

# WELCOME GUIDE FOR NEW TEACHERS

DAWSON COLLEGE

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Prepared by the



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# YOUR UNION: THE DTU

## The Dawson Teachers' Union

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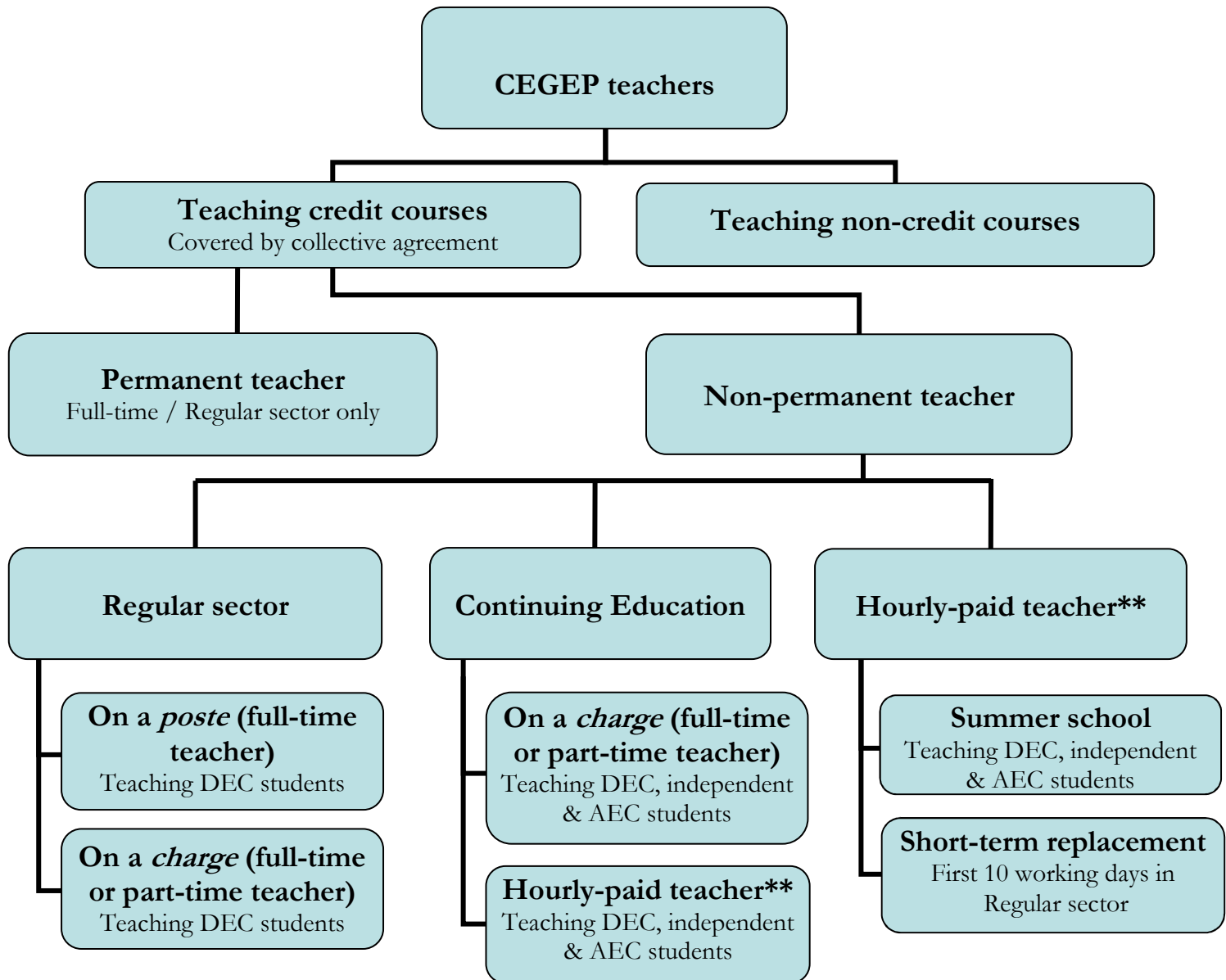
## WHAT CAN THE DTU DO FOR YOU?

