

SCHOOL REP & ALTERNATE

INFO BINDER



**All the basics
in one place**



**Meeting norms
/ protocols**



**Where to go
with questions**



**Role of
school reps**



**... and so
much more!**

The mandate of the *Halifax County Local* shall be to advance & promote the teaching profession and the cause of education in Nova Scotia.

Solidarity	Advocacy	Knowledge	Representation
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CONTACT US:

Desiree Daniele is the Halifax County Local President and can be

contacted at: @ halifaxcountylocal@nstu.ca

office line  **902.468.6788** or cell phone  **902.499.0933**



halifaxcountylocal.com



@halifaxcounty



Halifax County Local NSTU



@halifaxcounty.bsky.social

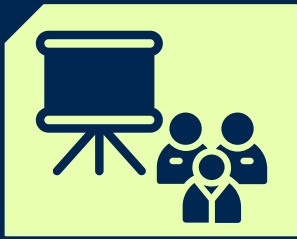


Local Council and General Meeting PROTOCOLS



Meeting procedures exist to facilitate the transaction of business as well as to promote cooperation & harmony

- **Meeting time: 5:30 for 6:00 start.** This allows for members to read reports and to ask questions directly to the leadership as well as to network with colleagues.
- **All NSTU members attending the meeting must sign in.**
- **If you wish to speak, you must be first recognized by the Chair and all comments must be made through the Chair.**
 - o Have your name placed on the speakers list by going to the microphone
 - o When it is your turn to speak, please [stand](#) and [state your name & school/site you represent](#) every time you speak.
- **To keep chatting to a minimum, please write comments for your neighbours on memo paper provided.**
- **A Motion must be moved and seconded in order to come to the floor.**
 - o Motions should be written legibly (or typed digitally) and handed/submitted to the secretary either before or after the Motion is made.
 - o Members (except the mover) may only speak once to a motion.
- **A “point of order” either to bring the meeting back to focus or to enforce the rules may be made at any time by any member.**
- **A “point of personal privilege” may be raised at any time, by any member to make announcements.**
- **Rep Forum: This is the time to ask questions that may be affecting multiple schools or to gather information from other reps – general issues, questions or concerns.**
 - o Please email questions/concerns to the President [the Wednesday prior](#) to each General Meeting so that as much information can be shared with the members as possible.
 - o Information will be provided via email response as well as during Rep Forum. Anything that has arisen before or after this date can and should still be brought before the membership at the General Meeting.
 - o If you have a question that is [specific to your school](#), please write it on the paper provided (or type it up digitally) and submit at the end of the meeting; email the President (halifaxcountylocal@nstu.ca); call the President (902-499-0933); or discuss in private with the President.



MEETING NORMS

1. Respect the Process and Each Other

*We engage with professionalism, self-awareness,
and mutual respect.*

2. Listen to Understand, Speak with Purpose

*Focus on issues, not individuals. Remember to share
openly – your perspective adds value.*

3. Stay Focused and On Time

*Stick to the agenda, use “point of order” to stay on track,
and save side topics for outside the meeting.*

4. Be Mindful and Take Space When Needed

*Watch tone, body language, and presence.
If tensions rise, signal for a pause.*



**Don't miss further meeting protocols on the next
page, specifically, “Robert's Rules”!**

Robert's Rules of Order is a detailed guide for parliamentary procedure that helps groups conduct meetings efficiently and fairly, ensuring everyone has an opportunity to participate while protecting the rights of both the majority and the minority.





Local Council and General Meeting

PROTOCOLS (Cont'd)

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	–	No	Chair decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

Note: The above listed motions and points are in order of precedence. When one is pending, a lower one may not be introduced.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

Note: The motions and points above have no established order of preference except when meeting is considering one of the top three matters listed in the first table.



School Representative Information and Role



DID YOU KNOW?!?

Halifax County Local continues to strive to keep members informed through our Weekly Check-In, meetings, website, social media, email & telephone. The NSTU Rep(s) is the onsite contact to link Members to our multi-faceted organization.

- Overview:

The *NSTU Representatives* are a member of the *Halifax County Local Council* and should **attend meetings to stay informed**. If unable to attend, the *Representative* is to arrange for an alternate to attend (but, alternates are invited/encouraged to attend any meeting, even if reps are there, too.). Please complete metrage form each meeting within 30 minutes and submit to the Finance Committee.

