

Helping you put the pieces
together on being a

Halifax County Local

NSTU

School Rep

or Alternate



Local Council & 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 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 and handed 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 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.

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



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 & General Meeting Protocols (Cont'd)

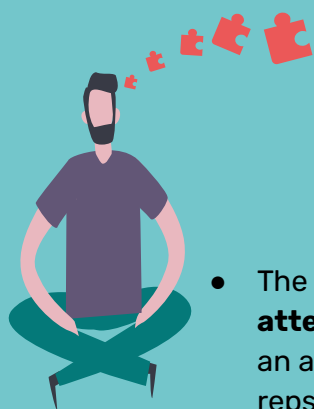
ROBERTS RULES CHEAT SHEET

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.



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.

- 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 Google registration form
- ☐ 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 for their site twice - by end **October** for membership cards/# delegates to Annual Council and again by end **February** for next year's funding
- ☐ 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, not to be out-of-pocket for NSTU Rep activities and are therefore, upon submission of proper information in a timely fashion, reimbursed for metrage, child care and pet care. A light meal is also provided at *General Meetings*.

Questions may be directed to the Local President at: @ halifaxcountylocal@nstu.ca



halifaxcountylocal.com



@halifaxcounty



Halifax County Local NSTU



@halifaxcounty.bsky.social



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



@halifaxcounty.bsky.social



Halifax County NSTU

Tim MacLeod

Wally Fiander

Halifax County Local

Halifax County Local

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A.J. Smeltzer Junior High	Ash Lee Jefferson Elementary	Holland Road Elementary
Basinview Drive Community	Astral Drive Elementary	Horizon Elementary
Bedford & Forsyth Educ. Centre	Astral Drive Junior High	Humber Park Elementary
Bedford South Elementary	Atlantic Memorial-Ter. Bay Elem. (AM)	Island View High
Bedford South High	Atlantic Memorial-Ter. Bay Elem. (TB)	Joseph Giles Elementary
Caudle Park Elementary	Atlantic View	Lockview High
Cavalier Drive	Auburn Drive High	Marine Drive Academy
Charles P. Allen High	Bay View High	Musquodoboit Valley Educ. Centre
Hammonds Plains Cons. Elementary	Beaver Bank-Kinsac Elementary	Musquodoboit Rural High
Harry R. Hamilton Elementary	Beaver Bank-Monarch Drive	Nelson Whynder Elementary
Hillside Park Elementary	Beechville-Lksde.-Timberlea Jr. Elem.	Ocean View Elementary
Kingswood Elementary	Beechville-Lksde.-Timberlea Sr. Elem.	O'Connell Drive Elementary
Leslie Thomas Junior High	Bell Park Academic Centre	Oldfield Consolidated Elementary
Madeline Symonds Middle	Brookside Junior High	Oyster Pond Academy
Millwood Elementary	Caldwell Road Elementary	Porters Lake Elementary
Millwood High	Colby Village Elementary	Prospect Road Elementary
Rocky Lake Junior High	Cole Harbour District High	Reserve Members - Halifax County
Sackville Heights Elementary	Colonel John Stuart Elementary	Ridgecliff Middle
Sackville Heights Junior High	Dutch Settlement Elementary	Robert K. Turner Elementary
Sackville High	East St. Margaret's Elementary	Ross Road
Smokey Drive Elementary	Eastern Passage Education Centre	Sambro - Ketch Harbour Consolidated
Sunnyside Elem. - Eaglewood Drive	Eastern Shore District High	Seaside Elementary
Sunnyside Elem. - Fort Sackville	Five Bridges Junior High	Shatford Memorial Elementary
Sycamore Lane Elementary	Gaetz Brook Junior High	Sir John A. Macdonald High
West Bedford	George Bissett Elementary	Sir Robert Borden Junior High
	Georges P. Vanier Junior High	St. Margaret's Bay Elementary
	Graham Creighton JH	Tantallon Junior Elementary
	Halifax County Local	Tantallon Senior Elementary
	Hfx Regional Arts Centre (c/o CHHS)	Upper Musquodoboit Cons. Elem.
	Harold T. Barrett Junior High	Waverley Memorial
	Harrietsfield Elementary	William King Elementary
	Herring Cove Junior High	

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: Meg Ferguson (2025/26)
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.

Economic Welfare and Resolutions Committee

First Vice President: Tina Broderick (2025/26)

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 (including the President where applicable) plus the committee Chair.

Equity & NSTU Representatives Committee

Vice President of Reps and Equity: Shelley Rigby (2025/26)

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, identifying and addressing representatives' needs with resources and training, and awarding NSTU representative service pins at the Annual General Meeting. Committee shall consist of four (4) members plus the committee Chair.

Finance Committee

Treasurer: (2025/26)

halifaxlocalcountytreasurer@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 four (4) members and immediate past treasurer for one year plus the committee Chair.

Professional Development Committee

Vice President of Professional Development: Jodie MacIlreith (2025/26)
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 four (4) members plus the committee Chair.

Nominating Committee

Vice President of Nominating: Erica Ans (2025/26)
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 four (4) members plus the committee Chair.

Social and Wellness Committee

Vice President of Social and Wellness: Gale Doyle (2025/26)
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 Secretary

Secretary: Deidra Peverill (2025/26)

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 within one week, 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 (2025/26)

halifaxcountymal@nstu.ca

This role involves collaborating with other executives and their committees as needed, filling in for committee chairs in their absence 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 & Grant Frost (2025/26)

The Provincial Executive acts on behalf of the 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 as outlined.