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

- to understand any aspect of the collective agreement;
- to know how to react when summoned by the administration;
- to better understand the workings of the college;
- if the administration wants to proceed with an evaluation of your work;
- to understand your 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 help with re-evaluation of *scolarité* and/or experience;
- for information regarding professional development funds;
- if you have questions regarding your salary;
- if you feel that your rights may have been violated; etc.

**REMEMBER: When you are summoned by the administration, you have the right to have a DTU executive officer present.**

# CATEGORIES OF CEGEP TEACHERS



**\*\* If you work exclusively as an hourly-paid teacher, then you are considered to be neither part-time nor full-time for the purposes of the collective agreement. Exceptionally, you are granted full-time status for a given academic year if you work a cumulative 525 contract hours or more during that year.**

# RECOGNITION OF SCHOOLING & 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 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 – unless you're not responsible for the delay. 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 do not agree with the evaluation of your schooling, 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 must advise Human Resources in order for your level of schooling to be adjusted accordingly.

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.

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

# **EXPERIENCE**

**(Article 6-2.00)**

## **Upon hiring**

When you are first hired, you must supply the documents necessary 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.

**If you do not agree with the evaluation of your experience, or if you have any questions regarding the evaluation, contact the DTU as soon as possible.**

# JOB SECURITY

There are two main elements to job security: *permanence* and hiring priority. Hiring priority involves more than just seniority!

## ***Permanence***

Enrolment projections generate staffing resources, which in turn generate a certain number of full-time *postes* per discipline. These are assigned to teachers in a certain order (often referred to as ‘hiring priority’).

A teacher who attains a certain stability in a *poste* becomes a permanent teacher (see ‘Becoming a permanent teacher,’ p25). The main advantage to *permanence* is that even if there is a reduction in resources leading to fewer workloads, a permanent teacher is not laid off and has some salary protection.

*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.

## **Seniority**

Your seniority is the number of full-time years you’ve been credited with having worked at the College. For a part-time teacher, seniority accrues in proportion to the workload assigned, but cannot exceed +0.50 years per semester.

**Note that seniority is calculated differently for hourly-paid teachers.** Hourly-paid teachers obtain 1/450<sup>th</sup> of a year of seniority 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 years of seniority in a semester. **The maximum seniority gain for any teacher during a given academic year is one (1), even when the number of hours taught exceeds 450.**

On October 15<sup>th</sup>, 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 15<sup>th</sup> of the following year. Seniority for non-permanent teachers is not transferable from one college to another.

## **Short-term substitutions**

Short-term substitutions – the first two weeks of any replacement contract lasting less than a full semester – do not generate seniority. However, short-term substitutions can contribute to establishing a teacher’s full-time status and to securing a full-time salary (see ‘Pathways to a full-time annual contract,’ p21).

# HIRING PRIORITY

The collective agreement sets out the order in which teachers are assigned work (see clause 5-4.17). Depending on the type of work, hiring priorities may differ. Below, priorities for non-permanent teachers at the College are in bold text. The priorities listed here concerning a teacher **at the College** are for that teacher's **own discipline**, except where otherwise noted.

If two teachers have the same priority, the teacher with the highest seniority, then with the highest experience, and finally with the highest level of schooling outranks the other. For newly-hired candidates without seniority, the candidate hired first outranks the others. If two candidates have the same date of hiring, then the ranking set out by the selection committee's recommendation determines their relative rank.

## HIRING PRIORITY FOR A *POSTE* (5-4.17a)

The following list summarizes the order in which teachers are assigned a *poste*.

