



# TEACHER EMPLOYMENT PLAN

## CATHOLIC INDEPENDENT SCHOOLS DIOCESE OF PRINCE GEORGE (CISPG)

### 1. INTRODUCTION

#### 1.1 CISPG Mission/Vision Statements:

##### **Mission**

To promote the integral formation of students in all areas of learning, enlightened by Faith in Jesus Christ, to enable them to become responsible citizens and disciples who participate in the life and mission of the Church to build the Kingdom of God in the world.

##### **Vision**

Parents, pastors, and staff collaborate to form a community where students are inspired to live the sacramental life, to grow in the moral life of virtue and to thrive intellectually.

Approved by the Board of Director March 16, 2017

#### 1.2 In addressing human resources issues CISPG will:

- recognize our teachers as our greatest asset
- be just and consistent
- maintain an ethos of trust and respect
- maintain the values, ethics and mores of a Catholic organization

#### 1.3 The purpose of the Teacher Employment Plan is to define aspects of the employer/teacher relationship and to establish in writing the obligations and responsibilities of both the teacher and the employer regarding employment with CISPG.

#### 1.4 Governance

1.4.1 CISPG is registered under the Society Act of BC and is the authority for all Catholic schools within the Diocese as per the Independent School Act.

1.4.2 CISPG maintains the right and responsibility to manage and operate the schools and to determine the employment, assignment, direction, and employment status of its work force.

1.4.3 The day-to-day operation of the school has been delegated to the principal.

1.4.4 This Teacher Employment Plan supersedes all previously distributed CISPG approved and/or working policies, regulations, and procedures.

#### 1.5 The Teacher Employment Plan shall meet or exceed the BC Employment Standards Act.

#### 1.6 Amendments to any government Act or Regulation that make any clause of this Employment Plan null and void will not change the remainder of the Employment Plan.

#### 1.7 The Teacher Employment Plan will be reviewed annually by the CISPG Board of Directors. Suggested revisions to the Teacher Employment Plan can be made in writing to [cis@cispg.ca](mailto:cis@cispg.ca)



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### 2. PHILOSOPHY OF CATHOLIC EDUCATION

2.1 Philosophy of Education for Catholic Schools in the Province of British Columbia  
see appendix at the back of this document titled “Pastoral Letter on Catholic Schools” link

#### 2.2 Catholicity Clause

Your employment in our Catholic School helps to achieve our CISPG Vision where “Parents, Pastors, and Staff collaborate to form a community where students are inspired to live the sacramental life, to grow in the moral life of virtue, and to thrive intellectually”.

#### CATHOLIC EMPLOYEES

It is an essential condition of the continuation of this agreement that the employee exhibits at all times to the satisfaction of the employer (CISPG) conduct and a way of life that are consistent with the [Catholic Denominational Standards](#) which include, but are not limited to:

- †being a witness of the Catholic faith through attending Sunday Mass regularly, attending school liturgies and services
- †living a single or married life according to the tenets of the Catholic Church
- †being married in the Catholic Church
- †being an active member of a parish
- †being a Christian role model for others in the school, parish and community

#### NON-CATHOLIC EMPLOYEES

Non-Catholic employees will demonstrate at all times to the satisfaction of the employer (CISPG) respect for the aims and nature of the school and its Catholic beliefs and practices, including, but not limited to:

- †living a single life or being in a marriage recognized by the Catholic Church
- †participating in the liturgical life of the school
- †being a role model for others in the school and community

The determination of what are Catholic Denominational Standards shall be the right and prerogative of the Employer.

The primary reference for Catholic Teaching on Faith and morals is *The Catechism of the Catholic Church*.

Changes to marital status are to be forwarded to [cis@cispg.ca](mailto:cis@cispg.ca) by the employee. Government and Church documents must be provided for HR File.

A breach of this clause shall constitute just cause for dismissal.



