

SECTA Administrative Procedures

1. Fees

1. Income tax receipts will be issued for all teachers, including part-time and substitute teachers that have paid fees to SECTA. These fees may be claimed for income tax. Teachers that pay less than \$10.00 in a one year period will not receive a receipt.
2. Teachers on paid or unpaid leave (as stated in the SECTA Constitution, Article 4.6) shall have their fees waived. Teachers going on leave should inform SECTA and the SECS D payroll prior to leave if possible. If the teacher on leave does not inform these parties prior to going on leave, they may request to be reimbursed for fees charged to them for the entire duration of the leave. This request must be made within one month of the start of the leave. This process is to help create stable budgeting for SECTA.
3. Fees are levied as per the current LINC Agreement. These fees are set by the SECTA Executive and approved by the membership at an AGM as per the SECTA Constitution. Fees can be levied over the 10 month school year, but do not have to be equally divided amongst the months to meet the financial needs of the Executive and Convention Planning Committee.

2. Communications

1. SECTA Cards

1. Cards will be sent to members for the following occasions:
 1. Parent of a SECTA member passes away
 2. Child of a SECTA member passes away
 3. Spouse of a SECTA member passes away
 4. SECTA member gets married
 5. SECTA member retires
 6. SECTA member passes away and a card will be sent to the family
 7. SECTA member has a baby
 8. SECTA member needs a get well card

2. Communications committee will send a card when the following information is emailed:

- FULL NAME
- HOME ADDRESS including postal code
- SCHOOL

3. Communication committee will not email back to receive any information, a card will not be sent if the information is not complete. Cards will not be sent over the summer.
 4. The Communications Committee will send cards and a gift of \$100.00 to all retiring teachers. This gift may be presented by the President or an Executive member at a retirement banquet or be mailed.
2. Communications committee and website manager will work with the President to keep the membership informed with regular emails, memos, webpage and social media updates. The website will continually change, providing information related to Executive meetings, meeting minutes, upcoming events, calendars, LINC contracts, Convention, work with the STF, provincial bargaining updates etc. Most communications will be created by the President during release time, but in consultation with the Executive and communications committee. The communications committee and/or web manager and SSL's will assist with distribution of this information to members via email and the SECTA website. The communications committee will create a monthly bulletin (SECTA Bulletin) that will be shared in paper and/or electronic format at each school's monthly staff meeting. The purpose of the bulletin is to provide information to and engage our membership in a variety of local and provincial topics.

3. President's Release Time

1. The SECTA President currently has 40% release time from teaching to perform duties related to the association. This release time is outlined in the local contract.
2. The President will liaise with the Director of Education on a regular basis and at times meet with the Board and other school division personnel such as payroll, superintendents and human resources. Many communications will occur via phone and email, but regular face to face meetings with all parties are important. Regular informal meetings with the Director of Education are encouraged to share information and build relationships. Release time should be used whenever possible, but meetings and phone calls may occur at other times when needed. Joint work projects and memos will be created as needed that further the goals of the school division and support teachers.
3. The President will use release time to correspond with and support the collective and local members. The President may seek the Senior Administrative Staff (SAS) assigned to SECTA, other STF staff or SECTA Executive members for assistance with these matters. Ethical

matters or teachers needing intensive supports will be directed immediately to the STF SAS. Release time should be used whenever possible, but meetings and phone calls will occur at other times when needed. Face to face meetings with SAS and individual teachers may occur.

4. The President will attend a fall SECPD Board meeting and arrange for one meeting of the Board with the SECTA Executive per year. Other meetings may be called depending on need. The purpose of these meetings is to strengthen relationships between the local and our Board by open communication and possible shared ventures.
5. The President will invite the SECPD Board, the Director and senior leadership team to Teachers' Convention.
6. The President will arrange for SECTA and STF gifts for superannuating teachers. The President will attend SECPD Employee Recognition Banquets or have an Executive Member represent the local at the banquets.
7. The President will work with SECPD human resources and payroll department on various topics including new teacher orientation, payroll inquiries, inquiries of local contract interpretation or processes to access to contract provisions, sick leave, confirmation of teacher staffing for STF Councillor representation, leave requests for executive members/ SSRs/ SSLs, and deduction of SECTA fees. The President and HR Superintendent are the review committee for teacher placement on the appropriate step and grid of the provincial salary grid.
8. The President will oversee the operations of all SECTA committees and assigned work to Executive members. The LINC Chair will report to the President, but details of negotiations are kept confidential to the LINC team until a tentative agreement is reached. Grievances related to the local contract will be directed by the President to the LINC Chair.
9. The President oversees the financial accounts of SECTA with the treasurer and ensures approval of fees and a yearly budget by the membership. The treasurer maintains the books and co-signs cheques with the President. The Convention Committee holds a sub-account for Convention, but requires written authority from the SECTA President and Treasurer to change signing authority on a yearly basis.
10. The President calls, schedules and chairs Executive meetings and meetings with the membership. The Executive and members may also request a meeting as outlined in the Constitution. The president will provide detailed agendas and other relevant documents for meetings.

