

2026

New Teachers' Welcome Guide

DAWSON COLLEGE

PREPARED BY THE



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YOUR UNION: THE DTU

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WHAT CAN THE DTU DO FOR YOU?

You can contact the DTU for any questions regarding your working conditions at Dawson College. Never hesitate to consult with us for confidential advice regarding your personal situation, or:

- to better understand the workings of the college, particularly with regards to the allocation of workloads;
- to understand seniority and priority;
- for help with evaluation (or re-evaluation) of *scolarité* and/or experience;
- if you have questions regarding your salary;
- to understand parental rights;
- for information regarding health insurance;
- if you are experiencing a stressful situation at work;
- to understand leaves of absence;
- for information regarding your pension plan;
- for concerns over health and safety in the workplace;
- for information regarding professional development funds;
- when convened to a meeting by the administration;
- if you feel that your rights may have been violated;
- to understand any other aspect of the [Collective Agreement](#).

Remember: When you are convened to a meeting by the administration, you have the right to have a DTU Executive officer present.

RECOGNITION OF SCHOOLING AND EXPERIENCE

SCHOOLING (*SCOLARITÉ*) (ARTICLE 6-3.00)

UPON HIRING

You have thirty (30) days from your hiring date to provide the College with documents attesting to your level of schooling. The College submits these documents to the Ministry of Education who will then evaluate your schooling. In order to be properly evaluated, you must provide documentation from high school onwards!

Any and all documents pertaining to schooling will be used for the evaluation, including

- diplomas,
- degrees,
- certificates,
- transcripts,
- and grade reports.

Normally, the College must issue your official 'Attestation of Schooling' within three months of receiving your documents. At this point, the College may request additional documentation. If you fail to provide a document within 60 days of the College's request, the College will issue an official attestation based on the documents it has received. This delay can be extended if you can demonstrate that the delay for obtaining the requested documents is no fault of your own. It is important that you inform Human Resources of any delay that is outside your control. If you submit documents after this delay, an updated evaluation will be made, but any adjustments in pay will only apply as of the date you submitted the documents.

Your level of schooling is a major factor in determining your salary, so it's important that you be evaluated correctly.

If you disagree with your schooling evaluation, or if you have any questions regarding the evaluation, contact the DTU as soon as possible.

ADDITIONAL STUDIES

If you continue your studies while working for the college, you should regularly update Human Resources so that any necessary adjustments can be made to your level of schooling. Note: it may not be necessary to have completed a full year of schooling for it to impact your level of schooling.

Documentation regarding a newly-obtained master's degree may be submitted at any time. The college has 30 days to inform you of the impact your new level of schooling will have on your salary.

A teacher's schooling may be reclassified twice a year: once on September 1st for teachers who complete their studies by August 31st and submit their documents by October 31st; and once at the beginning of the 12th pay period of the year (approximately mid-January), provided the documents are submitted by March 31st (see clause 6-1.05).

EXPERIENCE (ARTICLE 6-2.00)

UPON HIRING

When you are first hired, you must provide the necessary documents for the evaluation of your work experience within thirty (30) days: this includes any work related to teaching or any relevant professional experience of a different nature. These documents and attestations could be in the form of

- employment records,
- contracts,
- letters from employers,
- and sworn declarations.

Your level of EXPERIENCE is a major factor in determining your salary, so it's important that you be evaluated correctly.

If you disagree with your experience evaluation, or if you have any questions regarding the evaluation, contact the DTU as soon as possible.

HOW IS WORK ASSIGNED?

The [Collective Agreement](#) sets out the rules for Hiring Priority, which determines the order in which teachers are assigned work (see clause 5-4.17).

HIRING PRIORITY

The College provides department coordinators with a list of all non-permanent teachers in their department ranked by their Hiring priority. Obtaining a workload in a discipline guarantees that you appear on the list for the following three years. The Hiring Priority determines the order in which teachers are assigned workloads. Workloads are distributed according to the priority list; a workload cannot be offered to someone with less priority unless the College has received refusals from those who have a higher priority for that workload.

Your position on the Hiring Priority list is firstly based on your priority (e.g. whether you have taught in the day sector or have only taught in the Continuing Education sector). If two teachers have the same priority, the ranking is determined based on who has the highest seniority. For teachers with the same seniority, the order is based on who has the highest experience, and finally the highest level of schooling. The Collective Agreement contains more details on the specific rules for Hiring Priority (see clause 5-4.17).

Note that if you are employed full-time elsewhere, you are considered to be in a position of Double Employment and so you will only be offered work if there is no one else available to teach the courses. For more information about Double Employment, see below.

If you have questions or concerns about whether Hiring Priority has been respected, please contact the DTU. When work for which you have priority becomes available, your department coordinator will send an email with an offer of a workload; depending on when the offer is received, there are different deadlines to respect in terms of responding:

- 48 hours, excluding weekends, during the two weeks before the start of classes in the Fall and Winter semester;
- 5 working days during the semester;
- 10 days outside the periods mentioned above.

Note: a teacher who does not respond within these deadlines is deemed to have refused the workload being offered.

It is important to check your Dawson email regularly, especially near the beginning of semester, to ensure that you do not miss a workload offer. You should respond to the coordinator to indicate whether you accept or refuse the workload; note that you either have to accept the whole workload or refuse the whole workload. The workload can only be split (i.e. to allow you to accept part of the workload) if you have a part-time workload at another Cegep.

The procedures and deadlines for offering and accepting/declining workloads are communicated by HR in an email to all faculty prior to the start of the semester; it is important to keep an eye on your Dawson email at this time, which may fall during the vacation period. A copy of this information is included in the Welcome Email you received from Dawson Teachers' Union.

You retain your hiring priority for the three years following the end of your last contract. Note that being offered work in a given semester does not automatically mean you will be offered work in a subsequent semester. If you

do not obtain a contract for three consecutive years, whether because there was no work available or because you turned down work you were offered, then you lose your hiring priority at the College. This means that you will not have any priority for future work and would need to be rehired to be able to teach in the future; you would lose the seniority you had previously accumulated.

IMPORTANT NOTE: before refusing a workload that is offered to you, we encourage you to reach out to the DTU to understand the implications.