- 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.
- Plan and organize workshops and special Council meetings.
- Release a press statement after Council meetings.
- Help with organizing Local groups, Regional Councils, and Professional Associations.
- Approve the constitutions of Locals and other groups according to NSTU rules.
- Set the boundaries for Locals.
- Publish NSTU magazines or other materials.
- Ensure the Council's financial records are audited yearly and the report is shared with Council.
- Call emergency meetings for Locals or NSTU members if needed.
- Use Union powers under the Teachers' Pension Act as needed and report to the Council.

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 Active 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.

Standing committees of the NSTU are divided into Administrative, Program and Statutory Committees.

Alphabetical Listing of Standing Committees (effective August 1st, 2024):



Comité de Programmation Acadienne

Studies the curriculum and all proposed changes in it as it relates to the Acadian schools under the direction of Conseil scolaire acadien provincial and reports its finding to the Provincial Executive.



Curriculum Committee

Studies the curriculum of schools and proposed changes and reports the findings and recommendations to the executive.



Equity Committee

Is concerned with matters pertaining to the current practices, attitudes and research regarding diversity, equity and social justice.



Finance & Property Committee

Is concerned with the overall financial plans and policy of the Union; presents regular financial statements to the Provincial Executive, makes recommendations to the Provincial Executive on matters referred to it by the Executive; costs resolutions to Council and prepares an annual budget for presentation to Council; considers such resolutions as may be referred by Council and makes appropriate recommendations; is responsible for the general oversight of properties held or leased by the Union and considers requests respecting major purchases

Provincial Committees & Roles (Cont'd)

Alphabetical Listing of Standing Committees (effective August 1st, 2025):



Governance & Policy Committee (Executive Members)

Develops and reviews policy with a view to authority, responsibility and accountability.



Member Economic Welfare, Health & Safety and Working Conditions Committee

Advise the Provincial Executive on methods to promote Member participation on Regional Joint Occupational Health and Safety Committees; make recommendations to the Provincial Executive regarding professional development workshops to assist members with health and safety issues as defined by the Nova Scotia Occupational Health and Safety Act; prepare background information related to the merits of negotiable items; identify trends and developments in teacher bargaining across Canada with special emphasis on the Atlantic Provinces; review economic forecasts; make recommendations to the Provincial Executive regarding workshops for regional negotiators.



Nominating Committee

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



Personnel Committee (Executive Members)



Political Action and Public Relations Committee

Recommends to the Provincial Executive opportunities for involvement in political action for NSTU members (and others) regarding government positions pertaining to public education; monitor the policies and practices of the major provincial political parties for the purpose of identifying matters with an impact on education and/or NSTU Members; advise the NSTU President and Provincial Executive regarding these matters; during provincial elections, monitor the major provincial political parties for their public education platforms and policies and inform the NSTU President and Provincial Executive of any concerns; identify educational matters for consideration by the Provincial Executive for political action; identify corporate social responsibility and social justice concerns for consideration by the Provincial Executive for political action; develop strategies for encouraging NSTU member involvement in the political process.



Professional Association Coordination Committee

Advises the Provincial Executive on matters pertaining to professional associations, assists associations in carrying out their mandates, monitors the activities of associations and provides a communication channel between the Provincial Executive and Professional Associations.



Professional Development Committee

Reviews and develops policy, and programs intended to improve the effectiveness of teachers as professionals and advances education through research in Nova Scotia classrooms. Make recommendations to Provincial Executive on recipients of Educational Research Awards, Travel Fellowship, Conference Grants and Full Time Study Grants.



Status of Women Committee

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



Substitute Teacher Committee

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



Alphabetical Listing of Standing Committees (effective August 1st, 2025):



Committees of Council

Resolutions Committee	Administers the resolutions process for Annual Council.
Steering Committee	Members are appointed by Provincial Executive.
The Annual Council Elections Committee	Members are appointed by Provincial Executive.



Statutory, Quasi-Statutory and Contractual

Standing Committees required by law, allowed for by law, or required by agreement fall within this category of Committees.

Discipline Committee

May adjudicate conduct of Union members which is inimical to the interests of the Union. Members are appointed at Annual Council.

Distributed Learning Committee

Professional Committee

Investigates charges of conduct unbecoming a member of the teaching profession. Appointed by NSTU Annual Council.

Program Development Assistance Fund (PDAF)

Committee Reviews applications for financial assistance to support innovative curriculum projects and awards grants to successful applicants.



Boards, Foundations and Trustees of the NSTU

NSTU Group Insurance Trustees

Oversees the operation of the NSTU Group Insurance Plan which offers Life, Optional Life, Accidental Death and Dismemberment, Total Care/Medical, Total Care/Dental, LTD, MEDOC®, Travel and Trip Cancellation, Critical Illness, EFAP, and Automobile and Home Insurance.

Sheonorail Board of Directors

The Sheonorail Foundation is a registered charity supporting research, inquiry, reflection, writing, distribution of information and interventions that focus on all forms of violence in the public school and community college systems, including anti-violence and peaceful schools initiatives.