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### 3. EMPLOYMENT

#### 3.1 TEACHER CONTRACTS

- 3.1.1 Continuing contracts may be offered to a BC Certified teacher who is Catholic.
- 3.1.2 Term Contracts up to 5 years may be offered to a BC Certified teacher who is non Catholic.
- 3.1.3 Teaching assignments must comply with teaching certificate restrictions. Teaching assignments are determined by the Principal.
- 3.1.4 Standards of practice for all Teachers are outlined in the Standards for the Education, Competence & Professional Conduct of Educators in British Columbia provided by the Ministry of Education under the headings at ([www.bcteacherregulation.ca](http://www.bcteacherregulation.ca))
  - 1. Educators value and care for all students and act in their best interests.
  - 2. Educators act ethically and maintain the integrity, credibility and reputation of the profession.
  - 3. Educators understand and apply knowledge of student growth and development.
  - 4. Educators value the involvement and support of parents, guardians, families and communities in schools.
  - 5. Educators implement effective planning, instruction, assessment, and reporting practices to create respectful, inclusive environments for student learning and development.
  - 6. Educators demonstrate a broad knowledge base and an understanding of areas they teach.
  - 7. Educators engage in professional learning.
  - 8. Educators contribute to the profession.
  - 9. Educators respect and value the history of First Nations, Inuit and Metis in Canada and the impact of the past on the present and the future. Educators contribute towards truth, reconciliation, and healing. Educators foster a deeper understanding of ways of knowing and being, histories and cultures of First Nations, Inuit and Metis.
- 3.1.6 School Day is a continuous period equivalent to the daily time requirements of the Independent School Act excluding morning and lunch breaks. Instructional Days are those days when school is open for staff and students for instructional purposes and for school and provincial examinations. Non-Instructional Days are those days when staff are required to attend but students are not in attendance. These include but are not limited to planning, parent-teacher conference, and professional development days.

#### 3.2 TEACHER CERTIFICATION

- 3.2.1 All teachers must possess a valid and current BC teaching certificate (in the surname they are known to teach by) or a Letter of Permission from the Teacher Regulation Branch – BC Ministry of Education.
- 3.2.2 Categories
  - Category 4 – a certificate for a 4-year program, i.e. BA, BSc, B.Ed., or B.Comm – any candidate on a Letter of Permission from the Ministry of Education regardless of level of education



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- Category 5 – a certificate for a 5-year program, i.e. 5-year B.Ed., 4-year Bachelor’s Degree and an Education Degree, a 4-year B.Ed. plus an additional one year of university relevant to teaching (30 credits that are UBC equivalent in a related educational program or an approved religious studies program)
  - Category 6 – a certificate for a recognized Masters’ Degree in Education or related field as determined by the Superintendent
- 3.2.3 The teacher may request a change in category by submitting supporting documentation to the Superintendent. A change in category will be effective on the first day of the following month of the date of completion of the received documentation.
- 3.2.4 Any dispute regarding the teacher’s change of category may be appealed to the Superintendent.
- 3.3 TEACHING EXPERIENCE
- 3.3.1 An increment is earned for each full year of teaching experience in the school and any other government supported and inspected school in any country with a similar educational system as that of British Columbia. A full year of teaching experience is:
- full time teaching for any full school calendar year (1.0 FTE X 10 months)
  - any part-time or limited duration teaching that equals 1.0 FTE X 10 months. Teacher on call, part-time and limited duration teaching experience may be combined to equal ten (10) months in order to acquire one year of teaching experience. The teacher must submit a “Verification of Teaching Experience Form” to the Superintendent.
- 3.3.2 The teacher may request a change in teaching experience by submitting a “Verification of Education and/or Teaching Experience” form and supporting documentation to the Superintendent. A change in increment will be effective on the 1<sup>st</sup> of the following month.
- 3.3.3 A maximum of one increment year can be acquired by the teacher during any twelve-month period.
- 3.3.4 The teacher may acquire a teaching year of experience for:
- an exchange or special assignment in the field of education
  - previous job experience is directly related to his/her intended teaching position calculated at one increment for every two years related job experience to a maximum of five increments. (e.g. a carpenter with 10 years job experience may qualify for up to 5 increments on the salary grid)
- 3.3.5 A teacher acquires teaching experience while on a maternity leave.
- 3.3.6 A change in increment will be effective on the 1<sup>st</sup> of the following month after the change is awarded, to a maximum of 90 days, or September 1<sup>st</sup>, whichever is most recent.
- 3.3.7 Any dispute regarding the teacher’s change of increment may be appealed to the Superintendent of Schools.