DOUBLE-EMPLOYMENT

Anyone applying to a workload who already has full-time work is considered to be in “double employment” and so does not have priority on a teaching workload at any of the public Cegeps in Quebec (Article 5-1.12 of the Collective Agreement). The purpose of the double employment clause is to ensure that public sector funds are utilized to provide access to full-time work for as many people as possible. Below is a brief explanation of “double employment”; however, we encourage you to contact the DTU with any questions about your specific situation.

WHAT COUNTS AS DOUBLE EMPLOYMENT?

Any teacher who has a full-time contract, either at Dawson or elsewhere, or who has a reasonable expectation of full-time employment for the duration of the semester for which they are being offered a teaching workload at Dawson is considered to be double-employed. [see ANNEXE II-6 of the Collective Agreement for more details]

Teachers with either a full-time annual contract or full-time contracts for both fall and winter semester, whether at a Cegep or a University, are usually considered to be full-time for the year, which includes the summer months. Consequently, even if you are not “actively” teaching during the summer, you would still be considered double employed for summer courses if you had a full-time contract in the academic year.

You have an obligation to declare your Double Employment status when responding to an official offer of a workload. If you are fully employed elsewhere, or have a reasonable expectation of being in such a situation, and are applying to a workload you must inform Dawson’s Human Resources immediately.

Moreover, if you are no longer in a situation of double-employment, you should update Human Resources immediately otherwise you may not receive workload offers (based on your previous Double Employment status).

Note that double employment only applies to someone who has full-time work. A teacher who has a part-time contract, even if it is for the whole semester, or who has several part-time jobs elsewhere, is not considered to be double employed.

SENIORITY

Your seniority is based on the number of full-time years you've been credited with having worked at the College. Note that this is not necessarily the same as the number of years you have taught at the College. Full-time teachers accrue +1.0 seniority for the year.

For a part-time teacher, seniority accrues in proportion to the workload assigned, which corresponds to the ETC indicated on your contract (see '[Understanding ETC and CI](#)', p.13), but cannot exceed +0.50 per semester. Substitution work does not generate seniority (see Substitutions and Replacements below).

For hourly-paid teachers, seniority accrues at a rate of 1/450th for every hour taught, except during short-term substitutions. Therefore, an hourly-paid teacher – or a Regular sector teacher who also teaches hourly-paid courses – may accrue more than +0.50 seniority in a semester.

The maximum seniority gain for any teacher during a given academic year is +1.0.

Seniority continues to accumulate during parental leaves and medical leaves (including for individual sick days). In these instances, you accrue the seniority associated with the contract for which you would have had priority had you not been on a leave.

On October 15th, the College publishes a seniority list based on the seniority accrued during the **previous** academic year (Fall-Winter-Summer). This list is used until October 15th of the following year. Seniority is not transferable from one college to another.

SUBSTITUTIONS AND REPLACEMENTS

Substitution and Replacement contracts are treated differently in terms of hiring priority and seniority. For information about the impact on pay, see '[Substitutions and replacements](#)', p.24).

Substitution generally refers to any ad-hoc substitutions (e.g. teaching an individual class or two for another teacher who is absent). However, it can also refer to the first days of a replacement in situations where the College is awaiting confirmation of the duration of the absence.

Substitution work is hourly-paid and does not generate seniority; however, it can contribute to establishing a teacher's full-time status (and thus priority for additional work) and to securing a full-time salary (see 'Pathways to a full-time annual contract,' p. 21). The distribution of substitution work does not have to follow hiring priority; some departments have internal policies about the distribution of substitution work, while others use a "first-come, first-served" approach.

Replacement contracts are assigned following the priority list and generate seniority, as with any part-time day contract. An absence is deemed to be a replacement contract in instances when the College can confirm that the absence will last longer than 10 days, (e.g. a parental leave or a longer medical absence). A part-time teacher has the right to apply their priority on any work (including replacement contracts) which may arise during the academic year, up to the equivalent of a 1 ETC workload (see clause 5-4.16 a). However, the College is not obligated to assign any additional work that would generate a semester CI in excess of 55.

PERMANENCE

When a teacher becomes permanent in a discipline, they automatically have hiring priority for a workload in that discipline. Permanence comes with a level of job security in that if there is insufficient work for a permanent teacher, they have some salary protection.

In order to become permanent, a teacher needs to occupy a *poste* (see '[How do I become full time?](#)', p.25). The number of full-time *postes* available in a discipline is based on the needs of the discipline, which is dependent on the number of students enrolled. Full-time *postes* are assigned to teachers based on the 'hiring priority'.