Established by the NSTU in 1999, it operates with a Board of Directors. The Foundation will extend financial resources to any active or retired member of the Nova Scotia Teachers Union, to any group of active or retired NSTU members, or to any group of public school or community college students working in cooperation with a teacher/faculty advisor.

Funding grants shall be awarded to anti-violence programs that have a direct and immediate impact on classrooms, students, teachers, faculty, staff, administration and community.

Further information on the Sheonorail Foundation, and application forms for grants, are available on the Sheonorail website or by email sheonorail@nstu.ca.

Regional Agreement

(At A Glance, Alphabetical)

REGIONAL AGREEMENT

(Exp July 31, 2027)

Article	Title	Page
8	Administrative Appointments and Promotions	9
4	Bereavement/Special Leaves	5
17	Board Information	34
6	Demotion	8
20	Educational Change	35
LOU #3	Notices of Assignment	42
7	General Provisions	9
13	Grievance Resolution	31
LOU #1	Implementation Date	40
9	Internal Teacher Exchange	10
12	Job Sharing	29
5	Leave of Absence	7
LOU #2	List of Permanent/Probationary Contracts Awarded	41
22	Management/Teacher Committee	35
Appendix A	Medical Form	44
LOU #4	Late Probationary Contracts	43
21	Occupational Health and Safety	35
19	Printing and Distribution of Agreement	34
2	Recognition	4
17	Regional Centre Information	34
23	School Climate	33
11	Seniority and Reduction	26
3	Sick Leave	4
10	Staffing	11
	Postings	11
	Early Hire Teachers	13
	Notice of Assignment	16
	Surplus Teachers	16
	School Construction/Realignment Reconfiguration	18
	Placement of Teachers	20
	Employment Equity	23
	Circuit Teachers	24
	Regional Centre Initiated Transfers	24
	General	25
	Vice Principal (VP) Relief Positions	25
15	Summer School	33
24	Teacher In Charge	37
1	Term of Agreement	4
16	Union Release Time	33
14	Union Representation	32



**DID YOU
KNOW?!?**

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

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

Provincial Agreement

(At A Glance, Alphabetical)

PROVINCIAL AGREEMENT

(Exp August 31, 2026)

Article	Title	Page	Article	Title	Page
55	Accommodation	60	19	Recognition of Service	17
37	Alcoholism and Drug Dependency Rehab Program	43	6	Respectful Workplace and Learning Environment	9
41	Amendment by Mutual Consent	45	67	Retirement Seminars	72
69	Assessment	73	43	Salary	47
3	Application	8	62	School Day for Teachers	69
54	Capital Projects	60	25	School Year	23
63	Class Climate	70	61	Service Award/Death Benefit	67
72	Collection of Data	75	22	Severance Pay	22
72	Collection of Money	70	7	Strikes and Lockouts	10
9	Committees	10	32	Substitute Teachers	34
28	Compassionate Care Leave	30	10	Successor Rights	11
56	Contracting Out	61	13	Supervision of Pupils	14
52	Deductions	59	44	Supervisory and Administrative Positions	50
39	Deferred Salary Leave Plan	44	23	Suspension or Cancellation of Certificate or Permit	23
1	Definitions	7	16	Teacher Certification and Change in Certification	15
49	Distributed Learning	56	48	Teacher Information	55
73	Duration and Termination	75	12	Teacher's Personal File	13
11	Duties of Teachers	11	68	Teachers Property – Loss or Damage	73
38	Early Retirement Incentive Program	44	18	Teaching Experience	16
57	Educational Events	61	47	Temporary Assignments	54
5	Employer's Responsibilities	9	20	Tenure	17
36	Employment Insurance Premium Reduction	43	33	Term Contract, Benefits	40
24	Extra-Curricular Activities	23	50	Travel Allowance	58
53	Falsely Accused Employee Assistance	59	35	Union and Education Entity Negotiable Items	43
42	Grievance Procedure	45	70	Working Conditions	74
45	Growth and Evaluation of Teaching Staff	51			
46	Individual Program Plans	52	Letters	of	Understanding
40	In-Province Teacher Exchange Program	44	1	Equity and Diversity Initiatives	77
34	Insurance	42	2	Substitute Teachers (Rate of Pay)	78
17	Issuance of Permits	16	3	School Closures	79
21	Job Security	19	4	Implementation Date	80
29	Leave for Birth of Child	31	5	Substitute Teachers (Injury on Duty)	81
26	Leave for Injury on Duty	25	6	Collection of Money	83
30	Leave for NSTU President	31	7	Job Security	84
65	Legal Assistance and Protection	71	8	Length of Instructional Day	85
51	Liability Insurance	58	9	Transition of Contract Year	86
58	Long Term Disability Insurance	61	10	Long Term Disability	87
59	Marking and Preparation Time	61	11	Committee to Consider Nova Scotia Teacher Recruitment and Retention	88
71	Mental Health Services	74			
66	Method of Payment	71	Schedules		
31	Other Absences	31	A	Permanent Contract Form	89
27	Pregnancy, Parental Leave, and Adoption Leave	27	B	Probationary Contract Form	92
8	Printing and Distribution of the Agreement	10	C	Term Contract Form	95
60	Professional Development Fund	62	D	Salaries	98
14	Program Development Assistance Fund	14	E	Additional Salary (Supervisory Allowances)	100
4	Public Legislation	8			
15	Reclassification of Certificates	15	Appendices		
2	Recognition	8	A	Early Retirement Incentive Plan	101
			B	Deferred Salary Leave Plan	104
			C	In-Province Teacher Exchange	111
			D	NSTU Group Insurance, Total Care and Extended Benefits (Dental)	118
			E	Marking and preparation Time	120