- Checklist

- ☐ complete the NSTU Representative/Alternate registration form (housed on our website)
- ☐ create an NSTU bulletin board / remove out-of-date information
- ☐ have a non-employer email account (updated in member registry profile) to communicate with the union
- ☐ complete the NSTU Member Registry (access via www.nstu.ca) for their site twice - by end **November** for membership cards/# delegates to Annual Council and again by the third Monday in **March** for next year's funding
- ☐ endeavour to attend Rep Training Conference
- ☐ help new NSTU members register with the NSTU (online)

- Ongoing activities

- o promote our union, activities and events
- o keep informed of Union activities (emails/mailouts, weekly Check-In, The Teacher, etc)
- o keep bulletin board up-to-date
- o receive and deliver to their respective school/site NSTU members, information from the Local, Regional or Provincial body of the NSTU
- o address/discuss or refer concerns brought forward from the membership
- o refer members to NSTU personnel, appropriate Local Executive Member or resources (websites, pamphlets, etc)
- o conduct elections and/or votes - usually a couple per year
- o attend information sessions about asking packages, tentative agreements, etc, then hold an information sharing meeting with NSTU members at your site (or have President do so)
- o share pertinent information at all staff meetings (see Weekly Check-In for most current info)
- o assist new members to become informed NSTU members
- o liaise with school leadership regarding NSTU matters

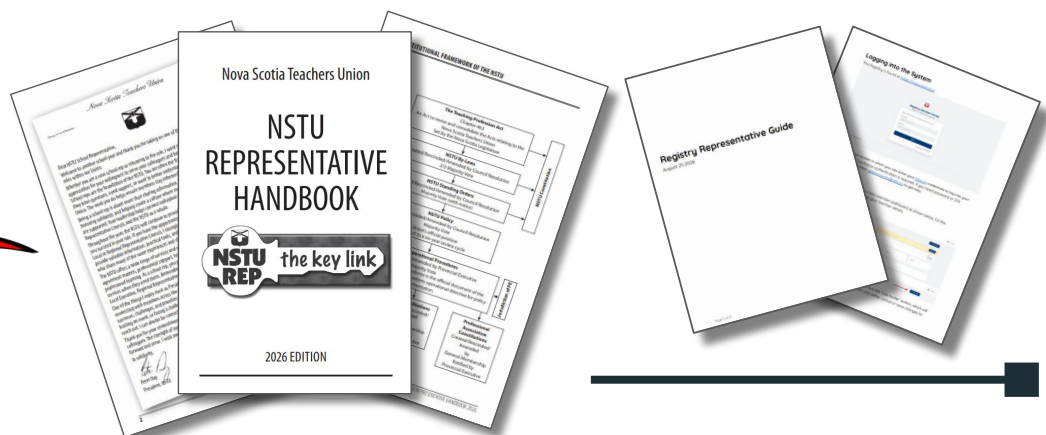
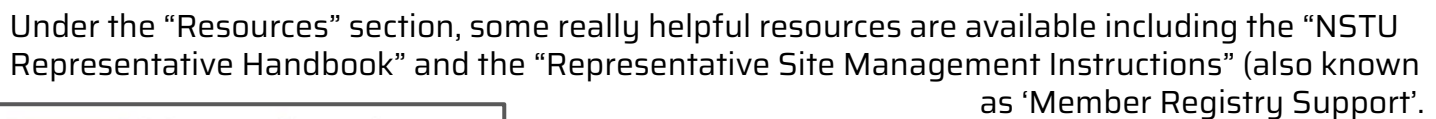
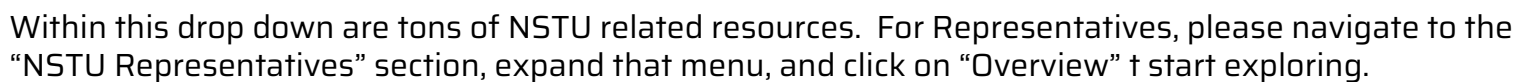
** It is the opinion of the Halifax County Local that NSTU Representatives (and alternates filling in for NSTU Reps), act as **volunteers** on behalf of our members, and should not to be out-of-pocket for NSTU Rep activities and are therefore, upon submission of proper information in a timely fashion, will get reimbursed for metrage, child care and pet care.