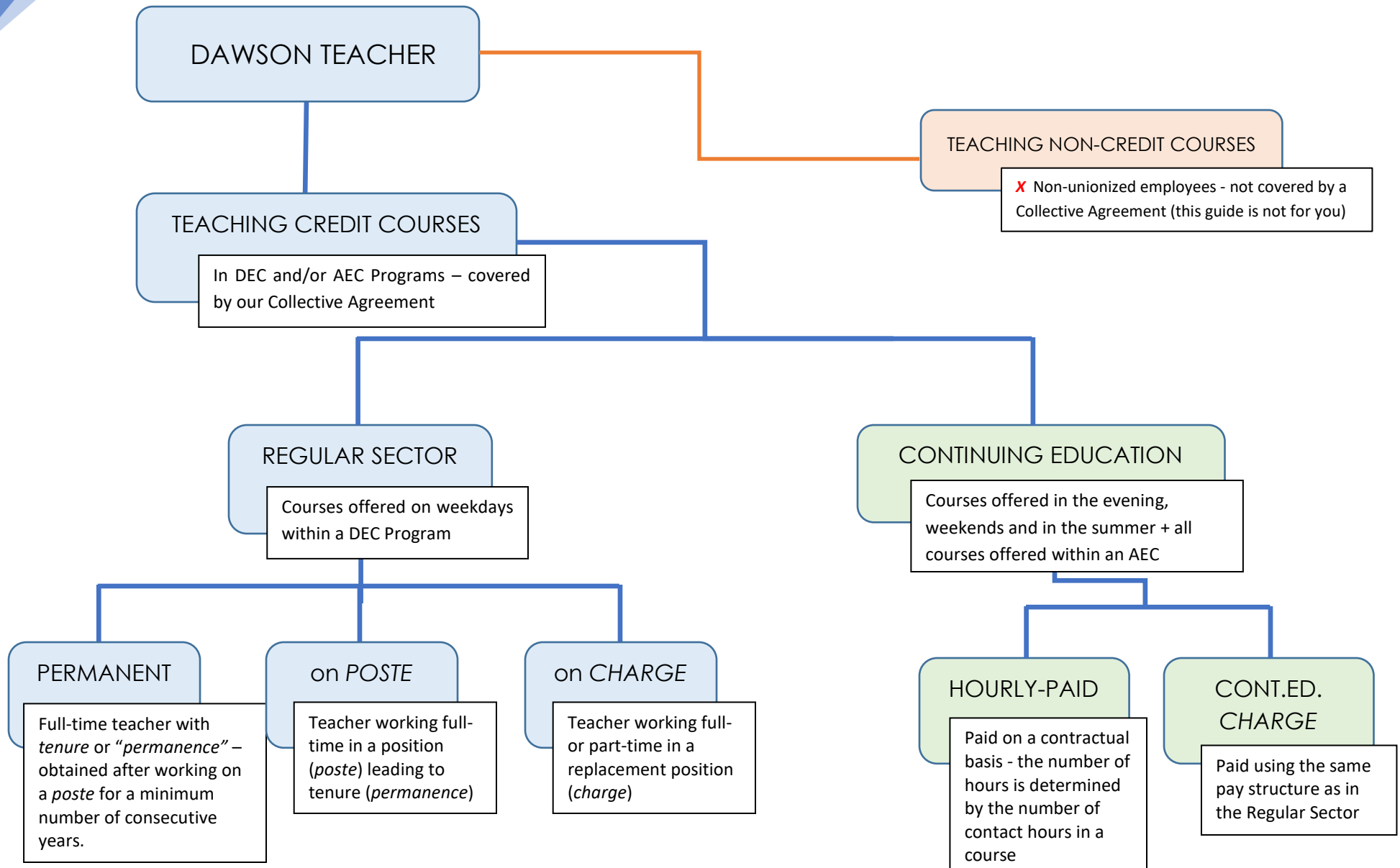
Permanence differs from university tenure. Permanence is open to all teachers as staffing expands and as permanent teachers leave or retire; it is not merit-based.

CATEGORIES OF TEACHERS

There are important distinctions between the responsibilities and working conditions of the different categories of teachers (see [Pay](#) on p.11). When work is offered to you, it should be clearly indicated if it is day work, cont. ed. charge work, or hourly-paid work. Note that it is possible that in a given semester, you could have different types of contracts (e.g. you might be teaching one course in the day and one hourly-paid continuing education course). In situations where you have different types of contracts, the conditions will differ depending on the category of work (see below). If you are unsure of the category of the work you have been assigned, you can ask your coordinator or the DTU for clarification.

To understand the rights and responsibilities of teachers with day work or cont. ed. charge work, refer to the sections for '[Full-time and Part-time Teachers](#)' (pp.12-20).

To understand the rights and responsibilities of teachers with hourly-paid work (cont. ed., AEC or substitution), refer to the sections for '[Hourly-paid Teachers](#)' (pp.21-23).



FULL-TIME AND PART-TIME TEACHERS

SALARY

As a teacher on a *poste* or a *charge* in the Regular sector, or on a charge in Continuing Education, your remuneration is based on the **annual salary to which you are entitled**. This salary is determined by your level of schooling, and your experience. A twenty-echelon salary scale can be found in the Collective Agreement: annex VI-1, table A as well as on the DTU website. You progress along this scale as you gain experience at Dawson or elsewhere, or if you complete additional, relevant schooling.

On a **full-time annual contract** (see '[How do I become full time?](#)', p.25), your salary is simply your annual salary spread over twelve months beginning in August.

On a **full-time semester contract**, your salary is half your annual salary spread from August to February (Fall) or from January to July (Winter).

On a **part-time semester contract**, your salary is the ETC (*équivalent temps complet*, or full-time equivalent; see '[Understanding ETC and CI](#)', p.13) value of your contract multiplied by your annual salary, spread from August to February (Fall) or from January to July (Winter). For example, a half-time Fall semester would be valued at 0.25 ETC. In this case, you would earn a quarter of your annual salary from August to February.

On your pay stub, you will see an hourly rate corresponding to your annual salary divided by 1690, which is the number of working hours in an academic year. This hourly rate is provided for information purposes only: day teachers do not have an hourly rate; they are paid an annual salary.

FULL-TIME AND PART-TIME TEACHERS

UNDERSTANDING ETC AND CI

Contracts indicate the value of the workload in ETC (*équivalent temps complet*, full-year equivalent). A full-year workload is 1 ETC (a full semester workload is 0.5 ETC). The ETC is calculated based on the CI associated with the workload.

CI (*charge individuelle*) is a number establishing a teacher's workload for a given semester. CI is calculated using a formula (see appendix I-1 of the Collective Agreement) which weighs the following elements of a teacher's workload:

- the number of weekly class and lab hours;
- the number of weekly hours allotted for preparation;
- the number of different classes (preparations);
- the number of students enrolled in each class;
- the total number of students in contact with the teacher;
- fieldwork supervision;
- release time or partial leaves of absence;
- and type 2 and 3 duties (e.g. coordination).

A teacher is considered to have a full-time annual workload (1 ETC) if their combined Fall and Winter CI is over 80. In general, a full-time semester workload (0.5 ETC) is between 40 and 44 CI units. The College cannot impose an annual workload projected to exceed 85 CI, or a projected semester workload in excess of 55 CI, without the teacher's consent (clause 8-6.01). If the workload is less than 40 CI in a semester, **the ETC is calculated as CI/80**.

Full-time semester workloads exceeding 44 CI lead to a 'bonus', unless they are retroactively cancelled by a full-time annual contract (see '[How to I become full time?](#)', p.25). Full-time annual workloads in excess of 85 CI also lead to a 'bonus'. In either case, the amount of CI over the threshold is multiplied by 5; that number is multiplied by the teacher's hourly rate from annex VI-1, table B (**not** the teacher's annual salary divided by 1690 hours).