- Priority 1 MED (see definition on p7) in the college (or with the right to return) in their discipline
- Priority 2 MED in the college (or with the right to return) in another discipline OR teacher in the college in a discipline in which there is a MED
- Priority 3 MED in the college being retrained for a reserved *poste*
- Priority 4 MED in the same zone who requests voluntary relocation in their discipline
- Priority 5 MED in another zone who requests voluntary relocation in their discipline
- Priority 6 MED in the same zone in their discipline OR MED in another zone in a closed program OR MED in the same zone in their discipline being required to move OR non-permanent teacher in the college with at least 9 years of seniority for the three years following their last contract**
- Priority 7 Non-permanent teacher in the college with fewer than 9 years of seniority for the three years following their last contract**
- Priority 8 Full-time non-permanent teacher in the college for a *poste* in another discipline**
- Priority 9 Full-time non-permanent teacher at another college with their name on the *Bureau de placement* list for a *poste* at another college in their own discipline
- Priority 10 MED from another college in the same zone who requests relocation in another discipline
- Priority 11 MED from another college in the same zone who is retraining for a reserved *poste* and requests relocation in another discipline
- Priority 12 MED from another college in another zone who requests relocation in another discipline
- Priority 13 MED from another college in another zone who is retraining for a reserved *poste* and requests relocation in another discipline
- Priority 14 Full-time non-permanent teacher in another college whose name is on the *Bureau de placement* list for another discipline**
- Priority 15 Professional or support staff on availability in the college (hiring committee approval required)
- Priority 16 Permanent teacher in the college in another discipline
- Priority 17 Manager who was a permanent teacher, for 3 years after joining management
- Priority 18 Other employee in the college (provisional assignment; hiring committee approval required)
- Priority 19 High school teacher on availability



## **HIRING PRIORITY FOR A REGULAR *CHARGE* (5-4.17b)**

The following list summarizes the order in which teachers are assigned a *charge* in the Regular sector. Priorities for non-permanent teachers at the College are in bold text.

- Priority 1 MED (see definition on p7) in the college in their discipline
- Priority 2 MED from a different college in the same zone for a full-time replacement OR non-permanent teacher in the college with at least 10 years of seniority for the three years following their last contract**
- Priority 3 Non-permanent teacher in the college with at least 3 years of seniority for the three years following their last contract OR MED in the college in another discipline**
- Priority 4 Permanent teacher from a discipline in which there is a MED for a *charge* in another discipline
- Priority 5 Non-permanent full-time or part-time teacher\*\* with fewer than 3 years of seniority for the three years following their last contract**
- Priority 6 Other employee in the college (provisional assignment; hiring committee approval required)
- Priority 7 Full-time non-permanent teacher for a *charge* in another discipline** in the year following their full-time contract (hiring committee approval required)

\*\*As per the note on p4, this excludes any teacher who is exclusively hourly-paid, unless that teacher has achieved full-time status (525 contract hours or more in one academic year) within the last three years.

The following candidates must be considered prior to outside hiring:

- a full-time non-permanent teacher from another college;
- **an hourly-paid teacher in the college;**
- a teacher in the college who wants to change disciplines;
- a teacher from another college.

## **HIRING PRIORITY FOR CONTINUING EDUCATION (5-4.17d)**

The following list summarizes the order in which teachers are hired for both Continuing Education (including AEC programs) *charges* and hourly-paid courses. Priorities for non-permanent teachers at the College are in bold text.

Priority 1 MED (see definition on p7) in the college in their discipline

**Priority 2 Non-permanent teacher in the college for the three years following their last contract.**

## **HIRING PRIORITY FOR SUMMER COURSES (5-4.17e)**

The following list summarizes the order in which teachers are hired for summer courses. Priorities for non-permanent teachers at the College are in bold text.

Priority 1 MED (see definition on p7) in the college in their discipline

**Priority 2 Non-permanent teacher with priority for Regular teaching** (either for a *poste* or for a *charge*; see p8-9)

# HOW TO EXERCISE HIRING PRIORITY

You retain your hiring priority for the three years following the end of your last contract. However, this priority must be exercised. There are two ways you may exercise your hiring priority: by submitting a GOS (General Offer of Service) every year, or by applying to individual job postings (available on the Dawson College website).