A light meal is also provided at General Meetings.





Start by going to their homepage at <https://nstu.ca>, then click on “The NSTU” in the top banner.





HALIFAX COUNTY SCHOOLS

(At A Glance, Alphabetical,
With Associated Staff Officers)



**DID YOU
KNOW?!?**

*Halifax County Local is home to well over 80 schools!
We are the largest NSTU Local in the province!*



halifaxcountylocal.com



@halifaxcounty



Halifax County
Local NSTU



@halifaxcounty.
bsky.social

Tim MacLeod tmacleod@staff.nstu.ca		Jeff Morse jmorse@staff.nstu.ca
A.J. Smeltzer Junior High	Leslie Thomas Junior High	Astral Drive Elementary
Ash Lee Jefferson Elementary	Lockview High	Astral Drive Junior High
Atlantic Memorial / Terence Bay	Madeline Symonds Middle	Atlantic View
Basinview Drive Community	Millwood Elementary	Auburn Drive High
Bay View High	Millwood High	Bell Park Academic Centre
Beaver Bank-Kinsac Elementary	Oldfield Consolidated	Caldwell Road
Beaver Bank-Monarch Drive	Prospect Road Elementary	Colby Village Elementary
Bedford South	Ridgecliff Middle	Cole Harbour District High
Bchville-Lkside-Timberlea Jr. Elem	Rocky Lake Elementary	Colonel John Stuart Elementary
Bchville-Lkside-Timberlea Sr. Elem	Rocky Lake Junior High	Dutch Settlement Consolidated
BEFC - Bedford Campus	Sackville Heights Elementary	Eastern Passage Education Centre
BFEC - Dartmouth Campus	Sackville Heights Junior High	Eastern Shore Consolidated
Brookside Junior High	Sackville High	George Bissett Elementary
Caudle Park Elementary	Sambro-Ketch Harbour Consld. *	Graham Creighton JH
Cavalier Drive	Shatford Memorial Elementary	Halifax Regional Arts_CHDHS
Charles P. Allen High	Smokey Drive Elementary	Horizon Elementary
East St. Margaret's Elementary	St. Margaret's Bay Elementary	Humber Park Elementary
Five Bridges Junior High	Sunnyside Elem - Eaglewood Drive	Island View High
Georges P. Vanier Junior High	Sunnyside Elem- Fort Sackville	Joseph Giles Elementary
Hammonds Plains Consolidated	Sycamore Lane Elementary	Marine Drive Academy
Harold T. Barrett Junior High	Tantallon Junior Elementary	Musquodoboit Rural High
Harrietsfield Elementary *	Tantallon Senior Elementary	Musquodoboit Valley Ed. Centre
Harry R. Hamilton Elementary	Waverley Memorial	Nelson Whynder Elementary
Herring Cove Junior High *	West Bedford High	Ocean View Elementary
Hillside Park Elementary	West Bedford P-6	O'Connell Drive Elementary
Holland Road	William King Elementary *	Oyster Pond Academy
Kingswood Elementary		Porters Lake Elementary
		Robert K. Turner Elementary
		Ross Road
		Seaside Elementary
		Sir Robert Borden Junior High
		Upper Musquodoboit Consolidated



Local Committees, Executive & Roles

Provincial and Local committees play a very important part in NSTU activities. All local committees report to the Local Executive.



Would you like to serve the NSTU at the Local Level?

Halifax County Local needs input from the widest-possible cross section of its members in order to meet the mandate to advance and promote the teaching profession and the cause of education in Nova Scotia. Appointment to a Standing Committee will be for one (1) year to a maximum of four (4) years, unless there are no other applicants in a given year. We are constantly in search of skilled and interested persons to make our committee structure operate successfully. Committee membership is open to Active and Active Reserve Members.