CI is finalized on the basis of enrolment numbers on September 20th for the Fall semester and February 15th for the Winter semester. However, **your pay and your seniority are guaranteed at contract issue**: a larger CI than projected can lead to an increase in both your pay and the seniority you accrue, but a smaller CI than projected cannot lead to a corresponding decrease. The **exception** is if a drop in enrolment leads to a reduction in your weekly number of teaching hours (see clause 6-1.02).

**If you are interested in knowing your CI for any given semester, the DTU
has a CI CALCULATOR on its website: <https://dtu.qc.ca/>**

FULL-TIME AND PART-TIME TEACHERS

TEACHING DUTIES

Much of the work of full and part-time teachers involves tasks directly associated with the preparation, delivery and assessment of their courses. Teachers have to prepare course materials (including a course outline), develop appropriate teaching and learning activities, as well as design appropriate assessments. Teachers also have a responsibility to provide support (*encadrement*) and supervision to students, both in terms of providing feedback on assessments as well as being available to answer questions (for more information, see the section below on *encadrement*).

A teacher is responsible for compiling all the grades for any assessment assigned in their courses and submitting a final grade for each course according to the college's specific instructions. Final grades for a course must be submitted no later than five working days after the end of the final examination period of each semester. The final grade deadline for each semester is indicated on the academic calendar. In cases where the college grants a student's request for a grade review, teachers have to participate in the grade review committee convened by the department.

The responsibilities of teachers extend beyond their specific courses, in particular in terms of departmental responsibilities. Departments are responsible for the courses delivered in their disciplines, and as such faculty in the department have a responsibility to participate in departmental meetings and contribute to collective decision-making. In addition, departments operate within programs, and there is a collective responsibility of the department to ensure it is represented on program committees, as well as other college committees.

Teachers also have a responsibility to continue their professional development, including participating in pedagogical days organized by the college.

Some teachers are released to take on specific roles that come with other duties related to collective activities. These roles include departmental coordination, program coordination, program development and implementation, and special programs.

By agreement between the college and the teacher, a teacher's duties may also include professional development, pedagogical research, discipline-related fieldwork or retraining (*recyclage*).

FULL-TIME AND PART-TIME TEACHERS

AVAILABILITY

WHAT IS AVAILABILITY?

The Collective Agreement specifies that a full-time teacher must be available to the College for 32.5 hours per week from Monday to Friday; normally, this should be for 6.5 hours each day (see Clause 8-3.00). A part-time teacher must be available for a period proportional to their teaching load as a fraction of a full-time load (specifically: their CI for the semester divided by 40, multiplied by 32.5 hours). **Being available does not mean being at the College**; it means that you are available to perform your duties if required (e.g. participation in a meeting). The Collective Agreement requires that you be at the College when your duties require it (e.g. teaching, attending department meetings, etc.).

DO I HAVE OBLIGATIONS OUTSIDE OF MY HOURS OF AVAILABILITY?

Teachers have no obligation outside of their hours of availability. If the College orders your presence outside of these hours, contact the DTU. You should be paid accordingly!

HOW MUCH OF MY AVAILABILITY MUST BE CARRIED OUT ON CAMPUS?

There is no requirement for a specific number of hours to be spent on College premises. You only have to be on campus when your duties require it. However, you have an obligation to your students to provide support outside of the classroom, as well as an obligation to the College to perform the duties described in this guide. This will undoubtedly require a considerable presence on campus. Although there is no obligation, many teachers choose to hold office hours as a way of fulfilling their obligation to support and supervise students (*encadrement*). You should refer to any departmental policies regarding office hours.

CAN I WORK ELSEWHERE OUTSIDE OF MY HOURS OF AVAILABILITY?

Teachers are free to work elsewhere outside of their hours of availability. However, teachers with a full-time annual load are not encouraged to do so in light of the demanding nature of teaching. Anyone working elsewhere during their weekly availability without special permission **is in violation of their contract**.

ENCADREMENT (STUDENT SUPPORT)

All teachers must provide support (*encadrement*) to their students. It is up to each teacher to determine the most appropriate means to do so, while respecting any relevant departmental policies. The Collective Agreement does not require you to hold office hours.

Until your courses have finished, the DTU encourages you to remain available to your students for assistance. This assistance may be provided by way of office hours, e-mail, or any other appropriate means of communication.

Once final grades for your courses have been submitted, you must be available to deal with any issues arising from students' grades and other departmental responsibilities.

FULL-TIME AND PART-TIME TEACHERS

HOLIDAYS & TRANSFERS OF AVAILABILITY

Regular Sector teachers must be available to the College year-round, except on statutory holidays and during the faculty vacation period (set annually by the College, but usually from mid-June until mid-August). **There is no Christmas vacation period except Christmas Day and New Year's Day.**

If you need to be unavailable before the start of classes or after they've finished, you may request a transfer of availability. This allows you to trade a period of availability for a period of unavailability. For example, you might request a week off in January in exchange for a week of work during the summer vacation period. Requests for transfers of availability must be submitted to and approved by your dean. Note that granting transfers of availability is at the College's discretion.

There is no need to request a transfer of availability for periods during which you remain available to the College. For example, if you spend the first two weeks of January marking and preparing classes away from home, but you are in a position to return to the College for a meeting if necessary, then you qualify as available. You must nevertheless ensure that you can be reached.

OUT-OF-SESSION AVAILABILITY

Once classes have finished, teachers remain available to the College. However, during this time you might find that you have few obligations requiring your presence on campus. Examples of activities requiring your presence include department meetings, grade review committee meetings, and selection committee meetings. You are under no obligation to carry out tasks such as grading and course preparation at the College. You must nevertheless ensure that you can be reached when you are not on campus.

FULL-TIME AND PART-TIME TEACHERS

SICK DAYS AND MEDICAL LEAVES

HOW MANY SICK DAYS DO I GET?

Here is how the College allots your sick days.