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#### 3.4 SALARY GRID PLACEMENT CALCULATION

3.4.1 Grid placement will be based on teacher certification and increment.

3.4.2 Calculation of salary shall be:

- Full year contract

**Grid Placement Salary X F.T.E.**

- Term Contract of less than 1 school year

**Grid Placement Salary ÷ 200 days X F.T.E. is paid for the number of instructional and non-instructional days and statutory holidays for the term of the contract. Non-Statutory holidays during Christmas and Spring breaks are unpaid.**

3.4.3 The teacher working in excess of the school year at the written request of the principal shall be paid at 1/200<sup>th</sup> of his/her annual salary for each day worked pro-rated for part-day worked. This work does NOT include staff meetings called in preparation for school opening in September and/or teacher preparation of classrooms prior to school opening in September.

#### 4. PAYMENT OF SALARY

4.1 Teachers employed under a continuous contract of employment shall be paid semi-monthly one twenty-fourth (1/24) of the teacher's annual salary by direct deposit on the 15<sup>th</sup> (or the Friday closest to, if 15<sup>th</sup> falls on a weekend) and last business day of the month, September to August inclusive of each school year. A teacher on a Continuing or 5-year Term Contract may request in writing to the CISPG Finance Office to be paid over 20 pay periods.

4.2 Teachers with Term contracts of one (1) year or less are paid over the period of the contract term.

4.3 Teachers in the last year of a multi-year Term Contract, will be paid over 20 pay periods to coincide with their Term Contract end date.

4.4 Adjustment of pay for increment changes:

- Pay semi-monthly salary based on the grid and increment placement as of September 1 until first of month following the increment anniversary date.

Salary owing upon early termination of a contract will be paid on the next scheduled pay date or within seven (7) business days of the effective termination date, whichever is sooner.

4.5 Calculations for Daily Deductions for teachers who are absent without pay shall be 1/200 of the current annualized salary of the teacher.

4.6 The teacher who is absent without pay shall have his/her pay reduced by 1/200<sup>th</sup> of his/her annual salary for each day absent, pro-rated for part day absence.



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#### 5. BENEFITS

5.1 Benefit and pension programs are provided for the employee. The employer may change the current carrier or coverage at its discretion. There is no cash value for portions of plans not taken.

An employee who is employed at a minimum 0.50 FTE for a minimum of one year must join the benefit plan. Plan coverage may be limited based on the term of the contract. The employee may choose level of coverage for dental and extended health benefits. Details are defined in the benefits program.

5.1.1 Benefits available are:

- Medical Services Plan of BC – Employer paid
- Group Benefits including: life insurance, accidental death and dismemberment, short term disability, long term disability (dependent on benefit class employee qualifies for), dental, extended health, critical illness insurance
  - Optional Life Insurance (will cancel automatically at the age of 65)
  - optional Critical Illness (for employee and spouse under the age of 70)
- Registered Pension Plan
  - Voluntary Pension
  - Group RRSP
  - Group Tax-Free Savings

5.2 Cost sharing arrangements will be adjusted as needed to comply with government regulations.

5.2.1 Group Benefits – Employees will pay 100% of the premiums for Short and Long-Term Disability up to 50% of the total premiums. The employer will pay the remainder.

5.2.2 Registered Pension Plan – The employee may choose their level of contribution as outlined in the pension plan. The employer will match that level. The teacher may choose to contribute a voluntary amount that will not be matched by the employer.

5.3 Any benefits, as defined by the terms of the benefits program, available to the employee during a leave of absence may be maintained by the employee if the employer receives prepayment of the premiums applicable during the leave of absence. The employee, while on any leave, **must** continue coverage for dental and extended health if they are not covered under any other benefit plan. It is the employer's (i.e. local school) responsibility to remit the employee's portion of premium for benefits to CISPG Finance Office. The employer (local school) should make arrangements to ensure that the employee remits each month to the school the employee's portion of the premium for benefits during term of leave. If this is not possible, an arrangement should be made so that the employee remits all of their payments before their leave begins. Employees on a leave of absence (LOA) may not contribute on Group pension unless it is a Maternity Leave where the employee will have the option of waiving or continuing the pension contribution for the duration of the maternity leave.