In April, all non-permanent teachers should fill out a GOS and submit it to Human Resources. **This is a pre-emptive application to all work for which you are eligible during the following academic year.** All newly-hired teachers should fill out a GOS within 30 days of starting work.

If you refuse a workload after exercising your hiring priority with a GOS, you do not subsequently lose your priority for the year. However, you must apply to each subsequent individual posting in order to maintain your hiring priority.

**REMEMBER: If you forget to hand in a GOS, you do not lose your hiring priority. However, you must apply to each individual posting until the following year.**

## FILING A GRIEVANCE

Teachers' rights are protected in the Collective Agreement; if you feel that any of your rights have not been respected, contact the DTU as soon as possible. We will look into the situation and, if necessary, the Grievance Officer will file a grievance with the College on your behalf. This 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 often enables us to find a satisfactory resolution to the situation with the College.

If we are unable to reach a satisfactory resolution, we have the option of pursuing a grievance further, up to and including arbitration. It is important that grievances are filed within the deadlines specified in our Collective Agreement. All grievances (except harassment-related grievances) must be filed within 30 days of knowledge of the event, but not more than 6 months after the event. The deadline for filing a grievance for harassment (psychological or sexual) is 2 years.

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

# TEACHERS ON A *CHARGE* OR A *POSTE*

## DUTIES (Article 8-4.00)

### TYPE 1

Generally speaking, duties shall include:

- preparation of course outlines;
- preparation of classes, labs and fieldwork (internships);
- teaching of classes, labs and fieldwork;
- instructional adaptation;
- support and supervision of students (*encadrement*);
- preparation, invigilation and correction of examinations;
- revision of corrections at the students' request;
- participation in pedagogical days organized by the College;
- and participation in departmental meetings and required activities.

### TYPE 2

Some teachers may have duties related to collective activities:

- departmental coordination;
- program coordination;
- special support and supervision activities;
- participation in program activities;
- participation in program development, implementation and evaluation;
- and participation in institutional development.

### TYPE 3

If the teacher agrees, duties may also include:

- professional development;
- retraining (*recyclage*);
- discipline-related fieldwork or activities in the workplace;
- pedagogical research and innovation;
- and activities in technology transfer centres.

A teacher shall also:

- personally compile the marks for each test, examination, or project assigned to students;
- hand in the marks according to the College's technical instructions;
- hand in a final mark for each course no later than five (5) working days after the end of the final examination period of each semester. **Note that there is only one deadline to hand in final grades for any course, whether or not it includes a final exam.**

## AVAILABILITY (Article 8-3.00)

### 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. 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.).

### How to set availability

- Set your 32.5 hours of weekly availability for each semester at the outset. Your availability must include your course time blocks and any time block(s) reserved for department meetings or meetings for which you have release time.
- You do not have to submit your availability, but you should be prepared to produce it if it is requested by the College.
- Availability must be set between 8:00 a.m. & 11:00 p.m. with a minimum of fourteen (14) hours between the end of one period and the beginning of the next period.
- Any availability period must take place within a ten (10) hour span.

### 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 number of hours spent on College premises. You must be on campus only when your duties require it. However, you have an obligation to your students to provide support outside of the classroom, and to the College to perform the duties described in this guide. This will undoubtedly require a considerable presence on campus. Many teachers choose to hold office hours as a way of fulfilling their obligation to support and supervise students (*encadrement*), and are thereby also meeting the College's expectations.

### 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**. In addition, **a non-permanent teacher cannot exercise their hiring priority while engaged in full-time employment outside of the college**, unless there are recruitment difficulties in their discipline.

## ***ENCADREMENT* (STUDENT SUPPORT)**

Regular Sector 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, telephone, or any other appropriate means of communication.

Once final grades for your courses have been submitted, you are no longer required to provide support until the start of the following term. However, you must be available to deal with any issues arising from students' grades.

## **HOLIDAYS & TRANSFERS OF AVAILABILITY**

Regular Sector teachers must be available to the College year-round, except on statutory holidays and during summer vacation. There is no Christmas vacation period except Christmas Day and New Year's Day.

