

**2008-2011**

**Teachers' Local Agreement**

**BETWEEN**

**The Board of Education**

**of**

**Northern Lights School Division #113  
of Saskatchewan**

**and**

**The Teachers**

**of**

**The Northern Area Teachers' Association  
of Saskatchewan**

# LOCAL COLLECTIVE BARGAINING AGREEMENT

## Northern Lights School Division #113

This Agreement made at Prince Albert in the Province of Saskatchewan, this 14<sup>th</sup> day of October, 2008.

BETWEEN:

THE NORTHERN LIGHTS SCHOOL DIVISION #113 BOARD OF EDUCATION

Hereinafter called "The Board"

And

The Teachers of the

NORTHERN AREA TEACHERS' ASSOCIATION OF SASKATCHEWAN

Hereinafter called "The Teachers"

This Agreement, negotiated in accordance with *The Education Act, 1995*, shall be effective from September 1, 2008, to August 31, 2011, and thereafter until revised in accordance with *The Education Act, 1995*. Unless the context otherwise requires, all terms and expressions used in this Agreement shall have the same meaning as are given them in *The Education Act, 1995*, and *The Interpretation Act*.

The terms and conditions herein reduced to writing represent the whole Agreement negotiated by the parties and are not subject to any additional terms and conditions other than those, if any, prescribed by law.

## **Value Statement**

The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between Northern Lights School Division #113 and the Northern Area Teachers' Association. This is set forth by setting terms and conditions of employment relating to allowances and working conditions affecting employees covered by this Agreement.

The parties to this Agreement share a desire to improve the quality of education in the Northern Lights School Division #113, to maintain professional standards and the highest quality of instructional service, and to promote the well being and increased efficiency of its teachers so that the students and the people of the school division will be effectively served. Accordingly, all are in support of this Local Agreement and are determined to continue an effective working relationship now and in the future.

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## **SECTION 1 - SALARIES FOR SUBSTITUTE TEACHERS**

- 1.1 A substitute teacher, holding a valid Saskatchewan Teaching Certificate, shall receive a daily salary of one one-hundred and ninety-seventh (1/197) or one one-hundred seventy-ninth (1/179), where applicable, of the minimum of Class IV as set out in the Provincial Collective Bargaining Agreement. If a teacher substitutes three (3) or more consecutive days for the same teacher, he/she shall be paid in accordance with the current provincial salary grid for his/her classification and experience. This rate shall be effective from the first day of the consecutive period.
- 1.2 Substitute teachers who possess a current probationary certificate, but who do not possess a permanent teaching certificate, shall receive a daily allowance of one hundred and twenty five dollars (\$125.00).
- 1.3 Payment made in accordance with Sections 1.1 and 1.2 of this agreement shall be deemed to include the amount payable in lieu of annual vacation.

## **SECTION 2 - PAY PERIODS FOR TEACHERS**

### **2.1 Payment of Salaries**

Teachers shall be paid in ten (10) or twelve (12) installments with the option of receiving mid month advances for either choice of payment as outlined in Section 2.4 of this agreement.

### **2.2 Method of Payment**

Payment shall be made by direct deposit (see Appendix A for Direct Deposit Information Form) to a bank of the teacher's choice. The teacher will provide the payroll supervisor with the required clearing information at least ten (10) working days prior to the next scheduled payment date. Only one (1) change of banking information will be allowed in each teaching year.

### **2.3 Dates of Payment**

Payments will be made to the teacher's bank on the last banking day prior to the 16<sup>th</sup> of the month and the last banking day of the month depending upon which option the teacher has chosen under Section 2.4.; except the final December payment which will be made on the last teaching day of the month.

## 2.4 Number of Payments

Teachers may choose to be paid in ten (10), twelve (12), twenty (20) or twenty-four (24) installments at their discretion provided that:

2.4.1 Existing teachers must inform the payroll supervisor prior to June 30 for the subsequent school year; or

2.4.2 New teachers must inform the payroll supervisor upon initial hire.

## 2.5 Salary Confirmations

Teacher salary confirmations shall be sent by a web-based payroll voucher on the date of payroll. Teachers in the employ of NLSLD prior to June 30, 2008 have the option of requesting a confirmation slip be sent in an individually sealed envelope to the school in care of the principal. Confirmations will only be sent for month end, not for the mid-month advance.

## **SECTION 3 - SPECIAL ALLOWANCE**

### 3.1 Consultants Allowance

Each Teacher assigned as a consultant in the employ of The Board shall be paid an annual Consultant's Allowance in the amount of ten percent (10%) of their salary scale as provided in the Provincial Collective Bargaining Agreement.

3.2 Notwithstanding 3.1 of this agreement, any consultant receiving an allowance greater than that provided in 3.1, shall continue to receive that allowance until he/she is no longer employed by The Board, the teacher's job description changes such that no allowance is warranted, or the amount of the current allowance is superseded by that provided in 3.1 of this agreement.

## **SECTION 4 - REIMBURSEMENT OF TRAVEL AND MOVING EXPENSES**

4.1 With the exception of the annual convention, when a teacher or principal is required and authorized by the Superintendent of Education to attend meetings, workshops and institutes, outside of their community, all reasonable travel and sustenance expenses shall be reimbursed at and in accordance with Board approved rates (see Appendix B for Expense Claim Form).

- 4.2 The board will provide air transportation, out of La Ronge or Prince Albert (at the board's discretion), for four (4) round trips per year, one (1) of which will be to and from the community at the beginning and end of the school year, for teachers and their immediate families (spouse and dependent children) based in fly-in communities.  
Teachers who make their own or other arrangements for travel shall be limited to the lesser of the equivalent airfare from the community to La Ronge or mileage at board approved rates.
- 4.3 Transportation for teachers in fly-in communities, as outlined in Section 4.2 of this agreement, is non-accumulative. A teacher terminating his/her contract with The Board prior to the end of the school year shall be responsible for all costs associated with leaving the community.
- 4.4 The Board will provide a freight subsidy to teachers living in fly-in communities in the amount of six hundred (\$600.00) per year.
- 4.5 The Board will reimburse Board initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community (see Appendix C for Moving Expenses Form) in which the school is located as follows:
- 4.5.1 Reasonable freight charges supported by receipts.
  - 4.5.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school.
  - 4.5.3 Reasonable charges for hotel rooms only as substantiated by actual receipts.
  - 4.5.4 The total claim for expenses, not including airfreight or air travel for fly-in communities as provided for in Section 4.2 of this agreement, shall not exceed two thousand dollars (\$2000.00) per teacher or two round trips at board approved mileage rates from the point of departure whichever is less.(see Appendix C)
- 4.6 A teacher terminating his/her contract prior to the expiration of the school year shall repay The Board the unearned portion of their moving expenses and freight subsidy prorated to the number of days remaining in the contract of employment. In extenuating circumstances The Board may waive repayment of the amount owing or any portion thereof.
- 4.7. The Board shall reserve the right to recover any unearned portions under Section 4.6 of this agreement, from amounts owed to the teacher.

- 4.8. A teacher who is legally terminated by The Board shall not be required to repay the above named costs.

## **SECTION 5 - PROFESSIONAL DEVELOPMENT**

### 5.1 Definitions

#### 5.1.1 Professional development

Professional development may be defined as any course, activity, and/or experience that enhances a teacher's skills, abilities or qualifications. Professional development may include, but not be limited to: taking academic classes, non-credit classes, short courses, conducting research, attending conferences, visiting other schools, participating in workshops or seminars. For the purpose of facilitating the management of issues arising from teacher involvement in professional development and to ensure the equitable and optimum allocation of resources professional development in this contract will be administered in three categories.

5.1.2 Short term education leave is intended to allow and support teachers to access learning opportunities intended to meet immediate needs of the teacher or the school.

5.1.3 Medium term education leave is intended to allow and support teachers to access learning opportunities that will support division program objectives or improve/broaden the qualifications of teachers.

5.1.4 Long term education leave is intended to allow and support teachers to access academic learning.

5.2 For terms and attributes of the three categories of educational leave, refer to table below.

Leave/Attribute	Short Term	Medium Term	Long Term
Rationale	Immediate needs of teacher or school	Teacher qualification or support to division program	Academic qualifications
Duration	0-10 days	11 teaching days up to 4 months	4-14 months
Application Date	1 month Prior	Sept. 20 for Jan. 1 Jan. 15 for Apr. 1 Apr. 15 for Sept. 1	February 1 for the following academic year
Approval Process	Principal and Superintendent of Education	2 person committee, Principal and Superintendent recommend Director of Education approve	4 person committee and Director recommend, Board approve
Grants as % of wages	100%	51-71%	51-71%
Replacement required	Substitute	Specifically qualified replacement or general qualified replacement and timetable adjustment	Specifically qualified replacement
Limit on numbers	None	4 per semester (3 semesters/year)	4 per academic yr.
Required pay back service	None	1 year	2 years
Eligibility	None	1 year	2 years
Expenses for Leave	Board Rates	Division Bursary	

### 5.3 Administrative and Application Details

#### 5.3.1 Short term Education Leave Details

##### 5.3.1.1

Submit application to principal by required date (see table).

#### 5.3.1.2.

Recipients of Short-Term Educational Leave will receive full remuneration including Board approved travel expenses. Before reimbursement for Short-Term Educational Leave can be made, recipients are required to:

##### 5.3.1.2.1

Submit original receipts of expenses incurred during Short Term Educational Leave and where applicable transcripts of classes taken.

#### 5.3.2 Medium Term Educational Leave Details

##### 5.3.2.1

Medium Term Educational Leave is defined as leave granted for the purpose of conducting research, visiting other schools, systems, or other related professional development opportunities of a short term nature which further enhance divisional core goals as determined by The Board. Medium Term Educational Leave may be granted to a teacher on request of the principal, and with prior recommendation of the Medium Term Education Leave Committee and the Superintendent of Education.

##### 5.3.2.2

To qualify, any teacher with one (1) or more years of continuous service with The Board shall be eligible to apply for Medium Term Educational Leave.

##### 5.3.2.3

Medium Term Educational Leave shall be considered to be any leave from 11 days up to four months (4)

##### 5.3.2.4

Teachers wishing to obtain Medium Term Educational Leave should submit applications, including the estimated cost of the leave, to the Medium Term education leave committee by the dates indicated in table above (see Appendix D for Educational Leave Application.)

##### 5.3.2.5

All teachers requesting Medium Term Educational Leave shall be notified of the decision of The Director of Education immediately after the leave is presented by the Medium Term Education Leave Committee.

#### 5.3.2.6

Recipients of Medium Term Educational Leave may receive remuneration as per table.

5.3.2.6.1 Recipients shall submit up to date transcripts or statement of marks (or certificate) as proof of completion of classes.

#### 5.3.2.7

In order that the School Division receives the full benefit of the Medium Term Educational Leave the teacher will remain in the employ of The Board for a period of one (1) year from the completion of the leave.

#### 5.3.2.8

Recipients of Medium Term Educational Leave who do not fulfill their employment obligations with The Board, as per Section 5.3.2.7 of this agreement, shall repay on demand that portion of the grant which bears the same relationship to the unfulfilled portion of their employment obligation plus a penalty of ten percent (10%) of that portion of the grant.