When a teacher is first hired into the Regular sector, or is assigned a charge in Continuing Education — and only then — six (6) sick days are automatically added to their sick bank. Every teacher, regardless of their workload, is credited with these six days. **Note that sick days are not credited for hourly-paid Continuing Education contracts.**

Every year on September 1, seven (7) sick days are credited to each full-time Regular sector teacher, and to any teacher on a full-time charge in Continuing Education; for part-time teachers, this number is prorated to their workload. The seven days constitute your ‘current sick days’ for the year and are not cumulative. However, if the total number of sick days in your bank is less than or equal to thirteen (13) on June 30, your unused current sick days are added to your sick bank. (No unused current sick days are added to your bank if you have more than thirteen sick days in your bank.) Unused days cannot be converted into cash.

Teachers can verify their sick bank on Omnivox. Click on Teacher’s Sick Bank, which is located under Administrative Services on the left-hand side. This opens a page with two headers showing your “current sick bank” and your “accumulated sick bank”. Note that the sick bank is calculated in terms of hours. For a full-time teacher, one day of absence is equivalent to 6.5 hours.

If you take a leave (other than a parental leave), the seven current sick days are adjusted on a prorated basis to the impact of the leave on your availability.

WHAT SHOULD I DO IF I’M SICK?

You must **notify the College** (your Sector Dean’s office) as soon as possible, and you must identify exactly which classes have to be cancelled. Each Dean has a phone number dedicated to absences, so you can call anytime. Only the College can officially cancel classes. Your absence will be posted on the Cancelled Classes board and on the College website.

Upon your return to work, you will need to fill out a **Certificate of Absence** as promptly as possible. The form is available from your Sector Dean office and on the Dawson website (in the [‘Online Forms’](#) section). Clearly indicate on the Certificate of Absence the duration of your absence: you must indicate 6.5 hours of absence for a full-day and 3.25 hours for a half-day (these numbers are independent of the number of hours of class time during the day).

The College may request that you provide a medical certificate any time you take a sick day. However, the College usually does not do this unless your absence extends beyond five (5) days. If a medical certificate is requested for an absence of fewer than 4 days, it is at the College’s expense.

WILL I GET PAID?

The first five (5) consecutive days of absence are paid at 100% of your salary, provided you have enough sick days available in your sick bank. If you have no sick days remaining, then those days would be unpaid.

After five working days of illness, you are placed on salary protection. Subsequent days of absence due to illness are paid at 85% of your normal salary for the first year, and at 66 2/3% for the second year. These are not taken from your sickbank. Note that during your sick leave, you are exempt from paying RREGOP premiums, and your long-term disability and life insurance premiums are waived as of the pay following the 52th week of your medical leave.

After this two-year period, you may be eligible to collect benefits under our long-term disability insurance policy, which is optional for new teachers but becomes compulsory once a teacher has accrued at least 3 years of seniority. If you do not have long-term disability insurance, you will not receive any income. Your health insurance premiums will also be waived once you become eligible for long-term disability benefits.

WHAT ABOUT ABSENCES FOR OTHER REASONS?

You have the right to be absent from work for up to ten (10) days per year to fulfill obligations relating to the care, health or education of your child or your spouse's child, or because of the state of health of another relative¹ or a person for whom you are the recognised care-taker.

You can use up to six (6) sick days for these absences. The remaining four (4) days are unpaid. Any of these days may be divided into half-days. You must inform the College of your intention to avail yourself of these days as soon as possible.

The [Collective Agreement](#) also includes provisions for paid leaves of absence in the following specific circumstances:

Teachers do not have access to "personal days". However, after notifying the College, teachers are entitled to paid leaves of absence in the following specific circumstances (5-9.01):

- A. for the death of spouse, child or spouse's child: five (5) working days;
- B. for the death of father, mother, father-in-law, mother-in-law, step-father, step-mother, brother or sister: three (3) working days;
- C. for the death of brother-in-law, sister-in-law, step-brother, step-sister, son-in-law, daughter-in-law, grandfather or grandmother; the day of the funeral; if the deceased resided with the teacher: three (3) working days;

In cases of medically assisted death, the above three leaves can start the day prior to the death.

- D. for the wedding of father, mother, child, sibling, half-sibling: the day of the wedding;
- E. for your own wedding: five (5) consecutive working days including the day of the wedding;
- F. for moving: the day of the move (once a year);
- G. for acts of God (disaster, fire, flood, etc.) which necessitate a leave from work: the number of days shall be set by the College after agreement with the teacher;
- H. for a quarantine ordered by competent medical authority: the number of days set by the competent medical authority.

¹ In addition to your spouse, the term 'relative' shall mean the children, father, mother, brother, sister or grandparents or you or your spouse, as well as the spouses of these persons, their children and the spouses of their children. The complete list can be found in Article 5-9.06 of the Collective Agreement.

For cases covered by B., C. and D. you are entitled to a leave of one additional working day if the event takes place more than two hundred forty kilometres away. (5-9.02)

If you are called upon to serve on a jury or to appear as a witness in a case for which you are not one of the parties involved, you shall not incur any loss of salary or benefits. (5-9.04)

If you need a leave for a reason not covered by the leaves listed above, please reach out to the DTU to understand your rights.

FULL-TIME AND PART-TIME TEACHERS

GROUP INSURANCE PLAN

Eligibility to the group insurance plan is established at the beginning of each semester. In order to be eligible, a teacher must have a contract of at least 0.1667 ETC (33% of a full workload) for that semester. Hourly-paid teachers do not have access to the group insurance plan.

BASIC HEALTH INSURANCE

All teachers who are eligible for the group insurance in a given semester must be covered by the FNEEQ Group Insurance Plan (# 1008-1010, administered by Beneva) unless they are covered by a similar plan, e.g. through a spouse. To be exempt from the insurance you must provide proof of coverage to the College.

Your insurance application must be submitted within thirty (30) days of the date on which you become eligible. The plan offers three modules (A, B, and C) with differing costs and coverages; individual, single-parent, and family coverage options are also available. Note that **Quebec law binds anyone with access to prescription drug insurance through a private plan to enrol**; therefore, you will also have to enrol your spouse or family unless they are already covered by a different plan.