You can find the provincial agreement
in full at the following website:

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



Who To Contact

NSTU Provincial & Halifax County Local



Provincial NSTU main line 902.477.5621 or toll free 1.800.565.6788

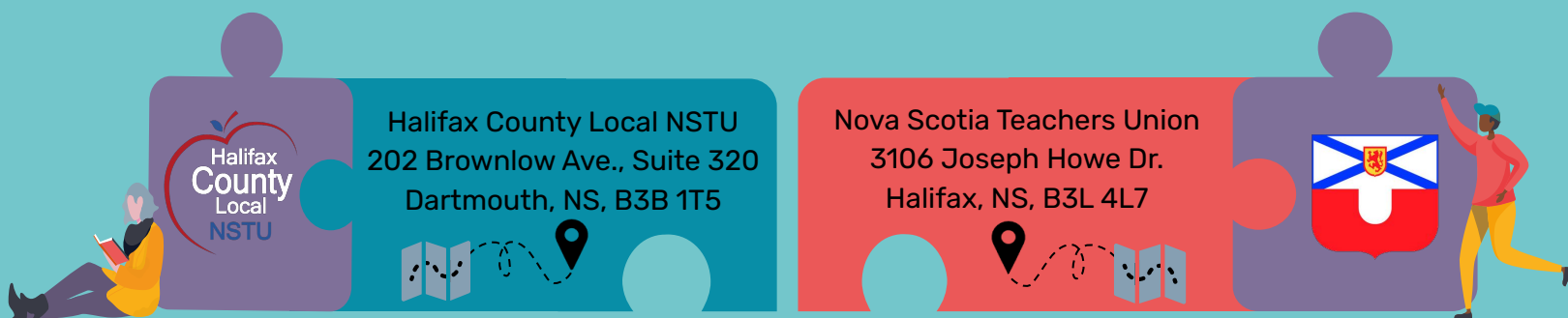
Wally Fiander and Tim MacLeod are the Halifax County Local Member Services Staff Officer and can be contacted at: **wfiander@staff.nstu.ca** and **tmacleod@staff.nstu.ca**

****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
Membership Registry	registry@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	1-877-955-6788 / 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.

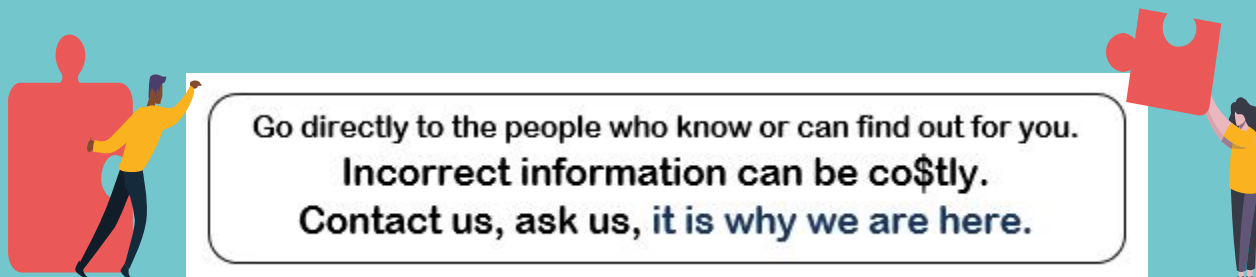
Individual NSTU staff email addresses: <https://nstu.ca/the-nstu/about-us/staff/staff-directory>



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****



A "How To" For Accessing The Membership Registry

First time user? New member?

- You'll need to activate your account using your professional number at: <https://nstu.ca/NstuAccounts/Signup>
- Ensure you fill in all fields within the form

Step 1: Log Into Your NSTU Account

- Visit: <https://nstucentral.ca>
- Enter your NSTU username and password

Step 2: Update Your Preferred Email

- After logging in, go to 'Edit Profile' and click 'Personal Info'
- Enter your personal (non-employer) email address under 'Preferred Email'
- Click "Save"
- This ensures you receive important NSTU updates and memos. Watch a step-by-step video at:

