in the development of the collective bargaining package through research and analysis of data.
- B. Shall assist and advise teachers in consultation with the General Secretary in the administration and application of the collective agreement.

II. ANCILLARY ECONOMIC BENEFITS:

- A. Shall assist in the resolution of concerns, inquiries and appeals which arise from the application of group insurance, pension and unemployment insurance programs.

III. PROGRAM DEVELOPMENT AND PLANNING:

- A. Shall assist in the development and implementation of programs which will enable members to be better informed on contractual, insurance, pension and other economic welfare matters.
- B. Provide assistance in the development of policy and position papers which support the objectives of the Federation in the program areas of economic welfare and member services.

IV. REPRESENTATION:

- A. Shall assist the President and other Federation representatives in representing the policies and objects of the Federation to outside agencies.
- B. Shall represent the Federation on matters of established policy at the discretion of the President or Executive.

V. RELATED DUTIES:

- A. Shall maintain an awareness of education finance matters as they pertain to the collective bargaining process.
- B. Shall establish a liaison with other teacher organizations in Canada.
- C. Shall provide administrative and background support to Federation Committees as assigned.
- D. Shall perform such other duties as may be assigned by the General Secretary.
- E. Shall maintain the financial records of the Federation.

C. EXECUTIVE ASSISTANT OF STAFF DEVELOPMENT SERVICES

The Director/Executive Assistant of Staff Development Services is appointed by and responsible to the Board of Governors with responsibility to the Provincial Executive, through the General Secretary, between meetings of the Board.

The position is a service position providing leadership and assistance in the areas related to the staff development needs of the membership. Extensive field service is required and the individual holding the position must possess the skills necessary to act as a facilitator and resource in the related areas and carry out the specific duties outlined below. It is recognized that these may not be all inclusive and do not prohibit the assignment of other duties or responsibilities to him/her.

I. POLICY AND PROGRAM DEVELOPMENT:

Shall provide leadership in developing, recommending, and implementing policies and programs of the Federation to meet the staff development needs of the membership.

II. SERVICE TO AREA ASSOCIATIONS:

A. Shall provide leadership training and guidance to Area Association committees concerned with staff development activities and communications.

B. Shall provide assistance in the development of the leadership skills of the Area Association Coordinating Committees.

III. COMMUNICATION SERVICES:

Shall direct the communication and public relations activities of the Federation.

IV. REPRESENTATION:

A. Shall assist the President and other Federation representatives in representing the policies and objects of the Federation to outside agencies.

B. Shall represent the Federation on matters of established policy at the discretion of the President or Executive.

V. RELATED DUTIES:

A. Shall keep abreast of current developments in related fields of specialty through study, research and attendance at national and provincial conferences.

B. Shall establish a liaison with other teacher organizations in Canada.

C. Shall provide administrative and background support to Federation committees as assigned.

D. Shall perform such other duties as may be assigned by the General Secretary.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 551

SUBJECT: Conditions of Full-Time Presidency

DATE OF ADOPTION: April 5, 1986

DATE REVISED OR REAFFIRMED: January 23, 1988; May 26, 1990; May 31, 1991; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

- I. The President shall be entitled to the following salary and benefits:
 - A. The President shall be paid a salary calculated on the basis of 125% of the maximum teacher's salary, Certificate VI.
 - B. The salary and other benefits shall be paid in accordance with the provisions of the Memorandum of Agreement which provide professional leave for the President.
- II. The President shall be entitled to the following holidays and vacation:
 - A. The President shall be entitled to all statutory holidays and all legal holidays proclaimed by Federal and Provincial authorities. If such holidays fall on a regular day off, another day is to be granted in lieu of same. Friday of Old Home Week shall be designated as a day off since there is no municipal holiday during the months of July and August in the community in which the office is located.
 - B. The President shall be entitled to a vacation time of seven weeks.
 - C. The President shall utilize the required number of vacation days during the time the office is closed during the Christmas Break period.
- III. The President shall be paid expenses in accordance with the following:

- A. Travel expenses shall be paid at the rate per kilometer established by the Federation for those persons required to have an automobile available to carry out their job functions. Notwithstanding the preceding the rate shall not be less than 8.1¢ above the regular rate per kilometer established for travel on Federation business.
- B. The President shall agree to use his/her vehicle in the conduct of his/her duties in the Maritime Provinces when deemed reasonable by the Executive. Expenses for such out-of-province travel shall be paid to the President on the same basis as that which would be applicable to the General Secretary.
- C. Necessary expenses incurred by the President on behalf of the Federation shall be paid on the same basis as is provided for Federation members on Federation business.
- D. Relocation expenses of up to \$3500 shall be paid to a President who resides more than fifty (50) kilometers from the offices of the Federation and who elects to relocate his/her residence closer to the office. Payment shall be subject to the approval of the Finance Committee upon submission to the committee of a statement of relocation expenses incurred by the President. A President shall make only one claim under this provision.