11. The President will oversee the communications committee ensuring the website, social media sites, SECTA Bulletin are updated regularly. Regular communications with the Executive, SSLs & SSRs will occur via email or phone calls. Joint emails or memos (with SECPSD, STF, etc.) may occur with the membership via SSLs or SSRs.
12. Joint workshops or meetings may be facilitated by the president with SECPSD Board, senior leadership team, the Director, the STF or other locals to support the membership and public education. Executive members, SSRs, SSLs or other SECTA members may be invited to participate.

4. Convention Committee

1. The Convention Committee will keep an up to date list of member duties, procedures and honouraria amounts on the Convention website, which is linked through the SECTA site. This will help new members actively participate in the committee and ensure needed duties are completed. The duties, procedures and honouraria of the committee can be updated as needed by the committee and are reported back to the President and SECTA Executive by the Convention Chair. The SECTA Executive grants autonomy to the Convention Committee, but has final authority over the committee.
2. The committee will use the website to advertise sessions, keynotes and timetables for Convention to its members.
3. The SECTA Executive approved a motion to set Convention on a three year regional rotation. This rotation will be re-evaluated after three years by the Executive. The rotation will be: Estevan 2014, Moosomin 2015 and Weyburn 2016. These are the host locations, but all schools within the respective regions are expected to participate in organizing Convention during their host year.

5. SECTA Scholarships

1. The Scholarships committee selects students that apply from our division for scholarships each year. SECTA dedicates funds to this committee with the belief that supporting our brightest students' financially will help them become successful in their academic endeavours.
2. The Scholarship committee will meet every spring to review applicants and award the scholarships. All decisions of the Scholarship committee are final. Complete details of the application process and rules are kept up to date by the Scholarship committee on the SECTA website.

3. Duties of the chairperson and committee:

1. Chairperson will ensure by November that his/her correct mailing address is on the scholarship form posted on the website.
2. Chairperson will receive all scholarship applications mailed to their personal mailing address and mark each one with the date received
3. Chairperson will form a committee of five or six volunteers from the SECTA membership. This will be done in April.
4. Chairperson will convene a meeting of the committee sometime in May for the purpose of reviewing all the applicants.
5. Committee will review all the scholarship applicants and reach a decision based on the criteria outlined on the scholarship application form.
6. All decisions of the Scholarship committee are final and any discussions surrounding the applicants and selection of winners will remain completely confidential within the committee.
7. Chairperson will notify SECTA president and the SECTA Treasurer of the selected winners. The President will then notify in writing, the principals of the schools of those students and the students themselves.

6. Honoraria & Gifts

1. Setting and approving honoraria is set in the SECTA Constitution in Article 11. Currently approved honoraria are outlined in 6.2 - 6.4.
2. Executive members must attend 2/3's of meetings called to receive honoraria. Honoraria will be prorated for attendance less than two thirds of meetings.
3. Councillors will receive \$100/ council attended. Expense claim form must be submitted to treasurer. If there is a substitute councillor, they will receive this honoraria.
4. All executive positions not defined otherwise receive \$300 per year, including LINC members during bargaining years. LINC chair receives \$400 every year. President and Treasurer receive \$600.
5. Superannuated Teachers will receive a card and \$100 gift from SECTA. The gift may be presented at SECPSD regional banquets or at a local superannuation event. Gifts will also be presented from the STF. A list of superannuates will be collected from SECPSD to determine eligible recipients.

7. Mileage & Other Expenses

1. Executive members are paid mileage to all meetings called by the President. This does not include Convention.
2. SECTA uses STF mileage rates.
3. SECTA may also reimburse Executive members for meals, office supplies and other items while working for the executive.
4. Teacher members (not on the Executive) may be paid mileage for specifically requested meetings (i.e. SSR meetings), at the discretion of the Executive.
5. Mileage will only be paid to the geographical borders of our school division.

8. Executive Members

1. All Executive members must be familiar with their roles as outlined in the SECTA Constitution.
2. All Executive members must encourage teachers in their own schools to get involved, take opportunities to share information from SECTA and the STF, and direct teachers to supports or resources when needed.
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