#### 5.3.2.9

A teacher who has been on Medium Term Educational Leave and who has an obligation to repay The Board in service or financial reimbursement, and who because of death or permanent disability is unable to fulfill their obligation, shall have this sum or obligation considered paid as of the date that death or permanent disability occurred. This sum or obligation may also be waived at the discretion of The Board.

#### 5.3.2.10

Teachers on Medium Term Educational Leave may qualify for NLSD #113 Bursaries under Section 8 of this agreement.

### 5.3.3 Long Term Educational Leave Details

#### 5.3.3.1

To qualify, any teacher with two (2) or more years of continuous service with The Board shall be eligible to apply for Long Term Educational Leave.

#### 5.3.3.2.

Long Term Educational Leave shall be considered to be any leave which is longer than 4 months to a maximum of fourteen (14) months.

#### 5.3.3.3

The monthly amount of grant shall be one-twelfth (1/12) of fifty-one percent (51%) of the teachers annual salary, plus ten percent (10%) per dependent, to an overall maximum of seventy-one percent (71%), for each month the teacher is on Long Term Educational Leave and actively taking classes for up to fourteen (14) months of educational study acceptable to the Superintendent of Education.

#### 5.3.3.4

A maximum of four (4) Long Term Educational Leaves shall be granted each year, as per Section 5.1.3 of this agreement.

#### 5.3.3.5

Teachers wishing to obtain Long Term Educational Leave must submit applications stating comprehensive plans for the period of leave to the Director of Education not later than February 1 of the year in which the leave is requested (see Appendix D for Educational Leave Application Form).

#### 5.3.3.6

All applicants for Long Term Educational Leave shall be notified of the decision of The Board not later than March 31 of the year in which the leave is granted.

#### 5.3.3.7

A teacher proceeding on Long Term Educational Leave shall be required to sign the approved Educational Leave Agreement within two (2) weeks of the offer of leave (see Appendix E for Long Term Educational Leave Agreement). The Educational Leave Agreement shall be deemed to form part of this agreement.

#### 5.3.3.8

Leave is subject to the submission of your approved Courses and must be received by the Director of Education prior to commencement of leave.

#### 5.3.3.9

Following Long Term Educational Leave the teacher shall:

##### 5.3.3.9.1

Return to the employ of The Board for a period of not less than two (2) years.

##### 5.3.3.9.2

Submit transcripts and/or proof of completion of classes.

#### 5.3.3.10

Recipients of Long Term Educational Leave who do not fulfill their employment obligations with The Board, as per Section 5.3.1.9.1 of this agreement, shall repay on demand that portion of the grant which bears the same relationship to the unfulfilled portion of their employment obligation plus a penalty of ten percent (10%) of that portion of the grant.

#### 5.3.3.11

A teacher who has been on Long Term Educational Leave and who has an obligation to repay The Board in service or financial reimbursement, and who because of death or permanent disability is unable to fulfill their obligation, shall have this sum or obligation considered paid as of the date that death or permanent disability occurred. This sum or obligation may also be waived at the discretion of The Board.

#### 5.3.3.12

Teachers on Long Term Educational Leave With Grant do not qualify for NLS #113 bursaries under Section 8 of this agreement.

#### 5.3.3.13

The Board will make every effort to reassign the teacher to his/her prior assignment in the same school upon return.

### 5.4 Educational Leave Committees

#### 5.4.1

The Long Term Educational Leave Committee shall be composed of a maximum of two (2) representatives of The Teachers (one (1) of which will act as Chairperson) and a maximum of two (2) representatives of The Board.

#### 5.4.1.2

The Long Term Educational Leave Committee shall consider applications for Long Term Educational Leaves and make their recommendations to The Board prior to the March Board of Education Meeting.

#### 5.4.1.3

The Board shall communicate all approved long-term leaves to the teachers.

#### 5.4.1.4

The Long Term Leave Committee shall meet at least once a year or more as determined by the Chairperson of the Educational Leave Committee.

#### 5.4.2

The Medium Term Education Leave Committee shall be composed of one (1) representative of the Teachers and one from NLSD.

#### 5.4.2.1

The Medium Term Education Leave Committee will meet (in person or via other means of communication) three times per year as per Table 5.2.

#### 5.5 Annual Convention

##### 5.5.1

There shall be an annual convention with joint planning representation and contribution from The Board and The Teachers' Executive.

##### 5.5.2

Prior to the NATA convention The Board shall make available to The Teachers' Executive a lump sum of money equivalent to one hundred and seventy-five dollars (\$175.00) per NATA member. On September 1, 2010 this will increase to \$200/NATA member. NATA members on secondment to other agencies are not included in this payment.

##### 5.5.3

In addition to 5.5.2 of this agreement, The Board agrees to pay the cost of transporting isolated fly-in teachers to the NATA Convention.

### **SECTION 6 - LEAVE OF ABSENCE WITHOUT GRANT**

6.1 Any teacher with two (2) years of experience with The Board, on making application, may be granted Leave Without Grant. Applications for leave for the following academic year must be submitted to the Director of Education not later than March 31 of the preceding academic year for which the leave is requested (see Appendix F for Leave Without Grant Application). The Board may consider applications at times other than that noted above under extenuating circumstances.

6.2 The Board will make every effort to reassign the teacher to his/her prior assignment in the same school upon return.

## **SECTION 7 - DEFERRED SALARY PLAN**

### **7.1 Introduction**

The purpose of a Deferred Salary Leave Plan is to provide a teacher with a one (1) year leave of absence in conjunction with a period of continuous employment by The Board.

### **7.2 Committee**

#### **7.2.1**

A committee composed of a maximum of three (3) representatives of the Teachers (one (1) of which will act as Chairperson) and a maximum of two (2) representatives of The Board, shall consider applications for the Deferred Salary Leave Plan and make recommendations to The Board.

7.2.2 This committee may be the Educational Leave Committee.

### **7.3 Application**

To enter the Plan in the fall of any given year, the teacher shall make application in writing to The Board not later than May 1 of that year. The Committee shall make their recommendations to The Board and The Board shall communicate all approved leaves to the teachers. The teacher shall have the option to begin deferring a portion of net salary in June or the fall of the year of approval.

### **7.4 Terms**

The terms of the Deferred Salary Leave Plan, inclusive of service and leave, are three (3), four (4) or five (5) years.

### **7.5 % Deduction**

Upon entering the Plan, the teacher shall defer the respective percentage of net annual professional salary to the Deferred Salary Leave Plan for each of the years that salary is deferrable. These percentages are thirty-three point three (33.3), twenty-five (25) or twenty (20) for three (3), four (4) or five (5) year terms respectively. It is understood that in the year in which the teacher is absent that teacher will receive the same salary as was received in the years in which the deductions were being made. (i.e. if thirty-three point three percent (33.3%) was deducted for two (2) years the teacher will receive sixty-six point six percent (66.6%) of salary in the third (3<sup>rd</sup>) year, the year in which she/he is absent.)

#### 7.6 Intention to Start

The teacher shall notify the Director of Education of the intention to take Deferred Salary Leave Plan leave of absence by March 31 of the year in which the leave is to begin.

#### 7.7 Postpone/Defer

In the event of unforeseen circumstances which would prevent the teacher from taking the Deferred Salary Leave during the term of the plan, the leave may be postponed to a later year by mutual written agreement between the teacher and The Board.

#### 7.8 Return to School Division

At the expiration of the leave The Board will reinstate the employee with terms and conditions and benefits as per Teachers' Local Agreement in effect at the time of return. Every effort will be made to re-assign the teacher to his/her prior assignment in the same school upon return.

#### 7.9 Credits Not Earned

The period of leave shall not be credited for purposes of increment, accumulated sick leave or days in lieu.

#### 7.10 Superannuation Eligibility

If the teacher plans to use the year of leave for Superannuation eligibility, then Superannuation will be deducted each month during the year of leave. The teacher must request this deduction prior to leave.

#### 7.11 Education Leave Not Taken Concurrently

If Education Leave is not taken concurrently (assuming both can be taken at once), the teacher shall be free to pursue any activity desired during the Deferred Salary Leave.

#### 7.12 Cancellation

If, due to unforeseen circumstances, the teacher finds it necessary to opt out of the plan, the teacher and The Board will work towards a mutually satisfactory termination of the plan.

### **SECTION 8 - EDUCATIONAL BURSARIES**

8.1 Applications for Bursary must be submitted to the Director of Education for prior approval at least one (1) calendar month before the commencement of the class (see Appendix G for Application for Bursary).

- 8.2 Educational Bursaries are awarded only to those teachers who are employed on a regular contract and have completed at least a portion of one (1) year of service with The Board. They are granted on the condition that the teacher remains in the employ of The Board for the following school year.
- 8.3 The number of bursaries awarded shall not exceed twenty-five (25) full time equivalent classes per academic year.
- 8.4 Reimbursement of tuition or fees will be awarded to successful applicants upon the successful completion of university classes, summer short courses, accreditation seminars or other educational professional development opportunities which are considered by The Board to be of value to northern teachers.
- 8.5 Upon submission of original receipts and confirmation of successful completion for the program by the teacher to The Board, The Board shall make payment to the teacher within one (1) calendar month.
- 8.6 A teacher who does not remain in the employ of The Board for the following complete academic year will be required to repay, on demand, that portion of the bursary which bears the same relationship to the unfulfilled portion of their employment obligation plus a penalty of ten percent (10%) of that portion of the grant.

## **SECTION 9 - MATERNITY LEAVE**

- 9.1 Maternity Leave shall be granted in accordance with the provisions of *The Labour Standards Act* (see Appendix H for Maternity Leave Agreement).
- 9.2 The Board will make every effort to reassign the teacher to her prior assignment in the same school upon return.

## **SECTION 10 - ADOPTION LEAVE**

- 10.1 Adoption Leave shall be granted in accordance with the provisions of *The Labour Standards Act* (see Appendix H for Adoption Leave Agreement).
- 10.2 The Board will make every effort to reassign the teacher to his/her prior assignment in the same school upon return.

## **SECTION 11 - PATERNITY LEAVE**

- 11.1 Teachers may upon application be granted up to three (3) days with pay for the purpose of attending the birth (see Appendix I for Application for Leave Form).

### 11.1.1

Teachers in the Athabasca Region may be granted up to five (5) days with pay for the purpose of attending the birth.

## **SECTION 12 - COMPASSIONATE LEAVE**

- 12.1 Teachers shall upon application, be granted up to five (5) days in any one (1) academic year for absence as a result of death or serious injury or illness in the teacher's immediate family (see Appendix I for Application for Leave Form).
- 12.2 For the purpose of interpreting this section 'immediate family' shall include: spouse or common-law spouse, son, daughter, mother, father, sister, brother, grandfather, grandmother, aunt, uncle, niece, nephew, foster child, grandchild, parent surrogate, parent-in-law, brother-in-law, sister-in-law.
- 12.3 For days over and above five (5), a teacher may apply to The Board under Section 14.3 of this agreement.
- 12.4 Compassionate Leave days shall be non-accumulative.