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#### **6. SICK TIME**

Annual sick days begin accruing once the teacher begins work in September.

A teacher may earn 1 ½ days per month up to 15 days per 10-month school year. Sick days are not earned while an employee is on leave. Unused sick leave has no cash value.

A doctor's certificate may be required after a 3-day absence.

A teacher, if on the benefit plan, must apply for short term disability after 5 consecutive workdays for the same illness/injury. The equivalent of one year's unused sick leave may be carried forward into the following school year for a maximum accrual of 30 sick days.

Five (5) of the accrued sick days per year may be used to care for a member of the teacher's immediate family.

Where approved by local School Council One (1) sick day may be taken as a Discretionary Day – approval from the Principal in advance is required.

Unused sick leave has no cash value

#### **7. LEAVES**

7.1 All leaves are pro-rated for part-time teachers.

7.2 Unused leaves have no cash value.

7.3 All leaves refer to a school calendar year and apply to scheduled workdays.

7.4 All applications for known leaves must be submitted to the principal and approved prior to the requested leave.

7.5 Immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, son-in-law, daughter-in-law, parents-in-law, brother-in-law, and sister-in-law.

7.6 Leaves of absence and sick days must be reported on time sheets.

7.7 Requests for leave from duties for purposes not specifically enumerated in this employment plan will be considered on an individual basis. Such leaves, if granted, will be without pay and will not qualify for incremental consideration. Note that leaves will not normally be granted for a teacher to accept a teaching position or administrative position with any other jurisdiction.

7.8 Return to a teaching position after a leave shall be in accordance with the Employment Standards Act and must be approved in writing prior to the return date. The return date will be agreed upon in the approval process.



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#### Leaves of Absence

The table below outlines the type of Leaves of Absence available to CISPG employees as well as the procedure to avail of such leaves and approval process.

Type	Entitlement	Approval by	Process	Paid
Bereavement	5 days	Principal	Approved Leave of Absence Form completed	Yes
Critical Illness	4 days	Principal	Approved Leave of Absence Form completed	Yes
Compassionate Care		Principal	Approved Leave of Absence Form completed	No
Maternity	See CISPG Maternity/Parental Leave Package	Principal	Approved Maternity/Parental Leave of Absence Agreement completed	No
Paternity, Parental, Adoption	3 days	Principal	Approved Leave of Absence Form completed	Yes
Discretionary Day Where approved by local School Council	1 day, from employee Sick Days	Principal	Approved Leave of Absence Form completed	Yes
Convocation	1 day	Principal	Approved Leave of Absence Form completed	Yes
Jury Duty/Subpoena	20 days	Principal	Approved Leave of Absence Form completed	Yes, any Jury duty pay must be turned over to the employer
Professional Development	As required	Principal	Approved Leave of Absence Form completed – only if out of town	Yes
Secondment	As required	Superintendent	Approved Leave of Absence Form completed	Yes
Teacher Exchange	12-month period	Superintendent	Approved Leave of Absence Form completed	Yes
Court Appearances – Personal	As required	Principal	Approved Leave of Absence Form completed	No
Educational	2 school years	Superintendent	Approved Leave of Absence Form and Leave of Absence agreement completed	No
Other	Up to 2 days	Principal	Approved Leave of Absence Form completed	No





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#### **Bereavement Leave**

An employee is entitled to a leave of absence from work, with pay for a period of up to five (5) days relating to the death of immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, son-in-law, daughter-in-law, parents-in-law, brother-in-law, and sister-in-law. In the event of the death of a niece or nephew, the employee is entitled to a leave of absence from work, with pay for a period of one (1) day.

#### **Critical Illness**

An employee is entitled to a leave of absence from work, with pay for a period of four (4) days to care for an immediate family member who has suffered a critical incident that may be life threatening or altering and/or find them in intensive care. A doctor's certificate may be requested.