Standing Committees will be selected by the Nominating Committee, approved by the Local Executive and announced at the Annual General Meeting. A call for Expression of Interest to serve on Standing Committees will be made at least six (6) weeks prior to the Annual General Meeting. The Forms shall be made available at that time. Standing Committee Expressions of Interest forms will be accepted by a deadline, which shall be at least two (2) weeks prior to the Annual General Meeting

Alphabetical Listing of Standing Committees:

Communications Committee

Vice President of Communications: Sarah McCann (2026/27)
hfxcocommunications@nstu.ca

This role involves promoting the teacher image through publicity of Local programs and maintaining internal communications with members via the website and social media. Responsibilities include managing a contact file of MLAs, MPs, municipal council members, and others interested in public education, and communicating with government officials to maintain an open dialogue. The role also encourages NSTU members to engage in public affairs related to education, supports NSTU public relations and communication programs, and promotes NSTU programs and services. Additionally, the role sponsors, coordinates, and hosts various activities for Local members and creates or purchases Local information items for distribution. Committee shall consist of six (6) members plus the committee Chair.



Local Committees, Executive & Roles

Economic Welfare and Resolutions Committee

First Vice President:

hfxcoecwel@nstu.ca

Key responsibilities include coordinating with and supporting the Regional Economic Welfare Committee, promoting effective working conditions for the Local membership, and assisting the Chair with surveying members for concerns, collating information, and recommending actions to the Local Executive Council. Additionally, the role supports the Chair in collecting and submitting Halifax County Local Resolutions to Annual Council and helps educate and assist members in preparing resolutions and briefs. Committee shall consist of five (5) members plus the committee Chair.

Equity & NSTU Representatives Committee

Vice President of Reps and Equity: Shelley Rigby (2026/27)

hfxcoreps@nstu.ca

This role involves organizing and hosting at least one Equity event, supporting and implementing initiatives to promote equity within the Local, and raising awareness about equity issues in public education. Responsibilities include providing information to the Economic Welfare & Resolutions Committee on equity issues for Annual Council resolutions and regional contract negotiations, staying informed about and promoting NSTU equity events and programs. Additionally, the role supports NSTU Representatives by assisting with General Meeting setup and cleanup, organizing an annual Representative Training Conference, and identifying and addressing representatives' needs with resources and training. Committee shall consist of five (5) members plus the committee Chair.

Finance Committee

Treasurer: Paul Murphy (2026/27)

halifaxcountylocaltreasurer@nstu.ca

This role supports the treasurer by assisting with the processing of NSTU Representatives' travel expenses and preparing proposed budgets. Responsibilities include reviewing Provincial Guidelines for NSTU Local Expenditures, managing the investment of non-current assets, and aiding the treasurer with financial matters. The role involves supervising the Local's financial affairs according to prudent practices and Local/NSTU policies, preparing criteria for scholarships and bursaries, and adhering to Expense and Financial Guidelines. Additionally, the role reviews these guidelines, suggests improvements to the Local Executive, and helps reconcile bank, investment, and credit card statements monthly, ensuring accuracy with two required signatures. Committee shall consist of five (5) members and whenever possible the Committee should include the immediate past treasurer.



Local Committees, Executive & Roles

Professional Development Committee

Vice President of Professional Development: Turk MacDonald (2026/27)
halifaxcountypd@nstu.ca

This role involves organizing professional development activities, seminars, and workshops for the Local. It includes offering recommendations to the Chair for guidelines governing Article 60 Professional Development Fund administration, maintaining records of members approved for Local-funded development activities, and reviewing Local PD Fund guidelines annually. Responsibilities also include vetting applications for Local Curriculum Development Assistance Funding (CDAF) grants and providing information to the Economic Welfare and Resolutions Committee on professional development issues related to curriculum development and implementation for Annual Council resolutions. Committee shall consist of five (5) members plus the committee Chair.

Nominating Committee

Vice President of Nominating: Christine Emberley (2026/27)
hfxconominations@nstu.ca

This role involves assisting with the election process for Local Executive positions at the Annual General Meeting, aiding in the selection of Annual Council delegates, and reviewing guidelines for the election of NSTU representatives and the selection of Local Standing committees and delegates. Responsibilities also include reviewing applications for committee membership (excluding the Nominating Committee) and administering the selection process. Additionally, the role acts as a scrutineer at General Meetings as needed and ensures familiarity with the Elections/Voting Privileges Article in the Halifax County Local Constitution. Committee shall consist of five (5) members plus the committee Chair.