Some highlights of the plan include travel insurance, prescription drug reimbursements, and partial reimbursements for a range of medical services. Optional dental insurance is also available.

LONG-TERM DISABILITY INSURANCE

Non-permanent teachers are encouraged to enrol in the long-term disability insurance plan without proof of insurability within the first 30 days of one of their first three contracts; after this, they must furnish proof of insurability or wait until they are automatically enrolled for long-term disability insurance once they have reached 3 years of seniority.

BASIC LIFE INSURANCE

A teacher may purchase a basic life insurance policy without proof of insurability within the first thirty (30) days of their first eligible contract (33% workload or greater). For the thirty (30) days following a major life event – the birth or adoption of a first child, becoming a spouse, or the acquisition of permanence – you may add basic life insurance coverage without proof of insurability.

MORE INFORMATION regarding the **BASIC HEALTH INSURANCE** plan as well as **LONG-TERM DISABILITY INSURANCE**, **LIFE INSURANCE**, and optional **DENTAL INSURANCE** can be found on Beneva's website:

<https://www.beneva.ca/en/group-insurance/fneeq>

Note that you must contact Human Resources to enroll in the plan, as well as to make any modifications to your coverage.

HOURLY-PAID TEACHERS

Most courses in Continuing Education (including AEC and Summer courses) are hourly paid. In these cases, the workloads are not evaluated using CI (*charge individuelle*) and the teachers are remunerated solely based on the number of teaching and invigilation hours. Hourly-paid teachers do not have access to the group insurance plan.

PAY

Hourly-paid teachers are remunerated **solely for their contract hours (teaching and invigilation)**. Their hourly rate is determined by their level of schooling and their experience (see the [Collective Agreement](#): annex VI-1, table B or the [DTU website](#)).

DUTIES

The duties of an hourly-paid teacher are (see clause 1-2.11):

- class, lab and/or fieldwork instruction;
- correction and supervision of examinations and of class work.
- support and supervision of students (*encadrement*);

Although the College has the right to expect you to provide support to your students outside of class time, the format and frequency of that support is up to you to determine and communicate to your students. There is no obligation for you to hold in-person office hours.

All other duties performed by an hourly-paid teacher (e.g. attending department meetings) are **strictly voluntary**. Not attending department meetings will have no impact on whether or not you are assigned courses, since these follow hiring priority rules (see 'How is work assigned?', p.6).

SICK DAYS

HOW MANY SICK DAYS DO I GET?

As of January 1, 2019, *la loi sur les normes de travail* (LNT) grants all employees with a minimum of three (3) months continuous service **two (2) sick days per year** – at Dawson, this is interpreted as being per academic year. These days do not roll over or accumulate. Any unused days will expire at the start of the following Fall semester.

WHAT SHOULD I DO IF I'M SICK?

You must **notify the College** as soon as possible, by contacting the absence reporting line of the Continuing Education office.

Upon your return to work, you will need to complete a **Certificate of Absence** form and submit it as soon as possible to the Continuing Education office. If the absence is foreseen, you should submit the Certificate of Absence form in advance. Note: The Certificate of Absence form can be found on the Dawson College website, under "[Online Forms](#)".

The College will attempt to assign a substitute teacher. In the case when a substitute cannot be found, the College will contact students to notify them that the class is cancelled.

The College may ask you to make up for the missed hours at a later date. You are under no obligation to do so, but if you choose to, you will be remunerated as in the case of a substitution.

WILL I GET PAID?

According to the LNT, sick days are remunerated at “1/20th of the salary earned during the 4 full weeks of pay preceding the week of the holiday.” Note that if your workload is comprised of both Day and hourly-paid Continuing Education classes, the remuneration for the Continuing Education sick days will be based on the Continuing Education portion of your earnings from the preceding 4 weeks. It is important that you verify this amount when it appears on your pay statement. As a reminder, only two sick days per academic year are paid.

In the event that you act as your own substitute, you will be paid at your regular hourly rate.

CAN THESE SICK DAYS BE USED FOR OTHER ABSENCES?

According to the LNT (*Loi sur les Normes du Travail*), these sick days may be used for the following reasons:

- to fulfill family obligations related to the care, health or education of your child or the child of your spouse, or as a caregiver with a parent or other person whose state of health requires it
- in case of illness
- for organ or tissue donation
- following an accident, domestic violence, sexual violence or a criminal act

For more information: <https://www.cnt.gouv.qc.ca/conges-et-absences/maladie-don-dorganes-ou-de-tissus-accident-violence-conjugale-violence-a-caractere-sexuel/index.html>

ADDITIONAL LEAVES FOR SPECIFIC CIRCUMSTANCES

Teachers do not have access to “personal days”. However, after notifying the College, teachers are entitled to paid leaves of absence in the following specific circumstances ([Collective Agreement](#), 5-9.01):

1. for the death of spouse, child or spouse’s child: five (5) working days;
2. for the death of father, mother, father-in-law, mother-in-law, step-father, step-mother, brother or sister: three (3) working days;
3. for the death of brother-in-law, sister-in-law, step-brother, step-sister, son-in-law, daughter-in-law, grandfather or grandmother; the day of the funeral; if the deceased resided with the teacher: three (3) working days;

In cases of medically assisted death, the above three leaves can start the day prior to the death.

4. for the wedding of father, mother, child, sibling, half-sibling: the day of the wedding;
5. for your own wedding: five (5) consecutive working days including the day of the wedding;
6. for moving: the day of the move (once a year);
7. for acts of God (disaster, fire, flood, etc.) which necessitate a leave from work: the number of days shall be set by the College after agreement with the teacher;
8. for a quarantine ordered by competent medical authority: the number of days set by the competent medical authority.

For cases covered by B., C. and D. you are entitled to a leave of one additional working day if the event takes place more than two hundred forty kilometres away. (5-9.02)

If you are called upon to serve on a jury or to appear as a witness in a case for which you are not one of the parties involved, you shall not incur any loss of salary or benefits. (5-9.04)

If you need a leave for a reason not covered by the leaves listed above, please reach out to the DTU to understand your rights.