If you would prefer 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. Requests for transfers of availability must be submitted to and approved by your dean.

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.

## SICK LEAVE DAYS

### 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.

If you take a leave (other than a parental leave or a sick 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. 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 Human Resources (4B.7), from your Sector Dean, 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 you are simply not paid. After five working days of illness, you are placed on salary protection. Subsequent sick days are paid at 85% of your normal salary for the first year, and at 66 2/3% for the second year. Note that during your sick leave, you are exempt from paying RREGOP premiums, and your long-term

## TEACHERS ON A *CHARGE* OR A *POSTE*

disability and life insurance premiums are waived as of the pay following the 30th day of your period of disability.

After this two-year period, you may be eligible to collect benefits under our long-term disability insurance policy, which is optional for most non-permanent teachers but compulsory for permanent teachers. 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.

Neither short-term nor long-term disability insurance affects your sick day bank balance.

## WHAT ABOUT ABSENCES FOR FAMILY 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 for health reasons related to your spouse, father, mother, brother, sister or grandparent. You can use up to six (6) sick days for these absences. The remaining four (4) are without pay. 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.

## 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. You progress along this scale as you gain experience at Dawson.

On a **full-time annual contract** (see 'Pathways to a full-time annual contract', p21), your salary is simply your annual salary disbursed for twelve months beginning in August.

On a **full-time semester contract**, your salary is half your annual salary disbursed 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 'Understand CI', p17) value of your contract multiplied by your annual salary, disbursed 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.



## UNDERSTANDING CI

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.

$$\begin{aligned} & \text{CI}/80 \\ & = \text{contract value in ETC} \\ & \text{max. } 0.50 \text{ per semester} \\ & \quad 1 \text{ per year} \end{aligned}$$

A teacher is considered to have a full-time annual workload if their combined fall and winter CI is over 80. In general, a full-time semester workload 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).

Full-time semester workloads exceeding 44 CI lead to a 'bonus', unless they are retroactively cancelled by a full-time annual contract (see 'Pathways to a full-time annual contract', p21). 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 20<sup>th</sup> for the fall semester and February 15<sup>th</sup> 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: [www.dtu.qc.ca](http://www.dtu.qc.ca)

## GROUP INSURANCE PLAN

**Hourly-paid teachers do not have access to the group insurance plan, nor do part-time teachers contracted for less than 33% of a full-time semester workload (as projected at the start of the semester).**

### BASIC HEALTH INSURANCE

Non-permanent teachers with more than 33% of a full-time workload in a given semester **must be covered by the FNEEQ Group Insurance Plan** (# 1008-1010, administered by La Capitale) unless they are covered by a similar plan, e.g. through a spouse. To be exempted 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 comes in three modular formats (A, B, and C) with differing costs and coverages; single, couple, 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 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.

### OTHER INSURANCE

#### 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. Permanent teachers are automatically enrolled for long-term disability insurance. A non-permanent teacher is also automatically enrolled once their fourth (not necessarily consecutive) full-time annual contract is issued.

#### 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.

## TEACHERS ON A *CHARGE* OR A *POSTE*

**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 La Capitale's website:

<http://www.lacapitale.com/en/individuals/insurances/group-insurance/insureds-information/fneeq>

**Note that you must inform Human Resources if you intend to purchase optional coverage.**

# HOURLY-PAID TEACHERS

## 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.

All other duties performed by an hourly-paid teacher (attending department meetings, holding office hours, answering student e-mails, etc.) are **strictly voluntary**.

## AVAILABILITY/ *ENCADREMENT* (STUDENT SUPPORT)

Hourly-paid teachers are **under no obligation** to provide office hours or to be available to the College outside of their teaching and invigilation hours.