Social and Wellness Committee

Vice President of Social and Wellness: Jennifer Moriarty (2026/27)
hfxcowellness@nstu.ca

This role involves sponsoring, coordinating, promoting, and hosting activities and programs that support the physical, social, and mental wellness of Local members. Responsibilities include organizing and hosting the annual retirement function, assisting with events for Halifax County Local delegates at Annual Council, and arranging entertainment or refreshments. The role also includes researching wellness issues, raising awareness among teachers, promoting NSTU Member Assistance Programs, and providing information to other committees on teacher wellness for regional contract negotiations. Committee shall consist of five (5) members plus the committee Chair.



Local Committees, Executive & Roles

Alphabetical Listing of Other Executive Roles:

Local Secretary

Secretary: Deidra Peverill (2026/27)
hfxcosecretary@nstu.ca

This role involves sending reminders to Executive members about upcoming deadlines for reports, action items, and meeting minutes. Responsibilities include receiving and collating written reports from Executive Members for meetings, recording and maintaining minutes of all Local Executive meetings, and coordinating attendance records for General and Special Meetings. The role ensures that draft minutes are sent to the Local Executive and members, keeps Local records including the Constitution and Operational Procedures up-to-date, maintains a current contact list for Executive members, and forwards contact information to NSTU Central Office post-Annual General Meeting. Additionally, the role arranges refreshments for Local Executive Meetings and helps identify schools not represented at General Meetings.

Member-At-Large

MAL: Jonathon Sproul (2026/27)
halifaxcountymal@nstu.ca

This role involves collaborating with other executives and their committees as needed, filling in for committee chairs in their absence when possible until a replacement is elected, and providing support to various committees. Responsibilities also include staying informed on relevant issues, sharing ideas, writing and presenting reports to the executive and general membership when required, and completing tasks assigned by the Local President and Executive.

Provincial Executive

PE: Angela Ewing & Melanie Kennedy-Conrad (2026/27)
angelaclark@eastlink.ca nstumelkc@gmail.com

The Provincial Executive acts on behalf of Council between sessions, following Council resolutions and adhering to the Teaching Profession Act, By-Laws, Standing Orders, and Operational Procedures. It will perform various duties such as appoint and dismiss the Executive Director and other staff, decide their jobs, pay, and employment terms, provide office space and equipment for the NSTU's work, manage NSTU's business and property between Council meetings and send policy decisions to the next Council meeting. They also plan/organize workshops, special Council meetings, release press statements, publish NSTU magazines or other materials and more. They assist in organizing Local groups, Regional Councils, and Professional Associations. They will approve the constitutions of Locals and other groups according to NSTU rules, set the boundaries for Locals and call emergency meetings for Locals or NSTU members if needed. PE will also ensure the Council's financial records are audited yearly and the report is shared with Council and lastly will use Union powers under the Teachers' Pension Act as needed.



Local Standing Committees Selection Process

Halifax County Local's Selection Process for Standing Committees:

*Find more details on specific committees in the "Local Committees, Executive & Roles" section above

i

A call for Expression of Interest to serve on Standing Committees will be made at least six (6) weeks prior to the Annual General Meeting. The Forms shall be made available at that time.

ii

Standing Committee Expressions of Interest forms will be accepted by a deadline, which shall be at least two (2) weeks prior to the Annual General Meeting.

iii

Standing Committees will be selected by the Nominating Committee, approved by the Local Executive and announced at the Annual General Meeting.

a. Except the Nominating Committee -to be selected and approved by the local executive approved by the Local Executive and announced at the Annual General Meeting.

iv

Standing Committees are formed based on:

a. Ensuring that there are members with experience as well as new members to the Committee;

b. Candidates' preference, experience and availability of positions on the Committee.

v

If any Standing Committees have positions available after the AGM, the Chair will present any changes to the Local Executive for approval and announce them in General Meeting Reports.

vi

A list of committees, the membership of each committee along with the members' school should be published.

vii

Term of Office for Standing Committees

a. Appointment to a Standing Committee will be for one (1) year to a maximum of four (4) years, unless there are no other applicants in a given year.

b. Standing Committees of the Local shall serve from August 1st to July 31 unless otherwise directed by the Executive.