SUBSTITUTION AND REPLACEMENTS

Although substitution and replacement both occur when a teacher is absent and needs to be replaced, there are **important distinctions in terms of how these situations are handled and paid.**

Substitution work is when a teacher is replaced on an ad-hoc basis or for short-term absences of less than 10 days. Substitution work is paid at the continuing education hourly rate of the teacher who is doing the substitution (see p.21 about ContEd rates). Substitution work does not need to follow hiring priority, although some departments have policies about assigning substitution work. No seniority is accrued for substitution work.

Replacement work is for situations when the college is aware that a teacher will be absent for a period of more than 10 days. Replacement work is assigned according to the priority list, generates seniority, is paid as CI, and comes with all associated benefits. In some situations, it is clear from the outset that the leave will extend beyond 10 days (e.g. planned parental leaves), but in many cases (particularly medical leaves) it depends on what information the College receives and when. When you are offered the work by your coordinator, they should inform you whether it is a replacement contract or substitution work.

HOW DO I BECOME FULL TIME?

Even if you are not assigned a full-time annual contract when you are first hired (or at the beginning of an academic year), it is still possible that you can become full time in that year. Since workloads vary from year to year, becoming full-time in a given year does not automatically mean that you will be full-time in subsequent years.

A FULL-TIME ANNUAL CHARGE, OR A POSTE (1 ETC CONTRACT)

At the beginning of an academic year, a teacher may be offered a full-time annual charge or a poste. This involves an annual projected workload of around 80 CI and guarantees a full-time annual salary.

TWO CONSECUTIVE FULL-TIME SEMESTERS (2 × 0.50 ETC CONTRACTS)

At the beginning of the academic year, a part-time teacher may be offered a full-time Fall semester charge. This involves a projected workload of at least 40 CI. If the same teacher is later offered a full-time Winter semester charge, they retroactively become a full-time teacher for the academic year and are paid a full-time annual salary.

ACCUMULATING 80 CI

If during the course of the year, a part-time teacher accumulates 80 CI from a variety of contracts (for example by picking up replacement workloads), they retroactively become a full-time teacher for the academic year and are paid a full-time annual salary.

A part-time teacher has the right to apply their priority on any work which may arise during the academic year, up to the equivalent of a 1 ETC workload (see clause 5-4.16 a). This might be achieved by taking on replacement work arising during the semester, for example. However, the College is not obligated to assign any additional work that would generate a semester CI in excess of 55.

‘CONVERSION’ (50 CI IN REGULAR SECTOR + ADDITIONAL HOURS)

A part-time teacher with a Regular sector workload equal to or greater than 50 CI in a given academic year may retroactively ‘convert’ hourly-paid Continuing Education courses and substitution hours into CI, provided that these increase the teacher’s total annual CI to 80 or above. If this condition is not met, the courses remain hourly-paid. If it is met, the teacher achieves full-time status and is paid a full-time annual salary.

If you are a part-time teacher in the Regular sector, it is usually advantageous to exercise your hiring priority on Continuing Education and Summer courses, as this maximizes your chance of ‘converting’. Nevertheless, each teacher’s situation is unique. We strongly suggest you ask the DTU for advice about taking on or refusing additional work!

WHAT IF I HAVE AN ISSUE?

If you experience a situation at the College that you are concerned about, you should reach out to the DTU as soon as possible. We are able to provide information and advice on how to proceed and, if necessary, can intervene with the College on your behalf to try and resolve the issue.

If we determine that your rights have not been respected, we may need to file a grievance on your behalf. The Union has 30 days from the date of the event to file a grievance, so it is important that you inform us as soon as possible. Note that the deadline for filing a grievance for psychological or sexual harassment is 2 years.

Filing a grievance is a normal part of Labour relations in a unionized environment and will have no negative impact on your position within the College. Indeed, filing a grievance is one of the means available to the Union in its efforts to reach a satisfactory resolution to the situation with the College.

Remember that filing a grievance is time-sensitive, so please do not hesitate to contact the DTU if you have any questions.

EMPLOYMENT INSURANCE

Non-permanent Regular sector and Continuing Education teachers may be eligible for Employment Insurance (EI) benefits between contracts. The DTU has a guide to applying for benefits as a non-permanent teacher (available at <https://dtu.qc.ca/your-benefits/employment-insurance/>).

For eligibility purposes, full-time teachers are considered to have worked 37 hours per week throughout the period of their contract. For part-time teachers, the proportion (in ETC) representing their workload during a contract period is multiplied by 37 hours. Hourly-paid teachers are considered to have worked 3.6 hours for every paid contract hour.

For more information regarding Employment Insurance, teachers should contact [Service Canada](#).

PROFESSIONAL DEVELOPMENT FUNDS

WHAT ACTIVITIES MIGHT QUALIFY FOR FUNDING?

Funds for professional development are available to all teachers. Possible professional development activities for which you could receive funding include

- attending conferences;
- participating in workshops;
- pedagogical training;
- taking classes in the Performa Master's in Education program;
- language training;
- updating technological skills;
- and self-directed activities such as fieldwork, research, exhibits, etc.

WHO QUALIFIES FOR FUNDING?

All teachers covered by the collective agreement qualify for funding. Thanks to a local agreement between the College and the DTU, hourly-paid teachers are also covered. However, a part-time or hourly-paid teacher is allotted funds in proportion to their annual workload.

HOW MUCH FUNDING IS AVAILABLE?

Regular sector teachers are eligible for up to \$600 per year, prorated to their workload in ETC. Teachers can also combine funds from two years to cover their expenses (some restrictions apply to non-permanent teachers).

Hourly-paid teachers have access to \$600 per year, prorated to the number of hours taught in a year: a full-time workload for an hourly-paid teacher is considered to be 450 hours (for the purposes of PDF eligibility).

WHO ALLOCATES THE FUNDS?

The Professional Development Fund Committee, a parity committee between the DTU and the College, considers and approves requests for funding. The committee consists of two elected DTU members, the DTU's Internal Vice-President, and three College representatives.

HOW CAN I APPLY?

Contact the PDF secretary at pdfsecretary@dawsoncollege.qc.ca, or [download and complete the appropriate form](#).

