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**PCA 3 – Developing your Working Document:**

Districts that have completed the PCA 2 process may now focus on developing their working documents for PCA 3, 2006-2011. The steps towards completion of this process are set out below and more fully explained later in this bulletin and the attachments. You are encouraged to contact your BCPSEA liaison to guide you through the process if you are not clear and/or otherwise require assistance at any step.

- Step 1      Confirm the final version of your 2001-2004 working document (PCA 2) with your local and forward the electronic copy to BCPSEA for approval and recording with the BCTF as the official, legally recognized document.
- Step 2      Reorganize and renumber your document where necessary. If your previous agreement has not been organized according to the standard BCTF format, this must be undertaken prior to proceeding further. See below for further advice in this regard.
- Step 3      Add the attached, updated provincial language to your working document as instructed below.
- Step 4      Add any necessary interface language as agreed by the provincial parties (still to come).
- Step 5      Identify for deletion any inferior local provisions (advice still to come).
- Step 6      Add any locally negotiated provisions if they have been formally approved by the BCTF and BCPSEA through the standard MCM process or following Local Matters bargaining.
- Step 7      Review the document with your BCPSEA liaison.

Upon completion of the above steps, consider whether you wish to engage in the Updating Process provided in Letter of Understanding No. 8.

**PCA 2 – the baseline document**

Before commencing the process of creating your 2006-2011 agreement, you must have a completed and approved Working Document for your district that is legally correct for the period

2001 to 2004 (PCA 2). Both the BCTF and BCPSEA agree that PCA 2 is the foundation document. If this remains outstanding in your district, please contact your BCPSEA liaison for assistance.

### **Updated consolidation of provincial language**

Attached to this bulletin is an electronic copy of all new and/or updated provincial language as agreed in the Provincial Housekeeping Committee. There have been a number of changes since we last distributed the consolidated provincial language. While some of the changes have been minor, we draw your attention to the following significant changes:

- Article B.2 TOC Pay and Benefits — the TOC rate for 2010 has been corrected.
- Articles C.2 and G.1 have been amended to include the timelines and administrative terms awarded by Irene Holden with respect to porting seniority and sick leave.
- Article B.12 Category 5+ and related LOU No.14 have been added.
- New LOU No. 2 sets out the approved list of arbitrators for the expedited arbitration processes found in Articles D.3 School Calendar, D.5 Middle Schools, and LOI No. 1 Formalization of Middle School Provisions.

In light of these changes, all previous versions of the provincial language have been superseded and should be replaced.

Please note that also attached to this bulletin is a chart which indicates for each article what changes have been made and what actions are required to correctly incorporate the article or Letter of Understanding/Intent into your working document.

### **Format**

The BCTF and BCPSEA have agreed to standardize the formatting of all the working documents so that they are consistent with the common provincial numbering and the standard model used by the BCTF. Many districts and locals took steps in this direction in updating their earlier working documents; those that have not completed the task or have not yet started this formatting change may find the following advice helpful.

- To renumber your working document in accordance with the standard BCTF formatting and consistent with the common provincial article numbers, reorganize using Appendix 1 and 2 of Letter of Understanding No. 1 as a guide.
- If your previous agreement was a two- or three-part document, then the separate parts must be integrated. Start each section with the common provincial articles:
  - A.1 to A.8
  - B.1 to B.12
  - C.1 to C.2
  - D.3 to D.5
  - E.1 to E.2, and
  - G.1 to G.2.

To align the numbering for the local articles, add “10” (or “20”) to the local numbers and locate all local articles after the common articles in the appropriate section.

In Section A for example, there are eight common provincial articles. If one of your locally negotiated articles conflicts with these numbers — e.g., A.5 Management Rights — the provincial article takes precedence. To eliminate the conflict, add “10” to the number of the first article in conflict and renumber all subsequent local provisions. Thus, Article A.5 Management Rights becomes Article A.15; Article A.6 Contracting Out becomes A.16, etc.

- Where there is a provincial article and a continuing local article regarding the same matter:
  - At the end of the common provincial clauses, add a sub-title “Local Provisions” and renumber local provisions sequentially.
  - You may receive further advice with respect to interface language or suggested user notes once the provincial parties have completed their task in this regard.

If you have any questions with respect to this renumbering, please contact your BCPSEA liaison for assistance.

### **Interface provisions**

We have previously advised that the provincial parties are working together to develop language to provide the appropriate interface between the common provincial articles and any continuing local provisions. We have now had our second meeting in this regard and are scheduled for a third meeting this week. Once this task has been completed, we will provide each district with the necessary interface amendments to your individual working documents and any suggested user notes that will make it easier for our administrators and for teachers to apply the Provincial Collective Agreement in their respective districts.

### **BCPSEA review**

As with PCA 2, your final document must be reviewed with your BCPSEA liaison. We will confirm the correctness of your document and process the finalization of the document with the BCTF if you are not planning on engaging in any discussions pursuant to LOU No.8. (Please refer to the LOU for the criteria to be used when engaging in discussions under this LOU.)

If your district does wish to participate in discussions pursuant to LOU 8, the finalization of your Working Document will be deferred until completion of the LOU No. 8 discussions.

Once the BCTF and BCPSEA agree that your document is correct and final, the provincial parties will become the official caretakers of the document and the document can then be printed in the district for distribution in accordance with the provisions in your respective district. As yours will be one of the 60 documents which will constitute the “Provincial Collective Agreement,” no changes to the printed document will be permitted until the next bargaining cycle. That said, districts and locals may continue to address unfolding issues in accordance with the approved MCM process.

### **Harassment Report Disclosure**

Please be aware that there is a dispute with respect to the application of the Dorsey Protocol which sets out the terms for the routine disclosure of harassment reports involving teachers and/or administrators, and which is used as a model for the disclosure of harassment reports involving other employee groups as well. BCPSEA and the BCTF have scheduled discussions to address the dispute and to consider other matters. In the event we cannot reconcile our different views, the matter will be referred to Arbitrator James Dorsey for resolution. If you normally process the disclosure of reports directly with the BCTF and do not use BCPSEA services in this regard, you may wish to contact Sherida Harris at 604.730.4504 for an update.

## **Questions**

Should you require assistance or wish to discuss this issue further, please contact your BCPSEA labour relations liaison.

## ***Distribution of this Bulletin***

*Please ensure that this bulletin is circulated to all administrative staff in both the district office and schools who must rely on the collective agreement in the performance of their duties.*