**DID YOU
KNOW?!?**

Halifax County Local has a VP and committee dedicated to specifically help with the nominating process, elections, annual council and so much more! If you have any questions about this, reach out to them at: hfxconominations@nstu.ca



Provincial Committees & Roles

Provincial and Local committees play a very important part in NSTU activities. All provincial committees report to the Provincial Executive.



Would you like to serve the NSTU at the Provincial Level?

The NSTU needs input from the widest-possible cross section of its members in order to make the most effective contribution to education. Members serve on most provincial standing committees for a maximum of two years,* so we are constantly in search of skilled and interested persons to make our committee structure operate successfully. Committee membership is open to Active and Reserve Members.

*(*NSTU Operational Procedures state: Appointments to a committee will be for one defined term of two years. In extraordinary circumstances, an extension of one year is permissible.)*

Most Committee appointments are made at the June meeting of the Provincial Executive. On occasion, a vacancy will occur during the year, when such vacancies arise, information on the vacancy will be posted to the NSTU website and you may access the application form on the site.

Listing of Provincial Committees and Groups:



Committee / Group Category



Committee / Group Name



Committee / Group Brief Description

Boards, Foundations and Trustees of the Nova Scotia Teachers Union

Insurance Trustees

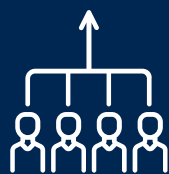
Oversees operation of NSTU Group Insurance Plan which offers Life, Total Care/Medical, Total Care/Dental, LTD, Travel, Critical Illness, EFAP, Auto/Home Insurance and much more.

Sheonorail Board of Directors

A registered charity dedicated to supporting initiatives aimed at addressing all forms of violence in public schools. They provide financial support to active and retired NSTU members for anti-violence programs that have a direct and meaningful impact on classrooms, students, teachers and beyond.



Provincial Committees & Roles



Committee / Group Category



Committee / Group Name

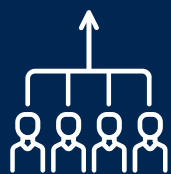


Committee / Group Brief Description

Canadian Teachers Federation (CTF) Advisory Committees	Advisory Committee on Diversity and Human Rights	A shared document exists, from the CTF explaining the responsibilities for each of these advisory committees. This document can be found on the NSTU website, under The NSTU > Committees > CTF Advisory Committees > Terms of Reference for CTF Advisory Committees (PDF).  Terms of Reference for CTF Advisory Committees
	Advisory Committee on French as a First Language	
	Advisory Committee on Indigenous Education	
	Advisory Committee on the Status of Women	
	Advisory Committee on the Teaching Profession	
Committees of Council	Resolutions Committee	Supports the work of Council by overseeing key functions, specifically, administering the resolutions process for Annual Council.
Standing Committees of the Provincial Executive	Black, Indigenous & People of Colour (BIPOC)	Studies/acts on matters pertaining to practices, attitudes, and research regarding engagement of racialized members in education and society.
	Comité de Programmation Acadienne	Studies the curriculum and proposed changes as it relates to the Acadian schools under the direction of CSAP and reports to Prov. Exec.
	Curriculum Committee	Studies the curriculum of schools and proposed changes and reports the findings and recommendations to the executive.
	Equity Committee	Concerned with matters pertaining to the current practices, attitudes and research regarding diversity, equity and social justice.
	Finance & Property Committee	Concerned with the overall financial plans and policy of the Union; presenting financial statements, recommendations, etc. to Prov. Ex.
	Governance & Policy Committee	Develops and reviews policy with a view to authority, responsibility and accountability.



Provincial Committees & Roles



**Committee / Group
Category**



**Committee / Group
Name**



**Committee / Group
Brief Description**

Standing
Committees of the
Provincial Executive
(cont'd)

Member Ec. Welfare, Health
& Safety and Working
Conditions Committee

Promote Member participation on JOHSC,
recommend PD workshops, review economic
forecasts and support regional negotiators, etc.

Nominating Committee

Recommends to the executive the make-up of
provincial committees.

Personnel Committee

A working group to assist the Exec. Director to
review program area requirements, aims,
objectives and support staffing of the NSTU.

Political Action & Public
Relations Committee

Identify educational matters for consideration
by the NSTU for political action, inform us on
government positions on public ed., etc.