## SICK LEAVE 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 at 514 931-8731 ext. 1007.

Upon your return to work, you will need to complete a Certificate of Absence form and submit it as soon as possible to Maeve Muldowney, Dean of Continuing Education and Community Services (CECS). If the absence is foreseen, you should submit the Certificate of Absence form to the Dean of CECS 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 Cont. Ed. classes, the remuneration for the Cont. Ed. sick days will be based on the Cont. Ed. portion of your earnings from the preceding 4 weeks. It is important that you verify this amount when it appears on your pay statement.

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

## WHAT ABOUT ABSENCES FOR FAMILY REASONS?

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>

## PAY

Hourly-paid teachers are remunerated **solely for their contract hours (teaching and invigilation)**. Their hourly rate is one of three possible rates **determined uniquely by their level of schooling**: 16, 17-18, or 19+ (see the collective agreement: annex VI-1, table B).

**Hourly-paid teachers do not have access to the group insurance plan. Their workloads are not evaluated using CI (*charge individuelle*).**

**The DTU is active in campaigning for equitable working conditions for hourly-paid teachers. Visit [www.halfateacher.org](http://www.halfateacher.org) for more information.**

# SUBSTITUTE TEACHING

The first ten days of a Regular sector substitution are paid at the hourly rate (see clause 5-1.13). No seniority is accrued during these first ten days. After ten days, the College must remunerate the substitute teacher on the basis of CI.

## PATHWAYS TO A FULL-TIME ANNUAL CONTRACT

### 1. 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.

### 2. 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 become a full-time teacher for the academic year and are paid a full-time annual salary.

### 3. Accumulating 80 CI (any which way)

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.

### 4. ‘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 lift 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 see the DTU for advice about taking on or refusing additional work!**

# EMPLOYMENT INSURANCE

Non-permanent Regular sector and Continuing Education teachers may be eligible for Employment Insurance (EI) benefits between contracts. The DTU holds occasional information sessions on EI, and maintains a guide to applying for benefits as a non-permanent teacher (available at [www.dtu.qc.ca/your-benefits/employment-insurance](http://www.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.

# PROFESSIONAL DEVELOPMENT FUNDS

## WHAT ACTIVITIES MIGHT QUALIFY FOR FUNDING?

Funds are available to both permanent and non-permanent teachers for professional development. Possible professional development activities 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).

## WHERE DO THE FUNDS COME FROM?

Our collective agreement provides the College with government funding equivalent to \$195 per ETC per year, expressly for the purpose of teachers' professional development.

## WHO MANAGES 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](mailto:pdfsecretary@dawsoncollege.qc.ca), or download and complete the appropriate form at <http://dawsoncollege.qc.ca/our-services/human-resources/professional-development>.



# 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. Despite instructions you may receive from the College, there are no attendance requirements. Please contact the DTU if you have any concerns about attendance at Dawson courses.

## HOW TO REGISTER

Information regarding courses and registration is available at 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 2015-2020)

Acquiring *permanence* requires occupying a *poste*. For teachers with at least 3 years of seniority, maternity leave is credited for *permanence* for up to one year. 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: <b>PERMANENCE</b>				<i>Clause 5-2.02 a</i>
Poste	Poste	No condition on the teaching workload	If poste available: <b>PERMANENCE</b>			<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: <b>PERMANENCE</b>		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: <b>PERMANENCE</b>	Two of three full-time charges must be taught in Regular sector	<i>Clause 5-2.06</i>
Poste	If poste available: <b>PERMANENCE</b>				Teacher must have <b>at least three (3) years of seniority</b> prior to occupying poste in year 1	<i>Clause 5-2.07</i>
If poste available: <b>PERMANENCE</b>					Teacher must have <b>at least five (5) years of seniority</b> prior to occupying poste	<i>Clause 5-2.08</i>