## **SECTION 13 - NEGOTIATION LEAVE**

- 13.1 A teacher acting as a representative of the Bargaining Committee in accordance with the provisions of *The Education Act, 1995*, shall suffer no loss in salary for the time necessarily absent from his or her duties for the purpose of negotiation between The Teachers and The Board.
- 13.2 The Teachers Bargaining Committee shall not have more than four (4) representatives away from regular duties for the purpose of negotiations at any one (1) time.
- 13.3 The members of the Teachers Bargaining Committee shall suffer no loss of salary for LINC preparation time up to four (4) days per contract cycle.
- 13.4 If one (1) party is absent from a mutually agreed upon negotiating meeting, then the absent party shall be responsible for all costs incurred by the other party.

## **SECTION 14 - OTHER LEAVE**

- 14.1 Each of the following leave allowances are on a per academic year basis and are non accumulative.
- 14.2 The Board shall grant special leave with pay to a teacher upon request to the principal and with prior approval of the Superintendent of Education for the following:
  - 14.2.1 Personal Leave

Up to two (2) days per school year as personal leave (see Appendix I for Application for Leave Form). This leave shall be non-accumulative.

#### 14.2.2 Court Duty

Any teacher who is required to attend court as a juror or who is subpoenaed to appear in court (see Appendix I for Application for Leave Form). The teacher will pay to The Board any remuneration received, except reimbursement of actual expenses, to a maximum of the salary paid for the period of absence.

#### 14.2.3 Funeral Leave

Up to one (1) day of leave with pay in order to serve as a pallbearer, eulogist, soloist or musician (see Appendix I for Application for Leave Form).

#### 14.2.4 Presidential Leave

Up to ten (10) days per academic year as NATA President for NATA business. One-half (1/2) of the sub cost will be paid by NATA (see Appendix I for Application for Leave Form).

14.3 The Board may grant special leave with pay to a teacher upon request to the principal and with prior approval of the Superintendent of Education for:

##### 14.3.1 Professional Leave

To act as a delegate/official at conventions or meetings of educational organizations or other organizations with the approval of the Superintendent (see Appendix I for Application for Leave Form).

##### 14.3.2 Medical Leave

Up to two (2) days leave with pay for teachers who must attend to immediate family specialist or emergency needs outside the home community upon the submission of adequate and proper medical documents (see Appendix I for Application for Leave Form).

###### 14.3.2.1

For the purpose of interpreting this section, 'immediate family' is defined as parent (or primary caregiver), spouse and children only.

#### 14.4 Other Leave

The Board, at its discretion, may grant leave with or without pay for purposes other than those set out in this section for whatever number of days appear to be appropriate in each instance (see Appendix I for Application for Leave Form).

## **SECTION 15 - NORTHERN AREA TEACHERS' ASSOCIATION (NATA)**

### 15.1 NATA Fees

The Board shall provide for the collection of NATA fees from personnel who have provided The Board with signed authorization by October 31 of each year. The changes in fees should be effective upon notification by NATA. Fees collected will be forwarded to the NATA within thirty (30) days of collection. The amount of such collections shall be made in accordance with the regulations that are established by NATA.

### 15.2 Employment Insurance Rebate

Pursuant to the provisions of *The Employment Insurance Act*, The Board shall issue a cheque to the NATA for the amount of the premium reduction realized for each of the teachers in the employ of The Board in accordance with *Employment Insurance Regulations*.

#### 15.2.1

The annual payment to the NATA of the premium reduction realized shall be payable prior to March 1 of the following year.

## **SECTION 16 - RETIREMENT GRATUITY**

16.1 The Board shall, pursuant to the provisions of *The Education Act, 1995*, pay a retirement gratuity to teachers who are superannuating due to age and service.

#### 16.1.1

Two hundred and fifty dollars (\$250.00) per year times the number of years of continuous service up to June 30, 2004.

#### 16.1.2

Three hundred dollars (\$300.00) per year times the number of years of continuous service between June 30, 2004 and August 15, 2008.

#### 16.1.3

Four hundred dollars (\$400.00) per year times the number of years of continuous service beyond August 15, 2008.

16.2 To qualify the teacher must have at least ten (10) years of service with The Board.

- 16.3 Service shall be defined as service with The Board, but shall exclude:
- 16.3.1  
Leave of absence without pay;
  - 16.3.2  
Secondment (except as noted in 16.5 of this agreement);
  - 16.3.3  
Maternity, adoption, or parental leave;
  - 16.3.4  
Income continuance; or
  - 16.3.5  
Deferred salary leave (for the year of leave).
- 16.4 Exclusions to service defined in 16.3 of this agreement, will not be considered as breaks in continuous service.
- 16.5 Teachers who are seconded by another agency will continue to qualify provided the receiving agency is prepared to participate in the cost of the gratuity for their period of responsibility.
- 16.6 Teachers will be notified if the receiving agency is not prepared to participate in the gratuity payments.
- 16.7 The Retirement Gratuity is taxable in the hands of the recipient.
- 16.8 The gratuity will only be paid:
- 16.8.1 If the teacher retires while in the employ of The Board; and
  - 16.8.2 If the teacher has completed all of the documentation to qualify for a teachers pension benefit.
- 16.9 The teacher shall state his/her intent to work for one (1) additional year prior to May 31 of his/her retirement year. This additional year must be mutually agreed upon by the teacher and the Board. Should the Board not wish to re-engage the teacher, written notice shall be provided by the Board (6) months prior to the retirement date. The retirement gratuity shall be provided on the initial retirement date.
- 16.9.1  
The Board will make every effort to reassign the teacher to his/her prior assignment in the same school upon return.

## **SECTION 17 – TEACHER RELATED EXPERIENCE REVIEW COMMITTEE**

17.1 A committee shall be established in accordance with Article 3.6.1 of the Provincial Collective Bargaining Agreement consisting of an equal number of representatives of The Board and The Teachers. The committee shall develop criteria for recognition of related experience of a teaching nature other than that recognized in Article 3.4 of the Provincial Collective Bargaining Agreement or related experience of a non-teaching nature in the field in which the teacher will teach, as either wholly or partially equivalent to teaching service for incremental credit. The criteria agreed upon by the committee will serve as a recommendation to The Board. Once Board approved the Director of Education will utilize the criteria to guide his/her decision-making pertaining to the above recognition. The above committee shall meet annually to review the criteria.

## **SECTION 18 - BOARD OF REVIEW**

18.1 A Board of Review may be established each year prior to the end of September. One (1) representative shall be named by each of the parties to this agreement and their names will be submitted to the Director of Education. The two (2) parties shall mutually agree upon a Chairperson within fifteen (15) days of the Board of Review request.

18.2 The Board of Review shall set up its own procedures and will be responsible for dealing with and making recommendations on any matter related to the meaning, interpretation or application of any words, expressions or provisions contained in this agreement.

18.3 The Board, The Teachers, or any teacher, may make representation to the Board of Review on any matter related to the implementation or interpretation of any part of this agreement. The Board of Review shall make its recommendation in writing and copies shall be forwarded to the parties involved as well as to both parties to this agreement.

## **SECTION 19 - LIAISON COMMITTEE**

19.1 It is agreed that a Liaison Committee be established, consisting of two (2) representatives of The Board and two (2) representatives of The Teachers, for the purpose of discussing matters of mutual concern. The committee shall meet at least two (2) times per year. All costs for such meetings will be borne by The Board.

## **SECTION 20 - GRIEVANCE PROCEDURE**

20.1 Grievances by either party to this agreement shall be in accordance with Section 261 of *The Education Act, 1995*.

Prince Albert, SK

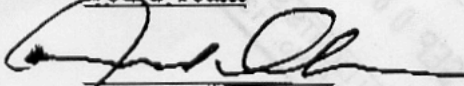
September 05, 2008

To:

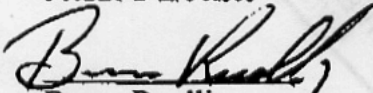
The Northern Area Teachers' Association Membership and Northern Lights School Division Board of Directors,

The Northern Area Teachers' Association and Northern Lights School Division Board negotiating teams are pleased that following an amicable exchange of ideas and discussion of issues we have reached a tentative LINC agreement that we can unreservedly recommend to our respective parties. Copies of the tentative agreement will be available to all parties in the next few days.

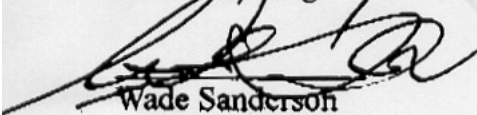
Board Team



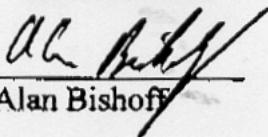
Frank Durocher



Bruce Ruelling

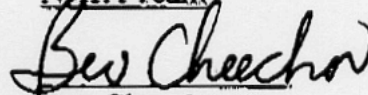


Wade Sanderson

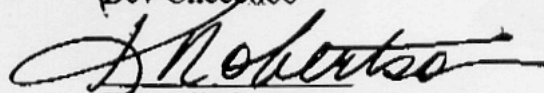


Alan Bishoff

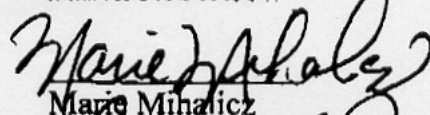
NATA Team



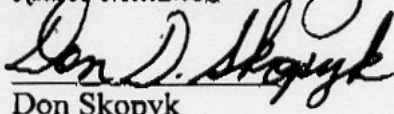
Bev Cheechoo



Karen Robertson

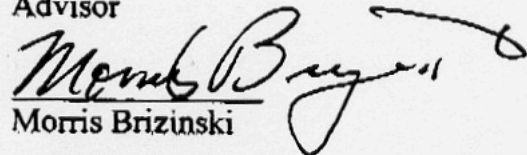


Marie Mihaicz



Don Skopyk

Advisor



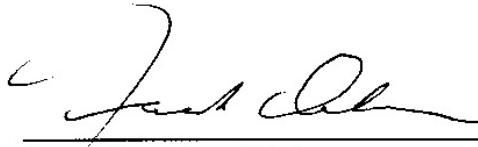
Morris Brizinski

DATED AT PRINCE ALBERT, SASKATCHEWAN, ON THE 14<sup>th</sup> DAY OF OCTOBER, 2008.