<https://nstu.blob.core.windows.net/nstuwebsite/images/videos/Registry.mp4>

Update Your Member Registry

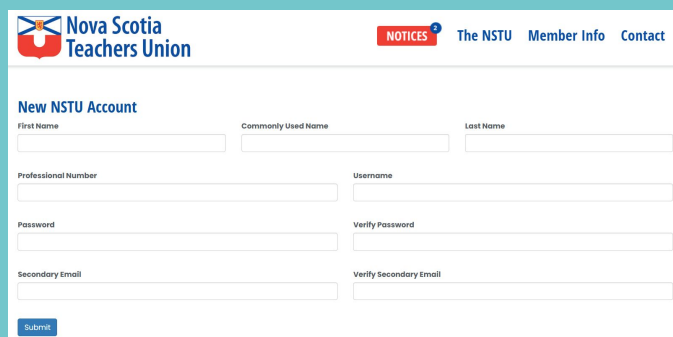
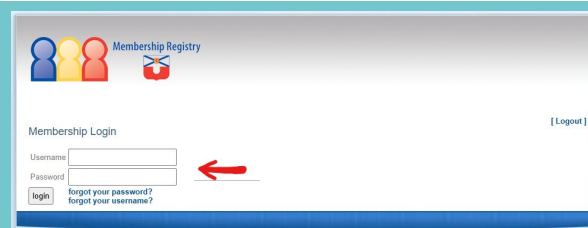
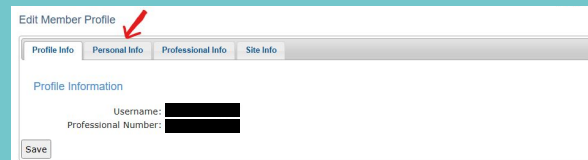
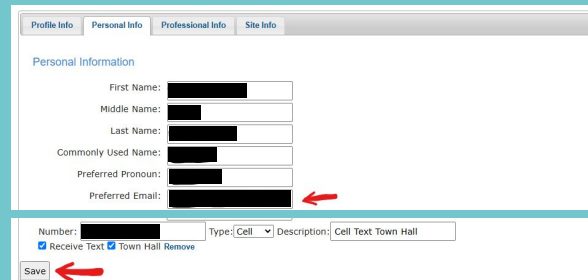
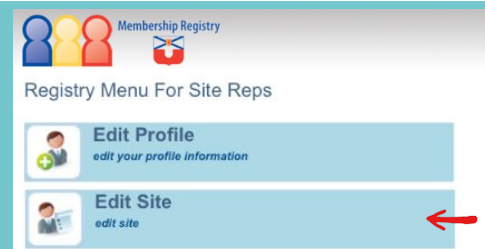
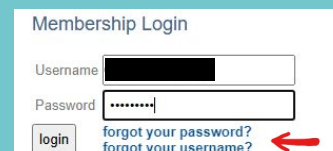
- Twice a year, within your NSTU profile, you will need to update the Membership Registry for your site
- When you log in, simply click 'Edit Site' and confirm your registry reflects the NSTU members attached to your site

Forgot Your Username or Password?

- Password Recovery: Visit https://nstu.ca/_ForgotPassword
- If your attempt fails and it says 'User not found', send an email to webaccounts@nstu.ca with your professional number and a description of the issue to request a manual reset. Be sure to use a non-employer email!
- Username Recovery: Visit <https://nstu.ca/NstuAccounts/ForgotUsername>

Need More Help? More Info?

Contact NSTU Central Office: (902) 477-5621 OR webaccounts@nstu.ca OR centraloffice@nstu.ca
Additional info at: <https://nstu.ca/the-nstu/communications/nstu-account> OR
<https://nstu.ca/the-nstu/about-us/membership/membership-registry>



Professional Development & Grant Opportunities

(Summary for 2025-26)



****IMPORTANT** This is a snapshot summary of each opportunity as of August 2025.**

ALWAYS look for updated guidelines and deadlines when applying. The majority of these grants and opportunities are for Active Members (those who hold permanent, probationary or term contracts only), so read guidelines carefully.

LOCAL GRANTS (www.halifaxcountylocal.com)**

HALIFAXCOUNTYPD@NSTU.CA

Halifax County Local Conference Fund Amount: Up to \$800 CDN

Members can use to attend a conference, workshop, seminar, clinic, symposium, institute or other approved PD opportunity after applying to Article 60. Once every 2 years.

Eligibility: Must be a permanent, probationary or term teachers of the Halifax County Local only.

Please note: NSTU Professional Development Day (October Conference) and Credit courses are not funded by this grant. For such funding, go to HRCE Internal SharePoint for more information.

Deadline: Last Friday of each month – August – June

Halifax County Local Reserve Conference Funding Amount: Up to \$200

For substitute teachers who must be an Active Reserve Member through provincial NSTU. Members can use to attend a conference, workshop, seminar, clinic, symposium, institute or other approved PD opportunity including October conference. Once every 2 fiscal years.

Deadline: Last Friday of each month – August – June

Halifax County Local C.D.A.F. (Curriculum Development Assistance Fund) Amount: Up to \$750

This fund was initiated to financially support Halifax County teachers to develop long term project ideas that align with grade/teaching assignment. These projects must be self-sustaining and contain non-consumables. As a result of this support, students benefit from enhanced learning experiences. Once per year.

Eligibility: Must be a permanent, probationary or term teachers of the Halifax County Local only.

Deadline: 4:00pm October 3, 2025

Halifax County Local Cash for Classrooms Amount: Up to \$100

For Halifax County members to purchase items to improve some aspect of their teaching their profession, once per year.