#### **Compassionate Care**

To provide care or support to an immediate family member having a serious medical condition with a significant risk of death.

#### **Maternity and Parental Leave**

Employees are required to submit a "Maternity Leave of Absence Agreement".

This leave of absence is subject to current Employment Insurance and the Employment Standards Acts. This also applies to adopting parents.

The employer may require an employee to commence a leave of absence where the duties of the employee cannot reasonably be performed because of the pregnancy and to continue the leave of absence until the employee provides a certificate from a medical practitioner stating that she is able to perform her duties.

#### **Paternity, Parental, Adoption Leave**

The employee is entitled to a leave of absence from work, with pay for a period of up to three (3) days related to the birth/adoption of a child to coincide with the date of birth/adoption of the child.

#### **Discretionary Day**

Where approved by the local School Council one (1) sick day may be used as a discretionary day for all teachers 0.50 FTE or greater, or those who work part time for more than 5 months per school year in a continuous assignment (ex. 0.20 FTE on a 10-month contract would take one scheduled work day off, not 20% of a day). Discretionary leave is preplanned, has no cash value if not used and cannot be rolled over into another year. Limited duration assignments of less than five months are not eligible.



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#### **Convocation**

An employee is entitled to a leave of absence from work, with pay for a period of one (1) day to attend convocation for self, spouse or child.

#### **Jury Duty/Subpoena**

Employee must provide summons. Any remuneration paid to the teacher for the first twenty (20) days must be paid to the employer.

#### **Professional Development**

Employee is entitled to attend professional development sessions attended out of town (does not include Diocesan Assembly). Any professional development must be pre-approved by the Principal.

#### **Secondment**

A secondment is approved by the Superintendent for a temporary transfer to another role away from the employee's primary job. This enables the organization and its members to benefit from proven expertise that is shared with others to support them while developing the employee's gifts, talents and leadership. A secondment is not a Leave.

#### **Educational**

An employee may be approved for an educational leave for study and research for up to two (2) school years. A Leave of Absence Agreement must be submitted for approval.

#### **Other**

Principals may approve a leave without pay for up to two (2) consecutive workdays. Principal consultation with Superintendent and approval by School Council is required if 3 or more consecutive workdays are applied for.



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#### 8. PERSONNEL FILES

The teacher will have reasonable access to his/her CIS personnel files during regular school hours, and may obtain photocopies of materials in his/her CIS file.

The teacher, or his/her designate with the written authority of the teacher, will be entitled to review the teacher's personnel file in the CISPG office, where the file is normally kept, in the presence of the Superintendent or his/her designate, in order to facilitate the investigation of an appeal. Access to the teacher's personnel file will be limited to the teacher or his/her designate, Principal, Vice-Principal, Superintendent, Pastor, CISPG President (Bishop), or Bishop's delegate, or as required by law.

#### 9. HARASSMENT AND BULLYING PREVENTION

The teacher has the right to protection from harassment and bullying.  
The CISPG Harassment and Bullying Prevention Policy is Policy 435.

#### 10. APPEALS

The teacher has access to the appeal process as set out in the Catholic Independent Schools Policy Manual.

#### 11. WEBSITE LINKS

CISPG – [www.cispg.ca](http://www.cispg.ca)

Diocese of Prince George – [www.pgdiocese.bc.ca](http://www.pgdiocese.bc.ca)

Archdiocese of Vancouver – [www.cisva.bc.ca](http://www.cisva.bc.ca)

Teacher Regulation Branch [the Ministry of Education \(gov.bc.ca\)](http://www.ed.gov.bc.ca)

Canada Life/Great West Life – <http://www.greatwestlife.com> go to GroupNet for Plan Members

Employee Assistance Program (EAP) – [www.shepellfgi.com](http://www.shepellfgi.com) or [www.workhealthlife.com](http://www.workhealthlife.com) 1-800-387-4765

Catholic Denominational Standards – The Catechism of the Catholic Church –  
[http://www.vatican.va/archive/ENG0015/ INDEX.HTM](http://www.vatican.va/archive/ENG0015/INDEX.HTM)