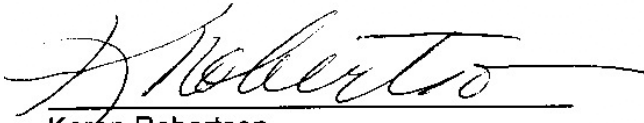
**LINC Members:**



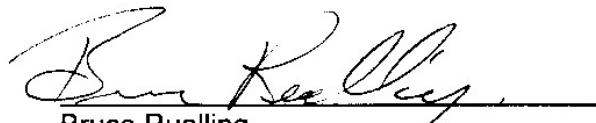
Bev Cheechoo, Chairperson  
NATA LINC



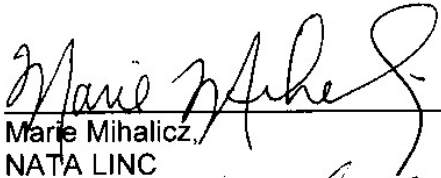
Frank Durocher, Chairperson  
NLSD #113 Board of Education/LINC



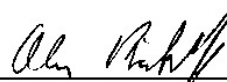
Karen Robertson  
NATA LINC



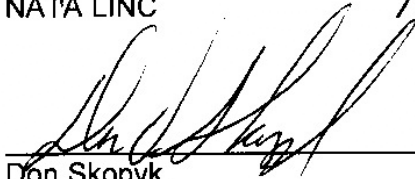
Bruce Ruelling  
NLSD #113 LINC



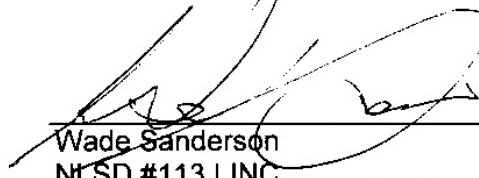
Marie Mihalicz,  
NATA LINC



Alan Bishoff  
NLSD #113 LINC



Don Skopyk,  
NATA LINC



Wade Sanderson  
NLSD #113 LINC

On behalf of the Northern Area  
Teachers' Association

On behalf of the Northern Lights  
School Division #113

***This NORAHC Agreement has been agreed to for the 2008/09 school year only and will be revisited in 2009.***

***Updates will be forwarded once an agreement has been reached***

## **PREAMBLE TO SECTIONS N21, N22 AND N23**

Principles relating to the establishment of a Northern Allowance and Housing Committee (NORAHC).

In establishing NORAHC, the Northern Areas Teachers' Association and the Northern Lights School Division #113 Board of Education agree to the following principles:

1. Commitment to a process which is fair and outcomes which are reasonable and just.
2. Commitment to a process which permits both parties equal representation, based upon shared information, and which results in decisions that are binding on both parties.
3. Recognition of a 'Northern Cost Factor' which impinges upon teacher living and housing costs, as it does on the operation and maintenance costs incurred by The Board.
  - 3.1 The cost factors which impinge upon teacher living and housing include, but are not limited to the availability and quality of: roads and other forms of transportation; health services; retail and banking outlets; communication services; recreational facilities; and the housing market.
  - 3.2 It is recognized that the conditions and other contextual factors identified in 3.1 of this preamble, have been and are constantly changing and, therefore, that the Northern Allowance levels and the housing policies are in need of regular monitoring and possible adjustment.
  - 3.3 The relative difficulty of obtaining teacher services in a community shall also be a recognized factor.
4. The Board does not intend to reduce the total level of funding per Teacher F.T.E. available as a Northern Allowance from the current levels, and the mandate of NORAHC is to establish the most appropriate levels of allocation of this Allowance to communities and areas in light of changing circumstances and conditions.
5. Recognition of the mutual need - for The Board and The Teachers - of The Board's involvement in teacher housing, particularly where the local housing market does not present a fair opportunity for teacher-obtained, private rental or purchase. Where housing is limited, The Board's involvement will usually take the form of the provision of rental housing.
6. The Board is, therefore, committed to the provision of teacher rental housing throughout its jurisdiction; exceptions to this policy shall be recognized only where it is demonstrable, for a given community, that a sufficient private rental/purchase housing market exists.
  - 6.1 'A sufficient private rental/purchase housing market' shall be defined as one in which an adequate supply of houses/apartments is available to justify the reasonable expectation of personal rental/purchase.

- 6.2 In assessing the availability of an 'adequate' supply of housing, the current practices of other professional employers may be considered, such as government, health workers, the RCMP, etc.

## **COMMITTEE MANDATE AND TERMS OF REFERENCE AND CONDITIONS**

### **Section A – Northern Allowance**

1. To review and adjust Section N21 of the agreement as may be required.
2. To discuss any other concerns that relate to Section N21 that may arise.

### **Section B – Teacherage Issues, Rents and Housing Subsidy**

1. To review and adjust Section N22 of the agreement as may be required.
2. Meet a minimum once annually to review any unresolved grievances as outlined on the NORAHC Housing Appeal Procedure Form.
3. To discuss any other concerns that relate to Section N22 that may arise.

### **Section C – NORAHC Process**

1. The Committee shall consist of three representatives named by NATA, three representatives named by the Board and an independent Mediator mutually agreed upon. If the chairperson of the Board or NATA are unable to attend, an alternate will not be allowed.
2. The NATA executive and the Board shall advise each other of their representatives to this committee and their nominations for Mediator by November 30. A list of committee members will be distributed immediately thereafter to staff reps and principals.
3. Should one party not name a list of representatives to the Committee, the other party may proceed.
4. If both parties cannot come to agreement in nominating the Mediator, the President of NATA and the Director of Education of the Northern Lights School Division No. 113 shall set up a meeting to occur no later than December 15.
5. In the event the Committee members fail to mutually agree upon a Mediator by December 15, the Mediator will be named in accordance with *The Education Act, 1995, Section 254(4)*.
6. Costs of the Committee, Mediator and secretary will be shared equally by NATA and the Board. The Mediator agrees to provide secretarial support to the Committee.
7. Decisions of the Committee with respect to its mandate are binding on all parties to this agreement. Decisions shall be rendered not later than April 30 each year, unless the deadline extension is mutually agreed upon, and will become effective September of the same year.

These decisions shall be incorporated into Section N21 – N23 of the Teachers’ Local Agreement.

8. Secretarial support will be provided as follows:
  - the Mediator will maintain the report package as required;
  - the Mediator’s secretary will type up the meeting minutes and send them to all NORAHC members for review as soon as possible; with the final copy being provided to both parties.
9. Each party will choose a Co-Chairperson by December 31 each year. The responsibility for chairing each meeting will be alternated between the Board and Teacher Co-Chairpersons.

## **SECTION N21 - NORTHERN ALLOWANCE**

Northern Allowance is payable to all teachers in the employ of the Division who live and work in northern Saskatchewan (boundaries as defined by what was the Northern Administrative District - NAD). The determination of the Northern Allowance in what follows is in accordance with the principles of, and provision for, Northern Allowance as identified in the Teachers’ Local Agreement (see the Preamble to sections N21, N22 and N23, #'s 3 and 4, page 21), Section N21 and subsequent decisions rendered by NORAHC.

- N21.1 Teachers on staff at the signing of the 1994 - 1997 Agreement who continue to be employed by The Board shall retain a Northern Allowance at a rate that is not less than what they were receiving in 1994-95 provided that they continue to teach in the same community.
- N21.2 Teachers hired after the signing of the 1994 - 1997 Agreement shall be paid a Northern Allowance in accordance with Schedule A as follows:

**Northern Lights School Division  
Northern Allowance  
Schedule A**

School	Grandfathered Rate	Current Rate
Bear Creek		\$3,100.00
Beauval		\$2,479.00
Brabant Lake		\$4,114.00
Buffalo Narrows		\$2,479.00
Cole Bay		\$3,493.00
Cumberland House		\$3,100.00
Green Lake		\$1,691.00
Jans Bay		\$3,493.00
La Loche		\$3,100.00
La Ronge	\$1,375.00	\$ 901.00
Pinehouse Lake		\$3,493.00
Sandy Bay		\$3,100.00
St. George's Hill		\$4,114.00
Stony Rapids		\$5,071.00
Timber Bay		\$2,479.00
Uranium City		\$5,071.00
Weyakwin		\$2,479.00

N21.3 All teachers are eligible to receive Northern Allowance as constituted above except: a) teachers seconded outside of the NAD; b) teachers who choose to reside outside the NAD.

**SECTION N22 - TEACHERAGE RENTAL OF BOARD OWNED HOUSING**

N22.1 General Teacherage Occupancy

N22.1.1 Teachers new to the Division wishing to rent Division housing must apply on the standard Housing Application Form (see Appendix J for Housing Application Form) to the Superintendent of Facilities or designate immediately upon accepting employment with the Division.

N22.1.2 Teacher/Tenants presently on contract who wish to move to a different unit are encouraged to apply to the Superintendent of Facilities or designate on the standard form (see Appendix J) as early as possible and, in any case, not later than three (3) days after the last day of school.

- N22.1.3 A Teacher/Tenant who is on approved leave of absence for more than thirty (30) days shall not be deemed to be an employee of the Board for the purposes of the Tenancy Agreement (see Appendix K for Tenancy Agreement).
- N22.1.4 Notwithstanding N22.1.3 of this agreement, The Board will not require a teacher who is on approved leave of absence for more than thirty (30) days to vacate their housing during the school year unless that housing is urgently required for staffing purposes.
- N22.2 A standard Tenancy Agreement (see Appendix K for Tenancy Agreement), approved by NORAHC, must be signed prior to occupancy. Normally this will occur on the possession date.
- N22.3 The Superintendent of Facilities or designate will make every effort to assign housing by the end of June, but in any case, not later than July 31.
- N22.4 Possession date is the date on which a key is provided to a prospective Teacher/Tenant for a housing unit. Dates on which a prospective Teacher/Tenant may take possession will be determined by the Superintendent of Facilities or designate.
- N22.4.1 Normally, rent will be charged from the possession date and for each month thereafter that the Teacher/Tenant occupies the unit, however, in-school administrators and new teachers to a community who take possession of their teacherage after August 15, or not greater than ten (10) working days prior to school opening, shall not be charged rent for the month of August.
- N22.4.1.1 Administrators new to the community moving in after July 15 will not be charged rent for July, but regular rent will apply from August 1.
- N22.4.2 Summer Rental
- Rent shall be charged for the months of June, July and August if a Teacher/Tenant retains possession of the teacherage, either by occupancy by the Teacher/Tenant and/or his/her family, or by leaving his/her belongings in the teacherage for the summer months. Any Teacher/ Tenant who vacates a housing unit relinquishes claim to that unit in the fall housing assignment. Further, Teacher/Tenant belongings shall not be stored in any other Division property (e.g., school gymnasium, storage shed, etc.), with the exception of the Athabasca schools, only after approval by the Superintendent of Facilities or designate.
- N22.4.3 Any Teacher/Tenant who wishes to vacate their teacherage must do so in writing to the Superintendent of Facilities or designate in accordance with the Tenancy Agreement (see Appendix K for Tenancy Agreement). Teachers terminating employment with The Board at the end of the school

year must vacate their teacherage not later than three (3) days after the last day of school.

N22.4.4 Re-allocation of housing shall be done in accordance with the Tenancy Agreement (see Appendix K for Tenancy Agreement).

N22.5 Utility charges will be assessed as follows:

N22.5.1 Water and Sewer

NLSD #113 will pay all sewer and water charges from the local community. Sewer and water rates are subject to change at the discretion of each community. The taxable benefit charged will be calculated based on actual water and sewer costs paid by NLSD on behalf of each Teacher/Tenant.

N22.5.2 Electricity

Where units are metered, Teacher/Tenants shall pay for electricity directly to Sask Power.

Efforts will be made by the Division to provide metered electricity to virtually all housing units. However, it is understood that the installation of meters in units which do not presently have them, will take some time and that in the intervening period every effort will be made to ensure that electricity billings are as equitable as possible. Existing rates may be considered for units without meters.

N22.5.3 Heating (other than Electric or Propane)

Fuel oil will be provided to Teacher/Tenants at the Division tendered rate. Teacher/Tenants will be billed directly by the fuel agent. For those units with shared storage tanks and/or furnaces, the fuel will be billed directly to the Division and a prorated charge for heating will be made by payroll deduction as per Tenancy Agreement (see Appendix K for Tenancy Agreement).