FREE COURSES AT DAWSON

ELIGIBILITY

All Dawson College teachers may attend both credit and non-credit courses free of charge (see clause 7-1.04).

WHAT COURSES ARE AVAILABLE?

Teachers may take any course offered by the College.

ARE THERE ANY CONDITIONS?

The only condition is that there be a place available. There are no attendance requirements.

HOW TO REGISTER

Information regarding courses and registration is available at the Registrar's office (2D.6), the Continuing Education office (2H.1) or the non-credit courses office (2H.1).

CAN DAWSON COURSES INCREASE MY *SCOLARITÉ*?

No. Any additional schooling must be considered specialization. Courses at the CEGEP level do not meet this requirement.

BECOMING A PERMANENT TEACHER (FNEEQ COLLECTIVE AGREEMENT 2023-2028)

In order for a teacher to acquire *permanence*, they must be occupying a *poste*. Maternity leaves and their prolongation cannot delay *permanence*; other leaves may.

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	Other Requirements	Reference
Poste	Poste	If poste available: PERMANENCE				<i>Clause 5-2.02 a</i>
Poste	Poste	No condition on the teaching workload	If poste available: PERMANENCE			<i>Clause 5-2.02 a</i>
Full-time charge (or poste)	Full-time charge (or poste)	Full-time charge (or poste)	If poste available: PERMANENCE		Two of three full-time charges must be taught in Regular sector	<i>Clause 5-2.06</i>
Full-time charge (or poste)	Full-time charge (or poste)	Full-time charge (or poste)	No condition on the teaching workload	If poste available: PERMANENCE	Two of three full-time charges must be taught in Regular sector	<i>Clause 5-2.06</i>
Poste	If poste available: PERMANENCE				Teacher must have at least three years of seniority prior to occupying poste in year 1	<i>Clause 5-2.07</i>
If poste available: PERMANENCE					Teacher must have at least five years of seniority prior to occupying poste	<i>Clause 5-2.08</i>

LEAVES OF ABSENCE (FNEEQ COLLECTIVE AGREEMENT 2023-2028)

	FULL-TIME PERSONAL (UNPAID LEAVE) Clause 5-15.00	HALF-TIME PERSONAL (UNPAID LEAVE) Clause 5-16.00	FULL-TIME/PART-TIME (UNPAID) PROFESSIONAL DEVELOPMENT LEAVE Clause 7-3.00	SABBATICAL LEAVE (ANTICIPATED OR DEFERRED SALARY) Clause 5-12.00	VOLUNTARY WORKLOAD REDUCTION PROGRAM Clause 5-14.00	MASTER'S LEAVE & LEAVE TO ACHIEVE LEVEL 18 SCHOLARITY Clause 7-6.00
ELIGIBILITY	Full-time workload (in the year of leave) + Three years' seniority OR two full-time annual contracts	Full-time workload (in the year of leave) + Three years' seniority OR two full-time annual contracts	No prerequisite	Permanence	Full-time workload (in the year of leave) + Three years' seniority	No prerequisite
DURATION	One year Possibility of renewal for one additional consecutive year	Half annual workload (in CI) in one semester OR spread over two semesters in same teaching year	From one semester up to two years	Duration: Six months OR One year Repayment: spread over 2 to 5 years	Workload reduction spread over one semester or a full year Year: Min. workload 0.4 ETC; Max. workload 0.9 ETC Semester: Max workload 0.8 ETC	Dependant on length of educational project; can be full time or part time, from one to four semesters (continuation is conditional on success)
SENIORITY	Seniority accumulated during year one No seniority accumulation during year two	Full seniority accumulated for years one and two +0.5 seniority accumulated for subsequent years	Seniority accumulated for full duration of leave	Seniority accumulated for full duration of leave	Seniority accumulated for full duration of leave	Seniority accumulated for full duration of leave
EXPERIENCE	None	half year of work experience plus any pertinent work experience gained elsewhere	Experience accumulated for full duration of leave	Experience accumulated for full duration of leave	Experience accumulated for full duration of leave	Experience accumulated for full duration of leave
PENSION	NO contributions NO years of service credited Optional buy back: Teacher assumes cost of both employer and teacher contributions	Contributions on salary earned. Credited for years of service as per contribution. Optional buy back for unpaid portion of leave: Teacher pays employer and teacher contributions for this portion.	Contributions on salary earned. Credited for years of service as per contribution. Optional buy back for unpaid portion of leave: Teacher pays employer and teacher contributions for this portion.	Contributions on salary earned Credited for years of service as if working full-time during the duration of the leave.	Contributions on full-time salary. Teacher is credited with full-time years of service.	Contributions on salary earned, including paid leave portion. Credited for years of service as per contribution.
INSURANCE	Basic Health: Mandatory if eligible and not exempted Long-term disability: Mandatory to maintain previous coverage Other coverage: Optional	Mandatory to maintain previous coverage	Basic Health: Mandatory if eligible and not exempted Long-term disability: Mandatory to maintain previous coverage Other coverage: Optional if full-time leave	Mandatory to maintain previous coverage	Mandatory to maintain previous coverage	Mandatory to maintain previous coverage
ANNUAL SALARY	NONE	Half annual salary	NONE (full-time leave) OR prorated to C.I. (part-time leave)	75% to 90% of salary depending on period of repayment	One semester: 50% salary Spread over year: prorated to C.I.	Full salary
APPLICATION DEADLINE	April 15 th (for leave in the next academic year)	April 15 th (Fall Semester) October 15 th (Winter Semester)	May 15 th (Fall Semester) November 15 th (Winter Semester)	No date specified. In the case of anticipated salary (departure in the Fall semester) the college request is April 15 th	May 15 th (Fall Semester) November 15 th (Winter Semester) *For the full Winter Semester off, apply by May 15th	May 15 th to Comité paritaire de placement.
ADDITIONAL NOTES	Cannot be refused if meet deadlines. Can only be taken once during career. A written authorization from Labour Relations Committee (CRT) is required to engage in employment while on leave	No restrictions regarding employment	Can be full-time or part-time	On return, the teacher must work for the College for a period of time equal to the duration of leave granted.		On return, the teacher must work for the College for a period of time equal to the amount of leave granted.