IV. The job description for the President of the Federation shall be as follows:

A. Internal:

1. To be the leader and spokesperson for the teachers of Prince Edward Island.
2. Visit schools each year.
3. Meet with individual teachers and staffs when requested.
4. Attend Area Coordinating Committee meeting to act as liaison between the Provincial Executive and Area Associations.
5. Attend Professional Development Activities of the Area Association.
6. Attend annual meetings of each Area Association.

7. Serve as the ex-officio member on every committee of the P.E.I.T.F.
8. Prepare for and chair Executive Meetings, Semi-Annual and Annual Meetings of the Board of Governors.
9. Participate on the Economic Welfare Committee and Negotiating Team.
10. Be conversant with Federation policy, Memorandum of Agreement, School Act and Regulations and current educational issues.
11. Generally, promote the aims and objectives of the Federation to our members.

B. External:

1. Meet with the Minister of Education and department officials on a regular basis.
2. Meet regularly with Superintendents.
3. Meet with provincial and federal politicians as required.
4. Represent P.E.I.T.F. when dealing with School Boards.
5. Represent P.E.I.T.F. at appropriate conferences as the political leader of the organization.
6. Represent P.E.I.T.F. on Department of Education committees and other outside committees.
7. Act as official P.E.I.T.F. spokesperson to the media.
8. Work closely with Presidents of other Atlantic Provinces Teacher Organizations.
9. Generally, to promote the aims and objectives of the P.E.I.T.F. to other agencies involved in education and to work closely with such agencies.
10. To promote education and the objects of the Federation within the community. (lobby)

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 560

SUBJECT: Media Access to Board of Governors' Meetings

DATE OF ADOPTION: May 3, 1985

DATE REVISED OR REAFFIRMED: May 26, 1990; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the Annual and Semi-Annual Meetings of the Board of Governors be open to representatives of the media. Notwithstanding the preceding, the Board of Governors may determine a specific section(s) of the meeting will be closed to media representatives.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 561

SUBJECT: Public Relations Program Guidelines

DATE OF ADOPTION: December 7, 1985

DATE REVISED OR REAFFIRMED: May 26, 1990; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I. Teachers' Federation commit, on an annual basis, the necessary resources to support the following initiatives:

- (a) an annual workshop for members of the Area Association Public Relations Committees;
- (b) bi-annual meetings of the chairpersons of the Area Association Public Relations Committees, for the purpose of sharing and exchange;
- (c) the provision of resource materials on public relations for use by the membership;
- (d) the provision of a professional staff member with responsibilities for the development and implementation of the Federation's public relations program and to provide support to the Area Association Public Relations Committees;
- (e) an annual public relations program conducted on a province-wide basis and utilizing a variety of mass media and interpersonal techniques; and
- (f) provision for support services in public relations to other Federation committees and school staffs.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 590

SUBJECT: Policy Development

DATE OF ADOPTION: May, 1973

DATE REVISED OR REAFFIRMED: April 27, 1984; May 26, 1989; May 26, 1990; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That a PEITF Policy Booklet be maintained so that all continuing policies are compiled in one document.

That each recommendation presented to the Board of Governors for its consideration be designated as a policy statement or action resolution.

That policy statements be reviewed by the Board of Governors within five years of adoption with a view to rescinding, amending or reaffirming the applicable policy statements.

That action resolutions be automatically removed from the record two years after their adoption unless reaffirmed in the original or amended form by the Board of Governors.

That Executive policies be reviewed yearly with a view to rescinding, amending or reaffirming the applicable Executive policies.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 591

SUBJECT: Smoking at Meetings

DATE OF ADOPTION: May, 1976

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That meetings and workshops of the Federation be smoke free.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 592

SUBJECT: Scent Free Meetings and Workshops

DATE OF ADOPTION: May 26, 2007

DATE REVISED OR REAFFIRMED:

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That meetings and workshops of the Prince Edward Island Teachers' Federation be scent free.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 593

SUBJECT: Non-discriminatory Practices

DATE OF ADOPTION: May, 1980

DATE REVISED OR REAFFIRMED: April 28, 1984; May 26, 1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That all public and internal communication and records of the Federation be written in non-discriminatory language;

That, pursuant to this policy, current documents, publications and records of the Federation scheduled to be revised, updated or reprinted, be written in non-discriminatory language; and

That the Federation encourage Area Associations and Special Associations to adopt the use of non-discriminatory language in all their communications, records, documents and publications.

That equity and inclusion (eg. gender, race, age) along with expertise, be considered by the Executive in the final selection of committee members serving on internal and external committees.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 594

SUBJECT: Conference Attendance - Cost Estimates

DATE OF ADOPTION: December 14, 1982

DATE REVISED OR REAFFIRMED: April 27, 1985; May 26, 1990; May 25, 1996; May 26, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.T. Teachers' Federation:

That prior to making a decision on participation of Federation representatives at a particular conference or seminar the Provincial Executive be provided with an estimated cost per participant, and in instances where a decision to participate is made the Recording Secretary shall include the estimated cost in the minutes of the meeting.