Eligibility: Must be a permanent, probationary or term teachers of the Halifax County Local only. Cannot have received the CDAF in the same school year. **MUST be pre-approved.**

Deadline: Opens October 17, 2025 and closes when limit of 500 applications is reached

NSTU Group Insurance (nstuinsurance.ca)**

EDU Wellness Grant Amount: maximum \$1500/grant for a total of 10 grants

The NSTU Group Insurance Trustees will fund projects that support the mental health and well-being of plan members across Nova Scotia. The For Members-By-Members EDUWellness Grants have been established to support initiatives that promote the well-being of our plan members in an effort to recognize the tremendous work and efforts put in by members every day. Must be a permanent, probationary or term teacher and can receive every 3 years. **Deadline: January 15, 2026**



Student Mental Health & Wellness Grant Amount \$600/grant

The Student Mental Health and Wellness Grant was established to support initiatives that promote the mental health and well-being of students in the schools across Nova Scotia, programs in classrooms, schools or communities for children and youth. The Student Mental Health and Wellness Grant was established to support initiatives that promote the well-being of "students" in coping with the pressures of growing up. Must be a permanent, probationary or term teacher and can receive every 2 years. **Deadline: October 15, 2025**



Professional Development & Grant Opportunities (Cont'd)

(Summary for 2025-26)



PROVINCIAL NSTU GRANTS (NSTU.CA)**

NSTU - Education Research Award Amount: maximum of \$500

For: Active members - Educational Research Awards are provided to support, encourage, and recognize Members who engage in professional inquiry and research focused on educational inquiry.

Deadline: Applications must be received at NSTU Central Office by 4:00pm on the first Wednesday in December.

NSTU Full Time Study Grants Amount: \$2,000 each

For: Full-Time Study Grants are provided to support Active members that are following a full-time program of study for the purpose of professional learning because they would not qualify for Course Grants. Can apply once every 3 fiscal years.

Deadline: Applications must be received at NSTU Central Office by 4:00pm on the second Wednesday in April.

NSTU Conference Grants Amount: maximum of \$600

For: Conference Grants (excluding October Conference) are provided to support members wishing to attend conferences for the purpose of professional learning. Can apply once every 2 years.

Deadline: Applications must be received at NSTU Central Office by 4:00pm on the first Wednesday in October and May

NSTU Travel Fellowship Amount: Fund total is \$3,000 and applicants can receive a maximum of \$500

For: members attending seminars, workshops or conferences during July or August

Deadline: Applications must be received at NSTU Central Office by 4:00pm on the first Wednesday in May

NSTU John Huntley Internship Amount: 2 substitute days

A few days in the life of your Union... This internship enables 18 teachers per year to spend two days at the provincial office connecting with executive and professional services staff to learn more about their roles and responsibilities.

Selection: Interns are chosen by region, depending on applications.

Deadline: Applications must be received at NSTU Central Office by 4:00pm October 1, February 1, April 1

NSTU P.D.A.F. (Program Development Assistance Fund) Amount: Fund total is \$200,000 and up to \$5,000/project

PDAF is intended to encourage innovative ideas at the local school level which significantly and directly enhance the delivery of programs and services to students. Innovation may include, but is not limited to, taking an established curriculum practice or program and using this in a new and unique way. Applicants must be active NSTU members and teaching in the current school year. Teachers are eligible to submit one PDAF application per school year.

Deadline: Applications must be received at NSTU Central Office by 4:00pm on the first day of February, April, June, August, October and December

NSTU Sheonorail Foundation Amount: \$2000

The Sheonorail Foundation is a registered charity supporting research, inquiry, reflection, writing, distribution of information and more. This grant may be awarded to anti-violence programs that have a direct and immediate impact on classrooms, students, teachers, staff and community.

Deadline: Applications must be received at NSTU Central Office by 4:00pm on the second Friday of November and the second Friday of April

International Collaboration for Education (ICE) (formally Project Overseas): Amount: Travel and basic living expenses

The NSTU sponsors two active members to collaborate with colleagues in developing countries to improve teaching and learning. This is done in an economically emerging country where the member co-plans and co-delivers professional learning for local teachers.

Deadline: Last Friday in November



ARTICLE 60- HRCE REGIONAL GRANTS (HRCE SHAREPOINT)**

FYI: "Article 60" is an article in the Regional Agreement where funds are managed by a team of 8 members: 4 @ HRCE and 4 @ Regional NSTU.

Article 60 NSTU Professional Association Conference Day Grant Amount: depends on number of applicants
This grant will reimburse a portion of the registration fee for October Conference Day. Once a year.

Deadline: Electronically to HRCE by November 14, 4:00 pm

Article 60 Conference Grant Amount: Up to 6 substitute days every year (only 3 per conference)
Up to \$1,800 every 2nd fiscal year (April 1 - March 31)

To allow members the opportunity to attend conferences and other PD opportunities including workshops, seminars, modules, clinics, symposia and institutes.

Deadlines: Apply **prior** to conference (must have pre-approval), conference must be a minimum of 10 days after committee meeting date (first Wednesday of each month). **Deadlines for applications are 4:00 pm on Sept 3, Sept 24, Oct 29, Nov 26, Jan 7, Jan 28, Feb 25, Mar 25, April 29*, May 27, 2026***

(*Applications for conferences ending April 1, 2026 - March 31, 2027 will be accepted beginning in January 2026)

Article 60 PD (Course) Grants Amount: depends on number of applicants. Eligible up to \$1,200 for half credit courses, \$2,000 for full or non-credit courses

Eligibility: Courses must be related to current or reasonably anticipated teaching assignment

Applicants are encouraged to seek pre-approval, but it is not mandatory.