Professional Association
Coordination Committee

Advises PE on matters pertaining to the PA's,
assists and monitors associations and provides
communication between PA's and PE.

Professional Development
Committee

Reviews/develops policy and programs to
improve effectiveness of teachers as
professionals in NS classrooms and sites.

Status of Women Committee

Promotes ways of enhancing the status of
women in teaching and in society.

Substitute Teacher
Committee

Advises the Provincial Executive on issues
affecting and of concern to substitute teachers.

Statutory,
Quasi-Statutory and
Contractual
Committees

Discipline Committee

May adjudicate conduct of Union members
which is inimical to the interests of the Union.

Distributed Learning
Committee

Monitors issues related to distributed learning
like teacher workload, equitable access, virtual
vs in-person and technological experience.

Professional Committee

Investigates charges of conduct unbecoming a
member of the teaching profession.

Program Development
Assistance Fund (PDAF)

Committee reviews applications for financial
assistance to support innovative projects.
Awards grants to successful applicants.



REGIONAL AGREEMENT

(At A Glance, Alphabetical)



**DID YOU
KNOW?!?**

*You can find the regional agreement in full
at the following website:*

<https://nstu.ca/nstu-members/member-services/contracts-agreements>

REGIONAL AGREEMENT

(Exp July 31, 2027)

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PROVINCIAL AGREEMENT

(At A Glance, Alphabetical)

PROVINCIAL AGREEMENT

(Exp August 31, 2026)

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**DID YOU
KNOW?!**

*You can find the regional
agreement in full at the
following website:*

<https://nstu.ca/nstu-members/member-services/contracts-agreements>



WHO TO CONTACT

NSTU Provincial and Halifax County Local

Provincial NSTU main line 902.477.5621 or toll free 1.800.565.6788

Jeff Morse and **Tim MacLeod** are the Halifax County Local Member Services Staff Officer and can be contacted at: **jmorse@staff.nstu.ca** and **tmacleod@staff.nstu.ca**

****In any URGENT matter, call the main line and ask to speak to any Member Services Staff Officer****

Member Assistance Program (Counselling services, Early Intervention Program, etc)	nurse@nstu.ca
Retirement, Pension and ERIP	pension@nstu.ca
Maternity/Parental/Adoption Leave	maternity@nstu.ca
Asking Package/Negotiations	askingpackage@nstu.ca
Web Accounts	webaccounts@nstu.ca
Sheonorail Foundation, Grants, etc.	sheonorail@nstu.ca
Substitute Teacher Services	substitutes@nstu.ca
The Teacher	theteacher@nstu.ca
NSTU Registry/Website	webaccounts@nstu.ca
Homewood Health Employee and Family Assistance Program	1-800-663-1142 / www.homeweb.ca

For services and support regarding Long Term Disability, Insurance Information, Prof. Learning Workshops, Provincial PD & PDAF Grants, Professional Associations, Annual Council, Public Relations and so much more, contact ... **centraloffice@nstu.ca** or call **902-477-5621** and speak to a designated staff officer / member.

Individual NSTU staff email addresses: <https://nstu.ca/the-nstu/about-us/staff/staff-directory>

Local (President) NSTU office line 902.468.6788 or cell phone 902.499.0933

Desiree Daniele is the Halifax County Local President and can be contacted at: **halifaxcountylocal@nstu.ca**

****In any URGENT matter, and you can't reach our local president, call NSTU Central Office****



Halifax County Local NSTU
202 Brownlow Ave., Suite 320
Dartmouth, NS, B3B 1T5



Nova Scotia Teachers Union
3106 Joseph Howe Dr.
Halifax, NS, B3L 4L7

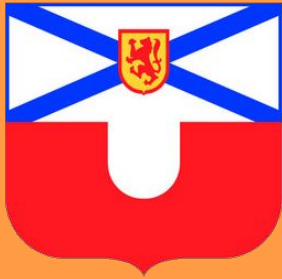
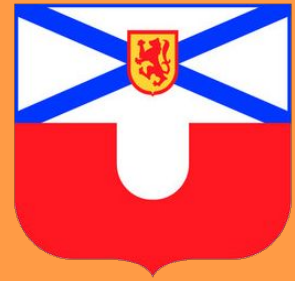


Go directly to the people who know or can find out for you.
Incorrect information can be co\$tlly.
Contact us, ask us, it is why we are here.



