

Introduction

❖ Objectives

The *Teacher Collective Agreement Administration Manual* sets out the British Columbia Public School Employers' Association (BCPSEA) advice with respect to the administration of the Provincial Collective Agreement (PCA) between BCPSEA and the British Columbia Teachers' Federation (BCTF). This manual was created for public school districts to achieve the following objectives:

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

❖ Authority

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

❖ Structure and Contents

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

Common Provincial Provisions

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

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

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

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

Letters of Understanding

These sections contain letters of understanding on provincial matters.

Also included in the section on letters of understanding is Letter of Understanding No. 1 Re: Designation of Provincial and Local Matters), negotiated to determine which matters would be negotiated provincially and which would be negotiated locally. The designations were altered with the Agreement in Committee signed between BCPSEA and the BCTF in December 2012 and subsequently ratified by the parties in January 2013. The updated provincial–local split of issues is appended to LoU No. 1 and is available in the Letters of Understanding section of this manual.

Administrative Documents

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

Teacher Collective Agreement Administration Bulletins

This section contains a link to [Teacher Collective Agreement Administration Bulletins](#), which BCPSEA issues from time to time to advise districts of emerging issues. Matters that materially affect the *Teacher Collective Agreement Administration Manual* will be the subject of revisions following release of the bulletin. Otherwise, the content of bulletins will be incorporated into the manual when it is revised following the next round of bargaining.

❖ Revisions

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

❖ Distribution

This manual is a working guide for district personnel involved in supervising and managing employees. The manual is available on the BCPSEA public website and is designed to be utilized by district staff, including principals and vice principals, involved with the administration of the collective agreement.

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

British Columbia Public School Employers' Association
400 – 1333 West Broadway
Vancouver, BC V6H 4C1

Telephone: (604) 730 0739
Fax: (604) 730 0787
E-mail: bcpsea@bcpsea.bc.ca
Website: www.bcpsea.bc.ca