****There are several steps to this - ensure step is completed to be eligible**

****The member has to be actively working for the entire duration of the course - ineligible if on education leave, deferred salary or similar for any portion of the course**

Deadlines (see table below):

Course Completed During the Following Dates	Deadline Date (No Later than 4pm)
April 1 2025 – June 30, 2025	July 31, 2025
July 1, 2025 – September 30, 2025	October 31, 2025
October 1, 2025 – December 31, 2025	January 30, 2026
January 1, 2026 – March 31, 2026	April 30, 2026
April 1, 2026 – June 30, 2026	July 31, 2026

Article 60 Full Year Education Leave Amount: 1 year's salary / 195 substitute days

Eligibility: Minimum 5 years of service with HRCE, hold a permanent contract, must take full course load (5 courses (Sept.-Dec.), 5 courses (Jan.-Apr.) and 2 courses (May-June)), from September 1 - June 30 (Not end of April or End of May - this is "Less Than One Year").

Deadline: 4pm February 13, 2026. Double check guidelines on HRCE SharePoint.

Article 60 Education Leave - Less Than One Year Amount: Salary / substitute days while on leave

Eligibility: Minimum 3 years of service with HRCE, hold a permanent contract, must be on full course load during the time of leave. For example, 5 courses from Sept.-Dec., or 5 courses from Jan.-Apr. or 2 courses from May-June, and more. See guidelines.

Deadline: Oct. 3, '25 for leaves beginning in Jan. through May '26 / May 1, '26 for leaves beginning in Sept. through Dec. '26

Teacher or School Initiated Inservice Grant Amount: 1 substitute day + Inservice/speaker expenses

School- or teacher-initiated Inservice education, including professional learning and mentoring. Basically, teachers organizing their own conference and who will attend. Once a year. Must take place a minimum of 30 days after the committee meeting dates (first Wednesday of each month)

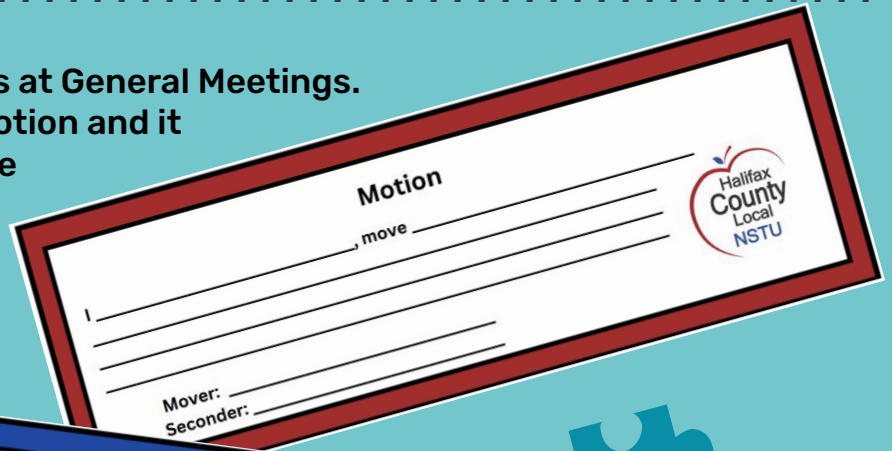
Deadline 4:00pm on Sept 3, Sept 24, Oct 29, Nov 26, Jan 7, Jan 28, Feb 25, Mar 25, April 29, May 27, 2026

****These dates are a guide only. Members are responsible to reconfirm deadlines on the various websites. Halifax County Local is not responsible for incorrect/missed deadlines****

Paperwork, Forms and More... Oh My!

During our general meetings, you will find all kinds of forms, paperwork, etc. Some will change, meeting by meeting, and some you will notice at each and every meeting. See below for just some examples of what to watch out for at our Local Meetings!

You'll find these forms on the tables at General Meetings. One helps you formulate/write a motion and it can be passed to the head table, the other provides a space for you to draft a question or concern.



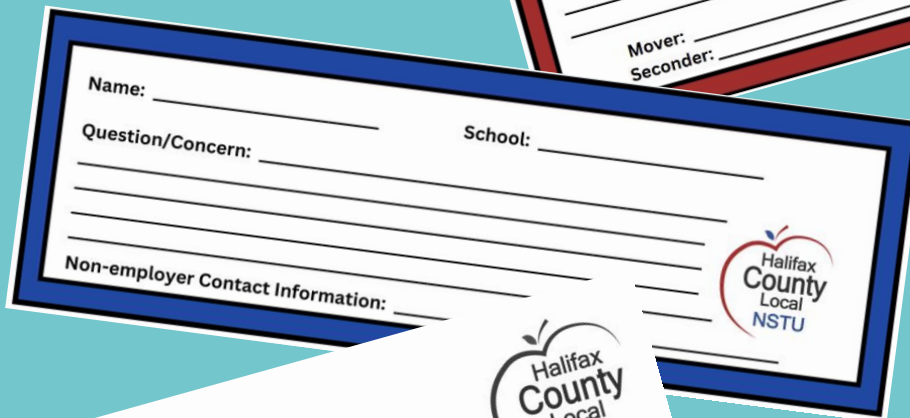
Motion

I _____, move _____

Mover: _____

Second: _____

Halifax County Local NSTU



Name: _____ **School:** _____

Question/Concern: _____

Non-employer Contact Information: _____

Halifax County Local NSTU



DRAFT

HALIFAX COUNTY LOCAL

GENERAL MEETING AGENDA

September 1, 2025

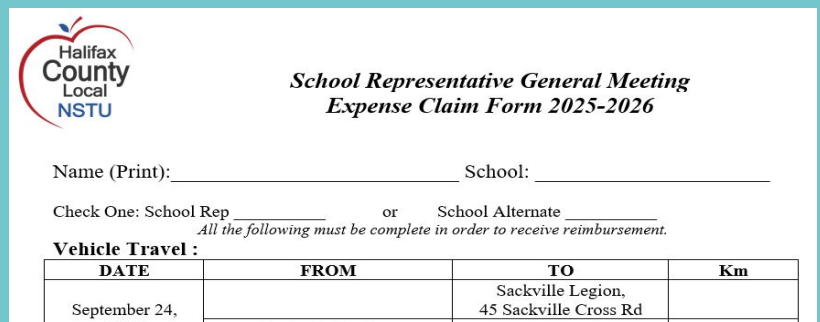
AGENDA ITEM	NOTES
1. CALL TO ORDER	Present: _____ Rebate: _____

