



Collective Agreement Reminders

Please share this information widely with your colleagues and school administrators.

Time For Organizational Purposes (Article 25.05(i))

Teachers are entitled to a minimum of 240 minutes each school year to organize themselves and their classrooms in preparation for the school year. This time must be provided prior to the first instructional day for students and it must be uninterrupted, but not necessarily consecutive. In other words, the employer may schedule the 240 minutes over the 2 workdays that precede students' arrival. Teachers are entitled to determine what professional duties they undertake during this time and the employer cannot mandate meetings or the performance of any particular task.

Two school days for Teachers' professional use (Article 25.05(v))

Teachers must be scheduled for 2 days per school year to complete professional duties as determined by the teacher, including but not limited to marking, preparation and professional collaboration. Teachers are entitled to determine what professional duties they undertake during this time and the employer cannot mandate meetings or the performance of any particular task. At the beginning of the year teachers should ensure that this time is scheduled into their schools' calendar. These days can be scheduled as half days.

Length of Instructional Day (Letter of Understanding 8)

The employer has agreed not to increase the length of the instructional day during the life of this Teachers' Provincial Agreement. In other words, a school's daily instructional minutes cannot increase (as compared to the school's 2023-2024 instructional day) during the life of this collective agreement which expired August 31, 2026, but continues in force until a new collective agreement is reached.

The NSTU needs teachers to be attentive in monitoring instructional minutes, particularly at the beginning of the school year and at any time where the instructional day may change. **Please immediately report any issue to the NSTU.**

Marking and Preparation Time (Article 59)

How much time should I receive?

Every teacher will receive 15% of their scheduled instructional minutes for time to mark and prepare for classes. To calculate your marking and preparation time, first determine your school's daily number of instructional minutes. Then, multiply the daily instructional minutes by the number of days in one cycle at your school. When you have the total instructional minutes in a cycle, multiply by fifteen percent (0.15) to determine how many minutes of marking and preparation time you should be scheduled for each cycle.

For example, a 5-day cycle with 312 instructional minutes per day has 1 560 instructional minutes per cycle. When 1 560 is multiplied by .15, the result is 234 minutes of marking and preparation time required per cycle.

When can Marking and Preparation time be scheduled?

Marking and Preparation Time can only be scheduled during instructional minutes. It cannot include the 20 minutes prior to the start of the instructional day, your students' lunch break nor the twenty minutes following the end of the instructional day. Marking and preparation time must be scheduled in blocks of at least 30 minutes*. (*Itinerant

teachers may have marking and preparation time scheduled in blocks shorter than 30 minutes where the employer has made all reasonable efforts but is unable to schedule it in blocks of at least 30 minutes.)

What can the employer assign me during my Marking and Preparation time?

Teachers are entitled to use their professional judgement as to what work they undertake at school during marking preparation time. The employer cannot schedule meetings or direct that any particular tasks be done during marking and preparation time.

What happens if I lose my Marking and Preparation time?

Where a substitute teacher has not been hired to replace an absent teacher, another teacher can be required to temporarily give up scheduled marking and preparation time to cover. However, the covering teacher and principal should closely keep track when this occurs. Once a teacher has covered for absent teachers for a total of 150 minutes, they can then schedule themselves, in consultation with the principal, to have a half day of marking and preparation time, above and beyond their regularly scheduled marking and preparation time. (Consultation with the principal is for operational reasons to ensure that a substitute is arranged.)

One Day Paid Leave (Article 31.12)

Article 31- Other Absences provides each teacher with 1 day of paid leave each school year for personal use. A teacher accessing this leave is not required to justify the need for the day or identify what activities they have planned. Teachers are required to appropriately plan for a substitute teacher to work with their students for any day they access this leave. This leave may be denied by the employer, but only where that teacher's presence is an operational requirement for that day. The employer cannot arbitrarily deny the leave, nor can it deny the leave without being able to demonstrate that the teacher's presence would be an operational necessity. Unused personal leave days cannot be carried over to the following school year.

Changes for Substitute teachers Effective August 1, 2024 (Article 32)

The daily rate for substitute teachers is 75% of an ITC/TC5 Step One divided by 195. For the 2026-2027 school year that amounts to \$244.86 per school day worked. The number of consecutive days teaching (to replace the same teacher) required for a substitute teacher to be classified as a "regular teacher" has been reduced from 18 days to 10 days.

Once classified as a "regular teacher", a substitute teacher;

- is paid the full daily rate corresponding to the substitute teacher's certificate level and experience. This full daily rate is paid retroactive to the first of the 10 consecutive days.
- accumulates paid sick days at the rate of 1 paid sick day for each 10 days taught.
- may access some leave provisions under Article 31- Other Absences.

When a substitute teacher is hired for an anticipated duration of at least 10 days, the substitute teacher is designated as a "regular teacher" and paid at their full rate beginning on the first day.

The employer must take all reasonable steps to ensure that on any given day, no fully qualified substitute teacher is available for work before hiring a non-certified substitute teacher.

Please share this information widely and please contact NSTU (1-800-565-6788) if you have questions or require support in implementing the collective agreements.