The Teacher

<https://nstu.ca/the-nstu/communications/nstu-publications/the-teacher>



Deals and Discounts

<https://nstu.ca/the-nstu/communications/deals-and-discounts>

Weekly Check In

<https://halifaxcountylocal.com/check-ins>



Check out many more NSTU publications and resources at:
<https://nstu.ca/the-nstu/communications/nstu-publications>



**DID YOU
KNOW?!?**

*One of the main ways to distribute information
to our members is through the weekly Check In.
Make sure to review it to stay in the know!*

Miss it? Don't worry! We archive all our Check Ins on the County Local site as well.



DO WE HAVE A DAY FOR...?

ALWAYS REFER TO THE ARTICLE LISTED IN THE AGREEMENT FOR FURTHER DETAILS. This is not a complete list.

REGIONAL AGREEMENT (Until July 31, 2027)

ARTICLE 3 SICK LEAVE

- 3.01 (a) Teachers shall be entitled to twenty (20) days sick leave with full pay, during each year
- (b) Can be for medical, optical and/or dental treatment that cannot be made outside of school hours

ARTICLE 4 BEREAVEMENT/SPECIAL LEAVES

- 4.01 **Death in immediate family**
Up to 5 days with pay for each death
The RCE may grant up to 2 additional days for travel
1 of the total leave days may be taken for the internment or memorial service if scheduled after original leave
- 4.02 **Funeral of Aunt, Uncle, Niece, Nephew**
1 day with pay if service falls on a teaching day
The RCE may grant up to 2 additional days for travel
- 4.03 Article 4.01 & 4.02 apply to substitute teachers who have been classified as a "regular teacher" (TPA Article 32)
- 4.04 **Death of staff or student of school**
Teachers may be permitted to attend the funeral service in consultation with Human Resources Staff

Special Leaves

- 4.05 **Serious family illness**
Up to max 10 days with pay for serious illness in the teacher's (or their spouse's) immediate family
The RCE may grant 2 additional days for travel
- 4.06 **Family illness**
Upon approval from principal/supervisor (or designate),
Up to max of 3 days each year *from the 10 in 4.05*
- 4.07 **Urgent & Imperative Responsibilities**
Up to 3 days with pay
Responsibilities outlined in 4.07
- 4.08 **Major Holy Days**
Upon application, up to 3 days with pay
For practicing adherents of established Religious Faiths to participate in major Holy Days of their religion.
- 4.09 **Living Donor**
Up to 10 days with pay to be a living donor.
This leave to allow time required for testing, counseling, consultation, extraction and recovery.



This is a link to your Regional Agreement, where you can check additional details.

Aug 1, 2024 – July 31, 2027

TEACHERS PROVINCIAL AGREEMENT

PAID LEAVE

- 31.12 **Discretion Day**
1 day leave with pay
Subject to operational requirements

UNPAID LEAVE

- 28.01 **Compassionate Care Leave**
Unpaid leave, minimum 2-week blocks
Insurance benefits remain in effect
- 31.05 (i) **Represent NS in Sports Competition**
While actively participating in a National, British Commonwealth, or international sports competition to represent Nova Scotia
- (ii) **National / International Arts / Cultural Event**
To attend while actively participating in national or international arts / culture event.

NO LOSS IN SALARY FOR THE FOLLOWING

- 29.01 **Birth of a Child** (non-birth parent)
2 days with pay: 1 within 1 week of birth, 2nd within 6 weeks of birth
- 31.02 No loss in salary for the following
- (i) Institutes / meetings called by the Minister
 - (iii) While attending provincial or federal government appointed commissions
 - (iv) **Writing exams / defending thesis**
Toward improving professional practice
 - (vi) **Post-secondary convocation**
To attend one's own, spouse's or child's
 - (viii) **Subpoena / Summons**
Required by subpoena or summons to attend as a witness as a direct result of performance of their duties for time required to testify as well as time to prepare for testifying.
- 31.03 (iv) **Jury Duty**
or as witness before a judicial body

This link will take you to your Provincial Agreement to find more information.

Aug 1, 2023 – July 31, 2026