N22.5.3.1 The tendered fuel oil rate shall be extended to teachers who own their own housing in communities where a tendered rate has been established.

N22.6 Should any Teacher/Tenant feel that their utility costs are extremely unreasonable, and that the causes for the excess are beyond their control, that Teacher/Tenant may appeal his/her case to NORAHC in writing after agreed upon procedures have been followed outlined on the NORAHC Housing Appeal Procedure Form (see Appendix L for NORAHC Housing Appeal Procedure Form).

N22.7 Basic Rental Rates

N22.7.1 Rental rates for each unit shall be as per Schedule B to the NORAHC Report.

N22.7.2 Every effort will be made to ensure that rental costs for common areas, e.g., laundry room and storage, including hallways, will be divided as equitably as possible amongst the user Teacher/Tenants.

N22.7.3 NLSA #113 shall collect rent by payroll deduction.

N22.8 All teacherages provided by The Board will be furnished with the following items of furniture: Washer, dryer, range, refrigerator, window coverings, (living room, kitchen, dining room, bathroom, bedrooms), living room chairs (2) or loveseat, chesterfield, kitchen table and chairs (4), bedroom suite (54" bed with frame, dresser with mirror, and chest of drawers) in master bedroom, 39" bed with frame, and chest of drawers in each other bedroom. The onus will be on the Teacher/Tenant to ensure that all items to be supplied are ordered. Tenant may upgrade the 54" bed to a queen or king size bed if they pay the difference between the upgrade and a 54" bed, the upgraded bed to remain in the unit when the Teacher/Tenant vacates.

Any other items of furniture presently in the teacherages and owned by The Board will remain in the teacherages. Orders for replacement furniture will be received by The Board not earlier than May 1st and not later than October 1st. At the first meeting after October 1st, The Board will consider requests for furniture replacement and a decision on the requests will be made on the basis of the need, age of item to be replaced, circumstances associated with the request, and the budgetary funds available for this purpose. In cases of mechanical failure, washers, dryers, ranges and refrigerators will be exempted from the above clause.

N22.9 A housing subsidy (see Appendix M for Application for Housing Subsidy Form) shall be provided to all teachers in the employ of the Division who provide their own housing within the boundaries of the NAD (Northern Administrative District). The Board may grant a housing subsidy for purposes other than those set out in this section, after considering the special circumstances of each case.

N22.9.1 This subsidy shall be paid over a ten (10) month period, effective 2004-2005 school year. N.B. no change in current rate, e.g., for La Ronge = (175 x 12)/10 months.

N22.10 Housing Subsidy Rates

- N22.10.1 La Ronge: \$175.00
- N22.10.2 Green Lake: \$186.00
- N22.10.3 Buffalo Narrows, Beauval, Weyakwin, Timber Bay: \$220.00
- N22.10.4 La Loche, Sandy Bay, Cumberland House, Bear Creek: \$242.00
- N22.10.5 Pinehouse Lake, Jans Bay, Cole Bay: \$265.00
- N22.10.6 St. George's Hill, Brabant Lake: \$276.00
- N22.10.7 Uranium City, Stony Rapids: \$287.00

N22.11 Second Occupant

Where more than one (1) teacher providing his/her own housing dwells in the same residence, the primary resident shall receive the normal housing subsidy; other residents shall receive a subsidy of sixty-six dollars (\$66.00) per month.

N22.11.1 Occupants wishing to have the total payment (N22.11) divided in another way at source, should apply to the Payroll Supervisor in writing, e.g. in La Ronge occupants could request that the one hundred and seventy-five dollars (\$175.00) (primary resident) and the sixty-six dollars (\$66.00) (second resident), be paid as one hundred and twenty dollars and fifty cents (\$120.50) for each of the two (2) occupants.

N22.12 Teachers housed in Provincial, Federal, Municipal Government or Board supplied/owned buildings, and teachers housed in Convents shall not be entitled to the subsidy.

N22.13 Teachers employed under contract on a part time basis and providing their own housing shall receive a portion of the housing subsidy that corresponds to the amount of time they teach.

## **SECTION N23 – DEFERRED NORTHERN ALLOWANCE AND HOUSING SUBSIDY SAVINGS PLAN**

N23.1 A Deferred Northern Allowance and Housing Subsidy Savings Plan has been established. The intent of this plan is to enable teachers to set aside funds for down payment on future home purchase, renovating, repairs, etc.

N23.2 The Northern Allowance and Housing Subsidy are both taxable benefits. The allowances will be shown as income on monthly salary confirmations and an offsetting deduction will be provided to transfer the amount to the deferred account. Any subsequent payout will be tax-Free.

N23.3 The Deferred Northern Allowance and Housing Subsidy Savings Plan is a one-time program. Teachers wanting to take advantage of the program may enroll and deductions will continue to be made until cancelled.

N23.4 Requests for payout shall be made in writing to the Secretary Treasurer. Such payment will also be deemed to be a request to terminate the deduction of monies under this plan. Once cancelled the teacher is not eligible to re-enroll.


N23.5 Teachers wishing to participate in this plan see Appendix O for Deferred Northern Allowance and Housing Subsidy Savings Plan Application.

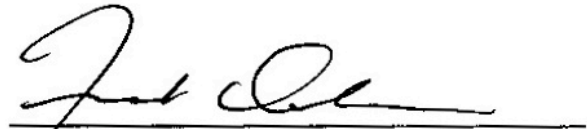
## **SECTION 24 - REVISION OF AGREEMENT**

24.1 This Local Collective Bargaining Agreement (LINC) shall be effective as of September 1, 2008 and shall continue in effect until August 31, 2011, and thereafter until revised in accordance with Section 235 (1) of *The Education Act, 1995*.

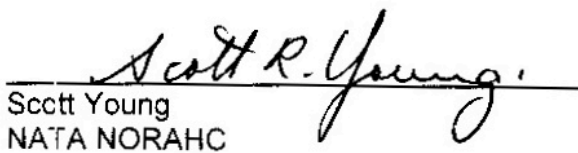
24.2 Notwithstanding the above, the parties to this agreement, by mutual consent, may revise any provisions of this agreement during the term of this agreement. The mutual consent shall be in writing and the specific provisions to be opened for negotiation shall be set forth in the documentation with all signatures of the current members of the two negotiating teams.

DATED AT LA RONGE, SASKATCHEWAN, ON THE 13<sup>th</sup> DAY OF SEPTEMBER, 2008.

  
Karen Robertson, President  
NATA

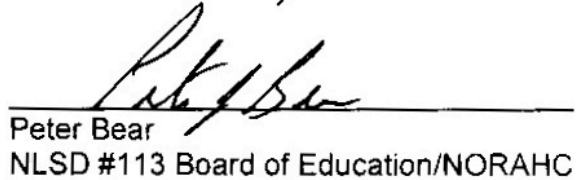
  
Frank Durocher, Chairperson  
NLSD #113

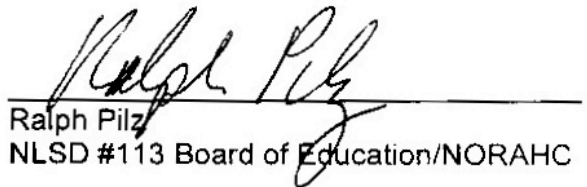
**NORAHC Members:**

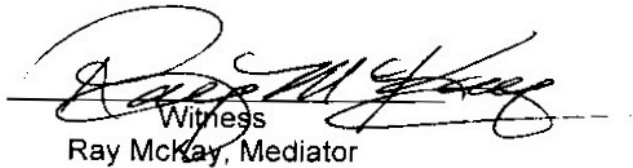
  
Scott Young  
NATA NORAHC

  
Bruce Ruelling, Co-Chairperson  
NLSD #113 Board of Education/NORAHC

  
Aaron Fosseneuve  
NATA NORAHC

  
Peter Bear  
NLSD #113 Board of Education/NORAHC

  
Ralph Pilz  
NLSD #113 Board of Education/NORAHC

  
Witness  
Ray McKay, Mediator

On behalf of the Northern Area  
Teachers' Association

On behalf of the Northern Lights  
School Division #113

# NORTHERN LIGHTS SCHOOL DIVISION #113

Bag Service  
#6500  
La Ronge, SK  
S0J 1L0

## Direct Deposit Information

Phone: (306) 425-3302  
Fax: (306) 425-4932  
E-mail: cmcconnell@nlisd113.net

Name: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby authorize Northern Lights School Division #113 to deposit my pay directly to my bank account as described in the Financial Institution Data section of this form. I also understand that an earning/deduction statement will be forwarded to my school or workplace at the end of each month. Deposits to my account will be shown as "NLSD Payroll" or abbreviated caption to denote the automated transaction on my account records. **I also understand that I am only allowed to change my advance amount or banking instructions once per year.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### FINANCIAL INSTITUTION DATA

**Attach voided cheque.**

Attach Cheque Here

**NOTE Re: Handwritten banking information**

*We will not accept responsibility for mistakes you make in transcribing banking information. The safest way to submit the information is to take a blank cheque and write "VOID" through the signature area. Our staff can then pick up the actual clearing information (institution number, transit number and account number) from the bottom of the cheque and then you will not have responsibility for the results.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### ADVANCE REQUEST

I would like a \_\_\_\_\_ or \_\_\_\_\_% advance each month.

(Advances must be less than 50% of your monthly net pay and will be deposited to your account on the last banking day prior to the 16<sup>th</sup> of the month.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The personal information provided on this form will be confidential and used only for the purposes of direct depositing your pay with the financial institution specified above.


NORTHERN LIGHTS SCHOOL DIVISION #113  
Expense Claim Form

Name: \_\_\_\_\_ School: \_\_\_\_\_

Purpose of Travel and Location of Event: \_\_\_\_\_

DATE	ORIGIN/ DESTINATION	MILEAGE	LODGING	MEALS	OTHER EXPENSES (Receipt(s) Required)	TOTAL
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
	From:  To:			____ Breakfast ____ Lunch ____ Dinner		
<b>Total Payable</b>						

(Current Board Approved Rates may be obtained from the Administrative Manual)

I hereby certify that the above expenditures were incurred on Board approved business.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Code To: \_\_\_\_\_

Program Name: \_\_\_\_\_

**NORTHERN LIGHTS SCHOOL DIVISION #113**  
**Moving Expenses**  
**(Section 4.5–4.7 of the 2008-2011 Teachers’ Local Agreement)**

- 4.5 The Board will reimburse Board initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community in which the school is located as follows:
- 4.5.1 Reasonable freight charges supported by receipts.
  - 4.5.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school.
  - 4.5.3 Reasonable charges for hotel rooms only as substantiated by actual receipts.
  - 4.5.4 The total claim for expenses, not including airfreight or air travel for fly-in communities as provided for in Section 4.2 of this agreement, shall not exceed two thousand dollars (\$2,000.00) per teacher or two round trips at Board approved mileage rates from the point of departure, whichever is less.
- 4.6 A teacher terminating his or her contract prior to the expiration of the school year shall repay The Board the unearned portion of their moving expenses prorated to the number of days remaining in the contract of employment. In extenuating circumstances, The Board may waive repayment of the amount owing or any portion thereof.
- 4.7 The Board shall reserve the right to recover any unearned portions under Section 4.6 of this agreement, from amounts owed to the teacher.

