

August 19, 2020

REQUEST FOR ADDITIONAL SERVICES AND COMPENSATION

After reviewing the following information, members who require further clarification are encouraged to contact a STF senior administrative staff at 1-800-667-7762.

As you and your employers prepare for a return to school, all Federation members are reminded that, as per the 2019-2023 Provincial Collective Bargaining Agreement, members are entitled to additional compensation for providing services outside of the school year as defined by a school division calendar.

Definition of Services Outside the School Year

Members' compensation is based on the provision of service for the school year as outlined in the school division calendar. As per the Ministry of Education, the maximum number days of service for the 2020-2021 school year is 197. Providing service in excess of these days at the request of the employer is additional assigned work and is eligible for compensation.

A Request for Additional Service

A request from employing school divisions to STF members to attend events organized by the employing school divisions may leave teachers with the belief that their attendance is expected. Upon receiving such a request, STF members should confirm via email with their superintendent or administrator that:

- The school division is requesting their attendance at the event.
- Their attendance is expected.
- If they attend, compensation will be provided as per Article 2.6 of the 2019-2023 Provincial Collective Bargaining Agreement. Members should retain all email communications in regards to the request and the event.

Calculating Compensation

Article 2.6 of the 2019-2023 Provincial Collective Bargaining Agreement states:

- 2.6 If a teacher is requested by the board of education and agrees to render service on more than the number of school days in a school year, the teacher shall be paid for each additional day an additional sum computed on the basis of:**

$$\frac{1}{\text{Number of school days in the school year}} \times \text{Rate of salary in effect}$$

Members in Receipt of an Allowance

STF members who are receiving an allowance in accordance with Article 4 of the 2019-2023 Provincial Collective Bargaining Agreement or an allowance provided in a local collective agreement, are still eligible for compensation under Article 2.6 as well. An allowance is part of the compensation for the additional duties carried out during the school year as defined by the school division calendar. The provision of an allowance does not provide the employer with access to the time of members outside the number of days identified for the school year.

For example, a request from the board of education to principals, vice-principals and assistant principals to create school plans in advance of the start of the school year will qualify principals, vice-principals and assistant principals to compensation as per Article 2.6 if the time required to create the school plans is in addition to the number of days identified in the school division calendar. Such a request need not come directly from the board of education, but can also be made indirectly through administrators, the Ministry of Education, or the Government of Saskatchewan.

Collecting Compensation

Members who attend such an event need to document the date of the event and the time spent at the event, and report their attendance to the human resources superintendent/supervisor for their division. Members then need to monitor their pay stub to ensure they receive compensation for attending the event in accordance with Article 2.6.

If members do not receive the deserved compensation, they should:

- Confirm with the human resources superintendent/supervisor that the employer was aware of the additional service and the provisions of Article 2.6.
- Seek clarification as to why the compensation was not provided.
- If there is disagreement between the member and the employer in respect to the language and intention of Article 2.6, members are encouraged to contact the STF senior administrative staff assigned to their local association.
- Work with the senior administrative staff to reconcile the situation with the employer.