Total conference expenses will be reported in monthly financial statements.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 595

SUBJECT: Internal Distribution of Materials

DATE OF ADOPTION: May 6, 1983

DATE REVISED OR REAFFIRMED: June 27, 1983; May 28, 1988; May 29, 1993; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the P.E.I.T.F. mailing list for Board of Governors be expanded to include any members of Area Association Executives who are not Board of Governors' members.

That the P.E.I.T.F. mailing list for Board of Governors' members be expanded to include any contact people in schools which have no Board of Governors' representative.

That, notwithstanding the provisions of resolutions S83-7 and S83-11 (above), the Executive may determine that information of a confidential nature be distributed only to members of the Board of Governors.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 596

SUBJECT: Orientation Program for New Teachers

DATE OF ADOPTION: April 27, 1984

DATE REVISED OR REAFFIRMED: May 26 ,1989; June 4, 1994; May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.I. Teachers' Federation:

That the PEITF annually hold an orientation meeting for new teachers and teachers new to the province.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 597

SUBJECT: Employment of Secretarial Staff

DATE OF ADOPTION: May 30, 1986

DATE REVISED OR REAFFIRMED: May 31, 1991; May 25, 1996; May 25, 2001; May 27, 2006

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 1

It is the policy of the P.E.T. Teachers' Federation:

That the Federation maintain three full-time secretarial positions; and that the Executive employ personnel at the SY5, SY3 and SY1 classification levels, and that no more than one individual be employed at each level.

Notwithstanding the preceding, the Executive may designate the level at which secretarial staff is employed when such staff is employed on a temporary basis for the purpose of overload or replacing a secretary who is on a recognized leave.

PRINCE EDWARD ISLAND TEACHERS' FEDERATION

POLICY STATEMENT

INDEX NUMBER: 599

SUBJECT: Sexual Harassment

DATE OF ADOPTION: June 4, 1994

DATE REVISED OR REAFFIRMED: May 29, 1999; May 29, 2004

AUTHORITY: Board of Governors

NUMBER OF PAGES: 1 of 3

It is the policy of the P.E.I. Teachers' Federation:

That the Federation adopt the following policy statement on sexual harassment in the Federation work environment:

I. PRINCIPLES

- A. Every person has the right to dignity and the right to be free of all forms of harassment within the workplace;
- B. The Teachers' Federation will make every reasonable effort to ensure that no employee of the Federation is subjected to sexual harassment.

The Teachers' Federation will take appropriate disciplinary measures against any person under its direction who subjects an employee to sexual harassment.

II. DEFINITION

- A. Sexual Harassment is any conduct, comment, gesture or contact of a sexual nature that causes offence, discomfort or humiliation to an employee or that, on reasonable grounds, is perceived by that employee as placing a condition of a sexual nature on employment or career development.

- B. Sexual Harassment includes:

- * a sexual advance or repeated sexual advances made in any circumstances and which are reasonably known to be unwelcome;

- * any unwelcome physical contact, comment, look or request, of a sexually suggestive nature;
- * the display of sexually suggestive and derogatory materials that cause discomfort and create an offensive, humiliating and unsettling atmosphere for others;
- * implied threats or reprisals in reaction to a rejected sexual advance or suggestion; and,
- * the promise of a benefit, privilege or promotion in return for sexual favours.

III. COMPLAINTS

- A. Complaints of sexual harassment may be made to the General Secretary, or to the President if the complaint is against the General Secretary. The person receiving the complaint shall investigate the complaint; and, report to the Executive. The Executive shall determine any disciplinary action to be taken.
- B. The Federation will not disclose the identity of a complainant except where disclosure is necessary for the purposes of investigating a complaint or taking disciplinary measures in relation to a complaint.
- C. Employees are advised that the Human Rights Act (RSPEI 1988, Cap. H-12) prohibits discrimination on the basis of sex which has been interpreted as including sexual harassment. Any person alleging discrimination has a right to file a complaint with the P.E.I. Human Rights Commission under the Act.

IV. SUGGESTED MEASURES FOR VICTIMS

- A. An employee who has become the victim of sexual harassment is advised to take the following steps:
 1. The sexual harassment victim should tell the harasser to stop the offending conduct immediately. This may be done verbally or in writing. If possible, any verbal warning given to a harasser should be given in the presence of a witness. A copy of any written warning should be retained by the victim.
 2. The victim should document each offensive suggestion, remark or action; including the time, date and place the incident occurred, and the names of any witnesses.
 3. If the sexual harassment involves conduct that is believed to be criminal in nature, the police should be contacted immediately.
- B. The documentation of or witness to a reported sexual abuse incident is expected to be available to an investigator of the incident. Communication regarding an incident of sexual abuse must respect all parties and be carried out in strict confidence.