- NOTE:**
1. Teachers who are assigned to a fly-in community should **NOT** include the cost of airfreight and air travel from Prince Albert or La Ronge to the community on this claim.
  2. If multiple vehicle trips are being claimed a confirmation of travel (such as gas receipts) must be included to show travel on that day.
  3. Refer to Administrative Manual for Board Approved Rates for current mileage rate.

---

Expense claim from \_\_\_\_\_ to \_\_\_\_\_

1. Freight charges ( <b>attach receipts</b> )	\$	
2. Mileage ( _____ km x _____ # of Trips x _____ ¢/km)	\$	
3. Hotel bills ( <b>attach receipts</b> )	\$	
4. Other _____	\$	
	Total	\$ _____

Date \_\_\_\_\_

\_\_\_\_\_  
 Teacher’s Name (Print)

\_\_\_\_\_  
 Teacher’s Signature

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Superintendent’s Signature

**Return to your Area Superintendent**

NORTHERN LIGHTS SCHOOL DIVISION #113

Educational Leave Application

Please Check One:

- SHORT TERM LEAVE (Submit 6 Weeks Prior to Requested Leave)**
- MEDIUM TERM LEAVE (Submit: Sept. 20 for Jan. 1, Jan. 15 for Apr. 1 and Apr. 15 for Sept. 1)**
- LONG TERM LEAVE (Submit Not Later Than February 1)**

Name: _____	Date: _____, 20 ____
School: _____	Assignment: _____
Length of Continuous Service with NLSD #113: _____	
Current Class and Step: _____	
Educational Qualifications, Degrees Held: _____	
Specialization: _____	

Leave Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Course/Class Being Taken: \_\_\_\_\_

Where: \_\_\_\_\_

Course Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Dependents: \_\_\_\_\_ Age (D.O.B.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM INFORMATION:**

1. Include proposed Course Outline from University (please attach).
2. Explain benefit to:

Applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you received any previous Educational Leave from the Northern Lights School Division #113?

Yes  No

If so, What and When? \_\_\_\_\_

ESTIMATE OF EXPENSES:

ESTIMATED SOURCE OF FUNDS:

Tuition: \_\_\_\_\_

Bursaries: \_\_\_\_\_

Textbooks & Fees: \_\_\_\_\_

Grant: \_\_\_\_\_

Rent: \_\_\_\_\_

Other: \_\_\_\_\_

Travel: \_\_\_\_\_

TOTAL: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Please explain your estimate of expenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If you were unsuccessful in the application for Leave With Grant, would you accept Leave Without Grant if offered?  Yes  No

If desired, attach letters of recommendation.

Leave is subject to the submission of your approved University Courses and must be received by the Director of Education prior to commencement of leave.

I understand that there will be a return service commitment (with penalties) for approval of all education leaves with pay.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended by Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended by Local Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended by Superintendent of Education

\_\_\_\_\_  
Date

-----  
OFFICE USE ONLY:

Date Received: \_\_\_\_\_, 20 \_\_\_\_\_

Educational Leave Committee Recommendation: \_\_\_\_\_

Board Action: \_\_\_\_\_

**NORTHERN LIGHTS SCHOOL DIVISION #113  
Medium/Long Term Educational Leave Agreement**

This Agreement made in duplicate this \_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_.

BETWEEN:

NORTHERN LIGHTS SCHOOL DIVISION #113, a body duly elected Pursuant to *The Education Act, 1995*

Hereinafter called "The Board" of The First Part

AND:

\_\_\_\_\_ of \_\_\_\_\_  
Hereinafter called "The Teacher" of The Second Part

WHEREAS The Teacher has been in the employ of The Board for \_\_\_\_ years;

AND WHEREAS The Board has established a medium/long term educational leave plan for teachers in its employ;

AND WHEREAS The Teacher is desirous of obtaining medium/long term educational leave from The Board for the period from \_\_\_\_\_, 20 \_\_\_ to \_\_\_\_\_, 20 \_\_\_;

AND WHEREAS The Board has agreed that The Teacher shall have such leave;

NOW THEREFORE in consideration of the premises and that mutual covenant, the parties hereto agree:

1. The Teacher shall be on medium/long term educational leave during the period from \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_.
2. During the said period The Teacher shall not teach, but shall, during the period of this leave \_\_\_\_\_.
3. Monthly remuneration to The Teacher shall be on the following basis:  
\_\_\_\_\_

4. The Teacher shall return to teach in the employ of The Board on \_\_\_\_\_, 20 \_\_ and shall on his/her return remain in the employ of The Board for a minimum of \_\_\_\_ years.
  
5. In the event The Teacher wishes not to return and teach in the employ of The Board commencing \_\_\_\_\_, 20 \_\_, The Teacher shall give notice in writing to this effect to The Board on or before the 31<sup>st</sup> day of May 20 \_\_, and he/she shall thereupon repay the full amount of the grant received plus a penalty of ten percent (10%) of that amount.
  
6. In the event The Teacher wishes to terminate his/her contract with The Board at a date prior to that which completes the period of service specified in Point 4 of this Agreement, such termination shall be made in accordance with the Provincial Regulations. The Teacher shall thereupon repay The Board forthwith the sum of money which bears the same relationship to the unfulfilled part of their employment obligations plus a penalty of ten percent (10%) of that portion of the grant.
  
7. The Teacher shall lose no rights, benefits, or privileges that had been acquired by him/her prior to going on leave and on his/her return, he/she shall be accorded all the rights, benefits and privileges under any schedule then in effect between The Board and The Teacher.
  
8.
  - a) The Board will make every effort to reassign The Teacher to his/her prior assignment in the same school upon return.
  
  - b) In the event that a dispute arises as a result of the offer of a position to The Teacher upon his/her return from the leave, he/she may appeal to The Board. The decision of The Board shall be binding on both parties to the Agreement.

\_\_\_\_\_  
SIGNATURE OF TEACHER

\_\_\_\_\_  
ON BEHALF OF THE NORTHERN LIGHTS  
SCHOOL DIVISION #113 BOARD OF EDUCATION

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

NORTHERN LIGHTS SCHOOL DIVISION #113  
Leave Without Grant Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Proposed Absence: \_\_\_\_\_  
\_\_\_\_\_

Reason or Other Pertinent Information (if required):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TEACHER DATE

\_\_\_\_\_  
APPROVED BY DATE

NORTHERN LIGHTS SCHOOL DIVISION #113
Application for Bursary

Pursuant to Section 8 of the Northern Area Teachers' Local Agreement, I \_\_\_\_\_,
employed by the Northern Lights School Division #113 Board of Education for \_\_\_ years and
presently teaching grade \_\_\_ at \_\_\_\_\_ school, wish to make application for a bursary for
the following professional development.

Table with 4 columns: Name of Class/Course, Dates To/From, Semester Hours/ Hours of Study, Estimated Cost. It contains four rows of blank lines for data entry.

The above is subject to approval of The Board and successful completion of same.

The reason for obtaining this class/course must be outlined on the back of this application.

I understand that upon reimbursement of tuition or fees paid I am required to remain in the employ of
The Board for the following complete academic school year.

Signature

Date

OFFICE USE ONLY:

Approved: \_\_\_\_

Not Approved: \_\_\_\_

Reason:

Two horizontal lines for providing reasons for approval or disapproval.

SIGNATURE OF DIRECTOR OF EDUCATION

DATE

**NORTHERN LIGHTS SCHOOL DIVISION #113  
Maternity/Adoption/Parental Leave Agreement**

The Agreement made in duplicate this \_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_.

BETWEEN:

NORTHERN LIGHTS SCHOOL DIVISION #113, a body duly elected Pursuant to *The Education Act, 1995*

Hereinafter called "The Board" of The First Part

AND:

\_\_\_\_\_ of \_\_\_\_\_

Hereinafter called "The Teacher" of The Second Part

WHEREAS The Teacher has been in the employ of The Board for \_\_\_\_\_ years;

AND WHEREAS The Board has established a(n) \_\_\_\_\_ plan for teachers in its employ;

AND WHEREAS The Teacher is desirous of obtaining \_\_\_\_\_ leave from The Board for the period from \_\_\_\_\_, 20 \_\_ to \_\_\_\_\_, 20 \_\_.

NOW THEREFORE in consideration of the premises and the mutual covenant the parties hereto agree:

1. The Teacher shall be on \_\_\_\_\_ Leave during the period from \_\_\_\_\_, 20 \_\_ to \_\_\_\_\_, 20 \_\_.
2. During this period, The Teacher shall not be required to teach, but shall be considered to be on leave of absence due to \_\_\_\_\_.
3. The Teacher shall return to the employ of The Board commencing \_\_\_\_\_, 20 \_\_.

4. In the event The Teacher wishes not to return to the employ of The Board, The Teacher shall give notice in writing to this effect of or before the 31<sup>st</sup> of May, 20 \_\_.
  
5. In the event The Teacher wishes to terminate his/her contract with The Board, such termination shall be made in accordance with Provincial Regulations.
  
6. The Teacher shall lose no rights, benefits or privileges that have been acquired by him/her prior to going on leave, and on his/her return he/she shall be accorded all the rights, benefits and privileges under any schedule then in effect between The Board and its teachers.
  
7.
  - a) The Board will make every effort to reassign The Teacher to his/her prior assignment in the same school upon return.
  
  - b) In the event that a dispute arises as a result of the offer of position to The Teacher upon his/her return from Leave may appeal to The Board. The decision of The Board shall be binding on both parties to this Agreement.

\_\_\_\_\_  
SIGNATURE OF TEACHER

\_\_\_\_\_  
ON BEHALF OF THE NORTHERN LIGHTS  
SCHOOL DIVISION #113 BOARD OF EDUCATION

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

NORTHERN LIGHTS SCHOOL DIVISION #113

Application for Leave

- Please Check One:
- Paternity Leave (Section 11)
  - Compassionate Leave (Section 12)
  - Personal Leave (Section 14.2.1)
  - Court Duty (Section 14.2.2)
  - Funeral (Section 14.2.3)
  - Presidential Leave (Section 14.2.4)
  - Professional (Section 14.3.1)
  - Medical (Section 14.3.2)
  - Other (Section 14.4)

NOTE: Please review the pertinent sections of the Teachers' Local Agreement. Approval cannot be granted unless the request meets all of the requirements of the section.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Number of Days: \_\_\_\_\_

Reasons or other pertinent information (if required):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TEACHER

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

RECOMMENDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**NORTHERN LIGHTS SCHOOL DIVISION No. 113  
Monthly Tenancy Agreement**

**BETWEEN:**

**THE BOARD of EDUCATION of THE NORTHERN LIGHTS SCHOOL DIVISION  
No. 113 of Saskatchewan,**  
(hereinafter called the "Board")

**AND:**

**EMPLOYEE/TENANT**  
(hereinafter called the "Teacher/Tenant")

The Board and the Teacher/Tenant hereby agree:

**1. Legal Description**

1.1 That the Board will rent to the Teacher/Tenant the residence on Lot \_\_\_\_ Block, or Parcel \_\_\_\_, in the community of \_\_\_\_\_.