## LEAVES OF ABSENCE (FNEEQ Collective Agreement 2015-2020)

	<b>FULL-TIME PERSONAL (UNPAID LEAVE)</b> <i>Clause 5-15.00</i>	<b>HALF-TIME PERSONAL (UNPAID LEAVE)</b> <i>Clause 5-16.00</i>	<b>FULL-TIME/PART-TIME (UNPAID) PROFESSIONAL DEVELOPMENT LEAVE</b> <i>Clause 7-3.00</i>	<b>SABBATICAL LEAVE (ANTICIPATED OR DEFERRED SALARY)</b> <i>Clause 5-12.00</i>	<b>VOLUNTARY WORKLOAD REDUCTION PROGRAM</b> <i>Clause 5-14.00</i>	<b>MASTER'S LEAVE &amp; LEAVE TO ACHIEVE LEVEL 18 SCHOLARITY</b> <i>Clause 7-6.00</i>
<b>ELIGIBILITY</b>	Full-time workload (year of leave) + Three (3) years' seniority OR two (2) full-time annual contracts	Full-time workload (year of leave) + Three (3) years' seniority OR two (2) full-time annual contracts	No prerequisite	Permanence	Full-time workload (year of leave) + Three (3) years' seniority	No prerequisite
<b>DURATION</b>	One (1) year Possibility of renewal for one (1) additional consecutive year	Half (½) annual workload (in CI) in one (1) semester OR spread over two (2) semesters in same teaching year	From one (1) semester up to two (2) years	Six (6) months <b>OR</b> One (1) year (Repayment 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: Term: Max workload 0.8ETC	Dependant on length of educational project; can be full time or part time, one to 4 semesters (continuation is conditional on success)
<b>SENIORITY</b>	Seniority accumulated during year one (1) No seniority accumulation during year two (2)	Full seniority accumulated for years one (1) and (2) Half (½) year 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
<b>ACCUMULATION OF EXPERIENCE</b>	Pertinent work experience recognized	One half (½) year of work experience plus any pertinent work experience	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
<b>PENSION</b>	NO pension contribution unless teacher assumes full cost	College contributes to pension plan for half (½) year Teacher assumes full cost of remaining half (½) year	Teacher assumes the full cost of pension plan for the duration of the leave	College continues to contribute to the pension plan throughout leave	College continues to contribute to the pension plan throughout the participation in program	College continues to contribute to the pension plan throughout leave
<b>BASIC HEALTH INSURANCE</b>	YES (Mandatory) Teacher assumes full cost	YES (Mandatory) Teacher assumes full cost	YES (Mandatory) Teacher assumes full cost	YES (Mandatory) Teacher assumes full cost	YES (Mandatory) Teacher assumes full cost	YES (Mandatory) Teacher assumes full cost
<b>INSURANCE (LIFE, DENTAL)</b>	YES Teacher assumes full costs	YES Teacher assumes full costs.	YES Teacher assumes full costs	YES Teacher assumes full costs	YES Teacher assumes full costs	YES Teacher assumes full costs
<b>ANNUAL SALARY</b>	NONE	Half (½) 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
<b>APPLICATION DEADLINE</b>	April 15 <sup>th</sup> (for leave in the next academic year)	April 15 <sup>th</sup> (Fall Semester) October 15 <sup>th</sup> (Winter Semester)	Reasonable advance notice College request: April 15 <sup>th</sup> (Fall Semester) October 15 <sup>th</sup> (Winter Semester) *For the full Winter Semester off, apply by April 15 <sup>th</sup>	No date specified In the case of anticipated salary (departure in the Fall semester) the college request is April 15 <sup>th</sup>	May 15 <sup>th</sup> (Fall Semester) November 15 <sup>th</sup> (Winter Semester) *For the full Winter Semester off, apply by May 15th	May 15 <sup>th</sup> to Comité paritaire de placement.
<b>ADDITIONAL NOTES</b>	A written authorization from the Labour Relations Committee (CRT) is required to engage in employment while on leave	-College approval required (cannot be denied without reasonable grounds) -No restrictions regarding employment.		The teacher can withdraw from the deferred or anticipated leave plan (relevant reimbursements apply)	College cannot refuse a request other than in specific situations related to pedagogy or recruitment.	On return, the teacher must work for the College for a time equal to the amount of leave granted.