Halifax County Local NSTU



Also, remember to grab your agenda for the meeting, (which will have the minutes from the previous meeting attached as well), along with any other handouts/items provided for that specific meeting.

Last, but certainly not least, make sure to complete your expense claim form and drop it to the finance table. This includes vehicle/travel, family care, pet care, etc. as applicable. If you're not sure about being eligible for reimbursement, or anything related to your claim form, just check in with our treasurer for details.



Halifax County Local NSTU

**School Representative General Meeting
Expense Claim Form 2025-2026**

Name (Print): _____ School: _____

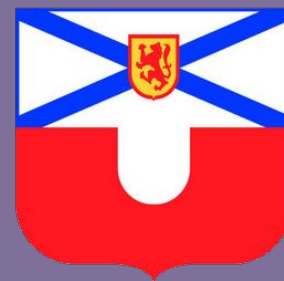
Check One: School Rep _____ or School Alternate _____
All the following must be complete in order to receive reimbursement.

Vehicle Travel :

DATE	FROM	TO	Km
September 24, 2025	Sackville Legion	Sackville Legion, 45 Sackville Cross Rd	

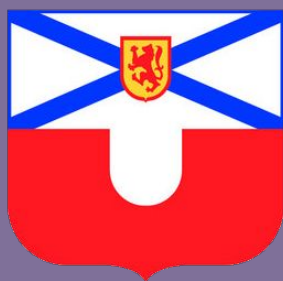
The Teacher

<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>

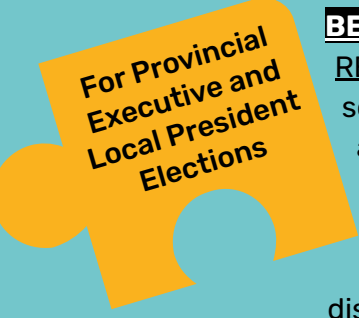
Elections Info

The Rep's Role, Who Votes and More!

Reps are a **crucial** piece to the puzzle in NSTU elections!



Elections for Provincial Executive, Local President and Local Executive occur regularly in the NSTU. The participation of school reps is vital to the smooth running of an election. Here is some helpful advice for conducting elections at your school/site.



For Provincial
Executive and
Local President
Elections

BEFORE THE ELECTION

RECEIVE THE VOTING PACKAGE: NSTU Central Office will mail out voting packages to school reps at their schools, most often received by your office staff. Check the contents and follow the instructions inside to confirm you have received enough voting cards.

DISTRIBUTION OF CANDIDATE MATERIAL: During these election campaigns, candidates will often have materials that they wish to distribute to schools via the school rep. It is the duty of the rep to take ALL campaign materials from each candidate and distribute these materials fairly in their school, choosing a prominent location, where all NSTU members can access the information.

VOTING PROCEDURES: Advise eligible voters that voting will be conducted electronically between 6:00 a.m. and 8:00 p.m on voting day. Voters may vote from any location with internet access. Advise eligible voters who are not going to be at their educational site on voting day (itinerant, specialists, etc.) to contact you to receive a voting card in advance.

THE DAY OF THE ELECTION

WHO CAN VOTE ON ELECTION DAY: All NSTU active and reserve members are eligible to vote, including members on educational, deferred and pregnancy leave. Members on other forms of paid or unpaid leave are eligible to vote if they have paid their NSTU membership fees. Substitute teachers, working on election day, are eligible to vote and please note, administrators are NOT NSTU members and are NOT eligible to vote.

PROCEDURE TO VOTE: Provide each voting member a voting card and have them sign beside their name on the nominal list (provided in your voting package). If their name is not there, they can add their name and their professional number to the list to get a card. They scratch it, find their private voting code and input it at vote.nstu.ca. Please ensure that voting cards and nominal lists are not left unattended for pick up, etc.

AFTER THE ELECTION

RETURNING VOTE MATERIALS: Return the unused voting cards and the nominal list to the Regional Electoral Officer as soon as possible after the election.

DURING OUR ANNUAL GENERAL MEETING

Local Executive elections are held every June during the Annual General Meeting. This is usually held at the Sackville Legion. Reps, alternates and all other members are welcome to attend and are eligible to vote. Though permitted to do so, candidates for Local Executive positions do not typically distribute campaign posters and/or other materials for their campaigns. In the event that a candidate(s) does require the distribution of materials at their school/site, the rep would be responsible to do so (much like PE/President election).



**For more information about conducting a vote at your school/site, please contact the VP - Nominations at hfxconominations@nstu.ca

Local Standing Committee 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

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



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