1.2 Civic Address (If Applicable):  
\_\_\_\_\_

**2. Board Identification**

The Board identifies this residence by the following unique code number: \_\_\_\_\_.

2.1 The residence coded is described as follows:

Unit Description:	_____
Square Feet:	_____
Type:	_____
Sask Power Account:	_____

**3. Rental Rate**

3.1 The rental rate for the residence is in accordance with that approved by the Northern Allowance and Housing Committee (NORAHC). This rental schedule may change; any changes will be approved by NORAHC and 90 days notice will be given.

3.2 The current rate as of this date \_\_\_\_\_, 20\_, shall be \$\_\_\_\_\_ per month.

3.3 Where two (2) or more Teacher/Tenants share the residence, one (1) of the following options must be selected:

3.3.1 Each Teacher/Tenant will sign the Tenancy Agreement.

3.3.1.1 Rent shall be divided equally among Teacher/ Tenants.

- 3.3.1.2 When proper notice to vacate is given by one (1) of those persons sharing the residence, the full rent will be divided among those persons who remain in the residence.

**OR**

- 3.3.2 One (1) Teacher/Tenant will sign the Tenancy Agreement.
  - 3.3.2.1 All rent shall be charged to that Teacher/Tenant.
  - 3.3.2.2 Arrangements for reimbursement can be made by the Teacher/Tenant with other persons who share the residence.

**4. Collection of Rent and Other Charges**

- 4.1 Rent shall be paid by payroll deduction.
- 4.2 Other charges levied by the Division as a result of costs associated with Clauses 6.2, 6.3, 6.4, 10.5, 11.7, 12.1, 13.5, 13.6, and 14.4 of this Tenancy Agreement will be collected by mutual agreement between the Teacher/Tenant and the Secretary Treasurer of the School Division.
- 4.3 Where an agreement in 4.2 of this Tenancy Agreement cannot be reached within a reasonable time period, the Board reserves the right to collect outstanding charges by payroll deduction.

**5. Furniture**

- 5.1 The Board will provide basic furniture as follows: washer, dryer, range, refrigerator, window coverings, (living room, kitchen, dining room, bathroom, bedrooms), living room chairs (2) or loveseat, chesterfield, kitchen table and chairs (4), bedroom suite (54" bed with frame, dresser with mirror and chest of drawers) in master bedroom, 39" bed with frame, and chest of drawers in each other bedroom.
- 5.2 While the inspection reports will note the condition of appliances, furniture, and drapes, it is the responsibility of the Teacher/Tenant to request replacement items. These requests are to be submitted to the Superintendent of Facilities (or designate) at Central Office.
- 5.3 Requests for furniture and appliances listed in 5.1 of this Tenancy Agreement are normally considered between May 1 and October 1 to allow the Board the economies of bulk purchasing. In the event of an emergency (e.g. appliance failure), Teacher/Tenants are asked to contact the Facilities Department (See Addendum "A").

**6. Keys**

- 6.1 Two (2) residence keys will be issued to the Teacher/Tenant on possession date.
- 6.2 A charge of twenty dollars (\$20.00) per key will be levied for keys not returned upon vacating residence or for replacement during occupancy. Also a forty-dollar (\$40.00) fee will be levied for an Alarm Key Fob not returned upon vacating residence or replacement during occupancy.
- 6.3 Additional keys will be provided to the Teacher/Tenant if requested. A charge of twenty dollars (\$20.00) per key will be levied and refunded when keys are returned to the Facilities Department. Additional Alarm Key Fobs will be provided to Teacher/Tenant upon request. A forty-dollar (\$40.00) per Alarm Key Fob will be levied and refunded upon return to the Facilities Department.
- 6.4 While the Board respects the Teacher/Tenants' right to privacy, it does reserve the right of immediate access to the residence for the purpose of performing necessary emergency repairs. Therefore the locking system on the main door providing access to the residence is not to be altered. If a second lock is required on the main door it will be provided at fifty percent (50%) cost to the Teacher/Tenant.

**7. Security**

- 7.1 The Teacher/Tenant is advised to carry insurance to cover personal effects.
- 7.2 All acts of vandalism must be reported to the R. C. M. P. and the Division's Facilities Department (in writing) immediately; failure to do so may result in liability for the damages.
- 7.3 If the Teacher/Tenant is going to be absent from his/her unit for more than two (2) consecutive days and to ensure that the building is not damaged through negligence or lack of services, the Teacher/Tenant shall ensure that a responsible person is empowered to enter and ensure utilities are operating correctly. Tenants should check alarms regularly.

**8. Safety**

- 8.1 As of September 1997, smoke detectors and fire extinguishers will be supplied by the Board.
- 8.2 As of December 2001, intrusion alarms will be supplied by the Board. Use of alarms is encouraged.
- 8.3 The Teacher/Tenant should assist in ensuring that smoke detectors and fire extinguishers are in working order and report problems on a maintenance request form.
- 8.4 Batteries for smoke detectors and intrusion alarms will be supplied by the Facilities Department upon request.

**9. Quiet Possession**

9.1 The Teacher/Tenant is entitled to quiet possession of the residence and, in turn, is expected to respect the rights of others to quiet possession of their residences.

**10. Repairs**

- 10.1 The Board will maintain in good working order all the appliances, furniture, and property it provides for each residence.
- 10.2 Emergency repairs should be requested by phone to the Facilities Department (La Ronge or Beauval). (See “Addendum A” for phone numbers.)
- 10.3 Non-emergency repairs are requested on Maintenance Request Forms (available in each school) and are to be submitted to the Facilities Department at either La Ronge or Beauval.
- 10.4 A signed Maintenance Request Form authorizes access to the residence by Division personnel to perform necessary repairs.
- 10.5 All repairs, which result from abuse or neglect, will be charged back to the Teacher/Tenant and collected as per Clause 4 of this Tenancy Agreement (4.2, 4.3).

**11. Teacher/Tenant Responsibilities**

- 11.1 Teacher/Tenants are expected to maintain the residence and yard in a neat and respectable manner.
- 11.2 In multiple dwelling units, responsibility under 11.1 of this Tenancy Agreement is to be shared equally by all Teacher/Tenants.
- 11.3 Upon taking possession of the residence, Division Facilities personnel will review the Rental Condition Report (attached) with the Teacher/Tenant.
- 11.4 The Rental Condition Report serves as the basis for future inspections and for determining condition upon termination of the Tenancy Agreement, see 11.5 of this Tenancy Agreement.
- 11.5 Upon termination of this Tenancy Agreement, the Teacher/Tenant is expected to deliver up the premises, including all property, furnishings, keys, and other equipment of the Board in good and reasonable condition, within the limits of normal wear and tear.

11.6 Upon vacating the residence, the following guidelines for cleaning are to be observed as a minimum set of requirements for the Teacher/Tenant, and shall be strictly observed, namely:

- refrigerators cleaned and left plugged in;
- stoves cleaned including elements, oven, and broiler;
- basins, tubs, and toilets cleaned and free of stains;
- walls washed and free of marks;
- drapes cleaned;
- rugs vacuumed and shampooed;
- upholstery vacuumed and shampooed;
- floors swept, washed, and waxed;
- countertops washed;
- cupboards cleaned out and washed;
- drawers cleaned out;
- closets cleaned out;
- windows washed inside and out;
- garbage removed from property.

11.7 In the event that the expectations under 11.1, 11.4, and the guidelines under 11.6, of this Tenancy Agreement, are not met and it becomes necessary for Division staff to perform these duties or to replace furniture or other Board property as a result of abuse or neglect, the costs which accrue as a result will be charged to the Teacher/Tenant and collected as per Clause 4 of this Tenancy Agreement (4.2 & 4.3).

## **12. Damage Deposit**

12.1 A security deposit equal to one month's rent, as may be amended from time to time, will be levied prior to the Teacher/Tenant vacating the premises, to ensure the faithful performance of and compliance with all the terms and conditions of this Tenancy Agreement. Said amount may be collected as per Clause 4 of this Tenancy Agreement (4.2, 4.3).

12.2 Upon termination of the Tenancy Agreement pursuant to clause 16, an inspection of the property shall be undertaken by the Board or its designate within the time frame set out in clause 12.4. Should the Teacher/Tenant fail to comply with each and every condition of this agreement, or terminate this agreement except as allowed in the agreement, then the amount deposited as security shall be retained by the Board as fixed, liquidated and agreed damages resulting from any breach or violation hereunder by the Teacher/Tenant. The retention and holding of the security deposit as damages, shall not in any manner be considered payment for any rent due or to become due under this agreement, or in any manner release the Teacher/Tenant from any rent to be paid or from any obligations herein assumed. If all terms and conditions are fully complied with by the Teacher/Tenant, then the security deposit shall be returned to the Teacher/Tenant upon surrender of the premises in a good state and condition, similar to that set out in the last completed inspection report, as contemplated in clause 12.4.

- 12.3 Any damage to the rental unit will be repaired by the Board at the rate of \$30/hour for painting, repair, and maintenance, such amount to be collected from the Teacher/Tenant pursuant to clause 4. Any cleaning of the premises that is undertaken by the Board at a rate of \$20/hour, such amount to be collected from the Teacher/Tenant pursuant to clause 4.
- 12.4 As of September 1, 2001, and each year thereafter, inspection dates will be annually identified prior to the last day of school. There shall be an annual inspection report generated for each rental residence, in accordance with this clause. A copy of the report will be supplied to the tenant.

**13. Utilities**

- 13.1 Teacher/Tenants are responsible for utilities: Power, fuel oil and/or propane.
- 13.2 On possession of a residence the above utilities will be available in the Division's account. The Teacher/Tenant must immediately transfer the utilities to their personal account.
- 13.3 Utilities can be transferred to the Teacher/Tenant account by contacting the following:  
(For the legal description of the property see #1 of this Tenancy Agreement.)
  - Power:** Call Sask Power at \_\_\_\_\_
  - Fuel/Propane:** Call \_\_\_\_\_ for supplier
- 13.4 Where a Teacher/Tenant has been transferred to another residence at the request of the Superintendent of Facilities (or designate) then the re-connect fees of the utilities will be assumed by the Board for that Teacher/Tenant.
- 13.5 In those instances where the Teacher/Tenant has failed to comply with 13.2 of this Tenancy Agreement and the Division is billed and pays for utilities at that residence, a surcharge of twenty-five dollars (\$25.00) in addition to the billed amount will be levied against the Teacher/Tenant for each utility billing paid by the Division on the Teacher/Tenant's behalf, and will be collected in accordance with clause 4.
- 13.6 In multiple occupant dwellings which include "common areas" and where some appliance usage is shared, e.g., washer/dryer, the utilities will be metered and charged to the Board's account. These charges will be distributed among the Teacher/Tenants in accordance with the following formula and collected as per Clause 4 of this Tenancy Agreement.
  - In dwellings that include a travel suite the Board will pay 30% of the utilities.
  - In dwellings where the ratio of residents is 2:1, the utilities will be cost shared 60% : 40%.

- Where the above two conditions do not apply the utilities will be cost shared 50% : 50%.
- Where the above conditions do not apply, the utility ratio will be determined by Facilities.

