

Introduction

❖ Objectives

The *Teacher Collective Agreement Administration Manual* sets out the British Columbia Public School Employers' Association (BCPSEA) advice with respect to the administration of the provincial collective agreement. This manual was created for public school districts to achieve the following objectives:

1. Provide school districts with accurate, consistent, and timely information on the rights, obligations, and processes in the provincial collective agreement.
2. Provide school districts with background information on collective agreement provisions and explanations of collective agreement language.
3. Ensure that consistent processes are used within and between school districts.
4. Ensure that techniques used to handle grievances and complaints minimize conflict and support a well-functioning working climate.

❖ Authority

This manual is the authority for policies and procedures governing the collective agreement. It is intended to consolidate and replace all previous bulletins and information, including previous policy and procedure statements concerning the subjects of this manual.

❖ Structure and Contents

The manual is divided into a series of sections. The **Table of Contents** shows the article numbers and titles within each section.

The **Glossary** defines terms used throughout the manual.

Common Provincial Provisions

Common provincial provisions include the negotiated and/or legislated provincial articles of the collective agreement, divided into the following sections:

- Section A: The Collective Bargaining Relationship
- Section B: Salary and Economic Benefits
- Section C: Employment Rights
- Section D: Working Conditions
- Section E: Personnel Practices
- Section G: Leaves of Absence
- Letters of Understanding
- Letters of Intent

The actual language of the article is reproduced at the beginning of each section, and the following topics are covered:

- Explanation of the meaning and intent of the collective agreement language
- The relationship, if any, of each article or section with other articles of the collective agreement and/or the local matters agreement
- Implementation and administrative procedures and processes required to meet the obligations of the language and to facilitate the early resolution of grievances and complaints
- References in footnotes to relevant arbitration cases, laws, regulations, and other matters that impact the interpretation and operation of the collective agreement.

Letters of Understanding/Letters of Intent

These sections contain letters of understanding/letters of intent on provincial matters.

Also included in the section on letters of understanding are Appendix 1 and Appendix 2, which are part of the letters of understanding that were negotiated to determine which matters would be negotiated provincially and which would be negotiated locally (now referenced in total as Letter of Understanding No. 1 Re: Designation of Provincial and Local Matters).

Administrative Documents

This section contains information pertaining to amalgamated districts, and ministry forms regularly used in the administration of this collective agreement but that are not part of the collective agreement.

Teacher Collective Agreement Administration Bulletins

This section contains *Teacher Collective Agreement Administration Bulletins*, which BCPSEA issues from time to time to advise districts of emerging issues. Matters that materially affect the *Teacher Collective Agreement Administration Manual* will be the subject of revisions following release of the

bulletin. Otherwise, the content of bulletins will be incorporated into the manual when it is revised following the next round of bargaining.

The **Index** contains a comprehensive list of key words and phrases from the manual. You can use the Index to locate specific as well as general topics. If you are unable to find the topic you need in the Table of Contents, check the Index.

❖ Revisions

The *Teacher Collective Agreement Administration Manual* will be revised from time to time. As changes are negotiated to the agreement, or as arbitration and legislative amendments alter the content of the manual, new sections and pages will be distributed to districts.

Revisions will be grouped together and issued periodically, as required. New sections will be distributed to all manual holders, with instructions to replace and discard any outdated sections. If a proposed change to the manual is substantive or urgent, an interim memo may be issued.

❖ Distribution

This manual is a working guide for district personnel involved in supervising and managing employees. The manual is designed to be copied and distributed to district staff, each principal and vice principal, and others involved with the administration of the collective agreement.

Please also note that the manual is available on the BCPSEA public website.

Questions about the application or content of this manual or the collective agreement should be directed to your labour relations liaison at BCPSEA or to:

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