**14. Renovations/Improvements/Outbuildings/Fences**

- 14.1 The Board is responsible for all renovations and improvements made to the residence and to the property on which it stands.
- 14.2 Any alterations, renovations, improvements, fences, or construction of outbuildings done by the Teacher/Tenant must have the prior written authorization of the Superintendent of Facilities.
- 14.3 Alterations, renovations, improvements, fences, or outbuildings resulting from authorization under 14.2 of this Tenancy Agreement become the property of the Board and the Teacher/Tenant will not be reimbursed for any costs incurred as a result of authorization given under 14.2 of this Tenancy Agreement.
- 14.4 Written permission must be obtained from the Superintendent of Facilities prior to removal of fences and outbuildings constructed under 14.2 of this Tenancy Agreement and the property once cleared must be restored to its original condition.

**15. Other**

- 15.1 The residence cannot be sublet to any other individual or organization except as outlined in 3.3.2 of this Tenancy Agreement.
- 15.2 The residence can be used only for its intended purpose of providing subsidized housing for teachers.
- 15.3 The Teacher/Tenant shall advise the principal and the Superintendent of Facilities or designate, in writing, of any changes in the number of persons residing long-term, i.e., for more than one (1) month, in the dwelling.

**16. Termination of Tenancy Agreement**

- 16.1 The Tenancy Agreement can be terminated:
  - 16.1.1 By either party providing one month's full written notice, to be received by the other party on or before the last day of the month.
  - 16.1.2 By written mutual agreement.

- 16.2 The Tenancy Agreement is automatically terminated at such time as the Teacher/Tenant's contract of employment is terminated and the Teacher/Tenant shall vacate the premises in accordance with clause N22.4.3.
- 16.3 The Tenancy Agreement is automatically terminated on receipt of eviction for cause.
- 16.4 The Tenancy Agreement can be terminated to accommodate a relocation of the Teacher/Tenant to a different suite or house within the same community. This right to terminate shall be exercised by the Board in a bona fide attempt to meet the needs of other Teachers within the community. Such termination and relocation shall occur upon seven (7) days notice to the Teacher/Tenant. Costs as per Clause 13.4 of this Tenancy Agreement will apply.

**17. Appeal or Grievance Procedure**

- 17.1 Where the Teacher/Tenant feels that the conditions of this agreement have not been honoured by the Board or its employees, the Teacher/Tenant has the right to appeal in accordance with the following process:
  - 17.1.1 The Teacher/Tenant has familiarized him or herself with the terms of this Tenancy Agreement and has communicated appropriately with the Board and its employees in accordance with this Tenancy Agreement.
  - 17.1.2 When the conditions in 17.1.1 of this Tenancy Agreement are satisfied then a letter of appeal, or the form approved by NORAHC, is to be forwarded at the Teacher/Tenant's convenience to the person(s) designated on the NORAHC Housing Appeal Procedure form.
  - 17.1.3 Decisions of NORAHC with respect to the appeal are binding on both the Board and Teacher/Tenant.

**SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_**

\_\_\_\_\_  
**On Behalf of The Board**

\_\_\_\_\_  
**Teacher/Tenant**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Witness**

## Addendum "A"

**Eastside Communities:**

<b>La Ronge Central Office</b>		<b>425-3302</b>
Lorna Chartier	Housing Administrative Assistant	425-5016
Frank Burnouf	Superintendent of Facilities	425-4187
Ron Kirkham	Maintenance Coordinator East	425-2747
24 Hour Answering Machine		425-3064

Brabant Lake	Central Office	425-3302
Cumberland House	Maintenance Shop	888-2158
La Ronge	Central Office	425-3302
Pinehouse	Maintenance Shop	884-2194
	Raymond Iron	884-2389
Sandy Bay	Maintenance Shop	754-2039
	Kevin Morin	754-2058
Stony Rapids	Central Office	425-3302
Timber Bay	Central Office	425-3302
Uranium City	Central Office	425-3302
Weyakwin	Central Office	425-3302

**Westside Communities:**

<b>Beauval Sub Office</b>		<b>288-2310</b>
Belinda Desjarlais	Housing Administrative Assistant	288-2325
Rick Sanderson	Maintenance Coordinator	288-2249

Beauval	Beauval Sub Office	288-2310
Buffalo Narrows	Maintenance Shop	235-2217
	Larry Lockhart	235-2234
Cole Bay	Beauval Sub Office	288-2310
Green Lake	Beauval Sub Office	288-2310
Jans Bay	Beauval Sub Office	288-2310
La Loche	La Loche Maintenance	822-2136
	Ronnie Lemaigre	822-2103
St. George's Hill	Larry Lockhart	235-2234



**STEP 2 - Teacher forward Appeal to NORAHC NATA and NORAHC Board Co-Chairpersons.**

Date: \_\_\_\_\_

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NORAHC NATA and NORAHC Board Co-Chairperson's Response:

**STEP 3 - Teacher forward Appeal to NORAHC Committee Mediator.**

Date: \_\_\_\_\_

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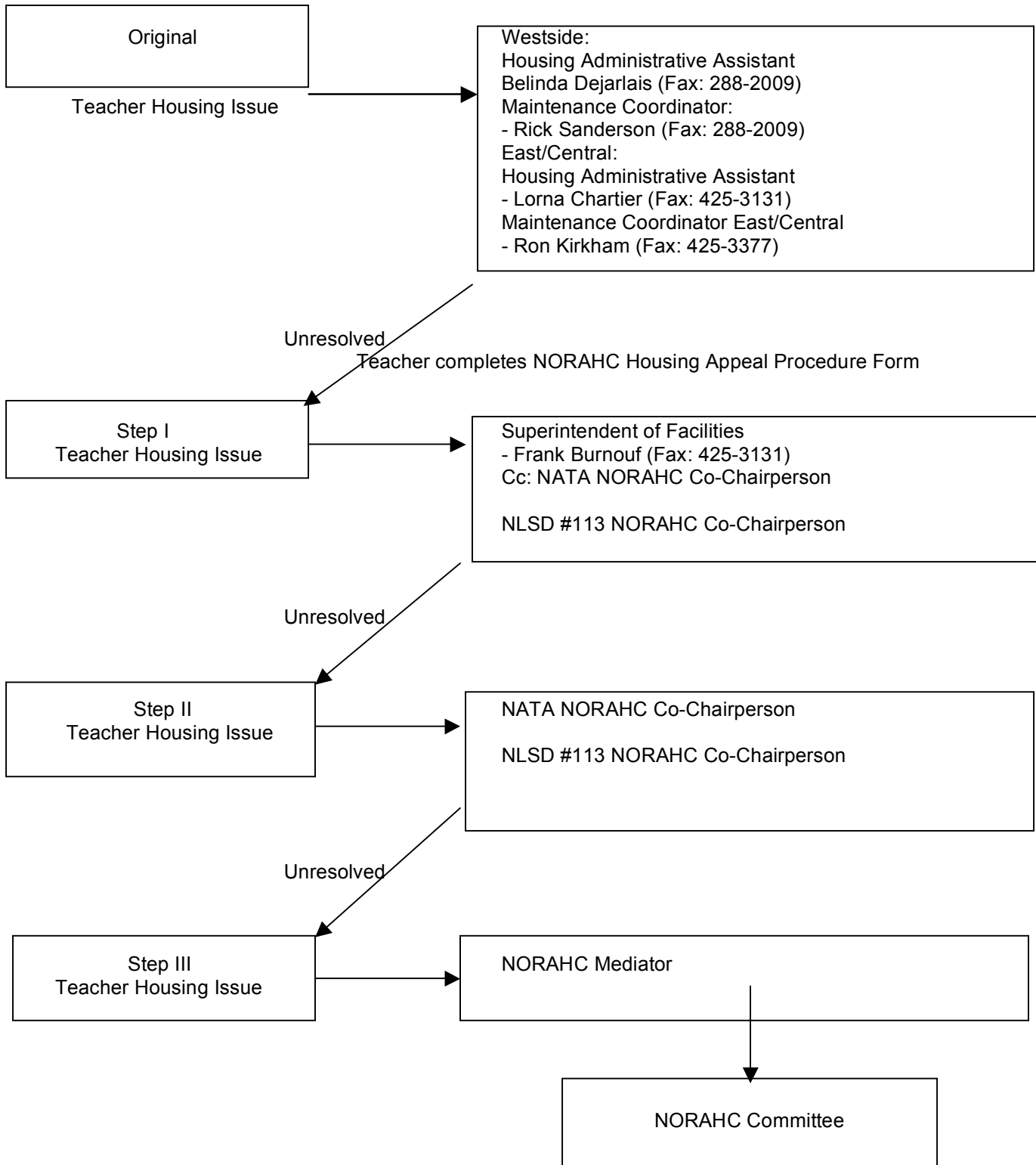
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NORAHC Committee's Decision:

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Community: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NORTHERN LIGHTS SCHOOL DIVISION #113 NORAHC Housing Appeal Procedures



NORTHERN LIGHTS SCHOOL DIVISION #113
Application for Housing Subsidy

A housing subsidy shall be provided to all teachers in the employ of the Division who provide their own housing (effective December 31, 1997) within the boundaries of the NAD. For additional information refer to N22.9 to N22.13 of the 2008-2011 Teachers' Local Agreement.

1. Do you own the house you are living in? YES \_\_\_\_\_ NO \_\_\_\_\_

2. Are you renting the house you live in? YES \_\_\_\_\_ NO \_\_\_\_\_

3. To whom is rent paid? NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER OF OWNER: \_\_\_\_\_

4. Location and Address of unit you are occupying.

STREET ADDRESS: \_\_\_\_\_

TOWN/VILLAGE: \_\_\_\_\_

PROVINCE: \_\_\_\_\_

5. Do other employees of The Board live in this Dwelling?

YES \_\_\_\_\_ NO \_\_\_\_\_

6. Name of other occupants and position held with The Board.

NAME: \_\_\_\_\_

Employee Name (Please Print)

Employee Signature

ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SEND FORM TO PAYROLL DEPARTMENT

Note: Only employees that do not rent from NLSD #113 fill out this form. There are no teacherages supplied in La Ronge, therefore this form is not necessary for teachers in La Ronge.

**NORTHERN LIGHTS SCHOOL DIVISION #113  
Deferred Northern Allowance and  
Housing Subsidy Savings Plan Application**

I \_\_\_\_\_ of \_\_\_\_\_ School,

hereby request/authorize NLSD #113 to withhold my monthly:

Northern Allowance

Housing Subsidy

*(Please Check One or Both)*

I understand that this is a one-time option and when I withdraw the funds I will no longer be eligible for this plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Forward to Payroll Supervisor**

Section N23:

1. The Northern Allowance and Housing Subsidy are both taxable benefits. The allowances will be shown as income on monthly salary confirmations and an offsetting deduction will be provided to transfer the amount to the deferred account. Any subsequent payout will be tax-free.
2. The Deferred Northern Allowance and Housing Subsidy Savings Plan is a one-time program. Teachers wanting to take advantage of the program may enroll and deductions will continue to be made until cancelled.
3. Requests for payout shall be made in writing to the Secretary Treasurer. Such payment will also be deemed to be a request to terminate the deduction of monies under this plan. Once cancelled the teacher is not eligible to re-enroll.