

## **Communication procedure for teachers**

1. The member takes the question to the union delegate.
2. The union delegate contacts either the sector director or the NQTA's union advisors, according to the following list of subjects.

### **LIST OF SUBJECTS**

#### **Sector Director**

1. Delegate; posting, union release; union dues (chapter 3)
2. School council; board committee (chapter 4)
3. School calendar; implementation of new programs; policy on handicapped students and students with learning and emotional problems (chapter 8)
4. Professional improvement system; requests to attend a conference; grants; policy (chapter 7)
5. Health and safety: prevention in the workplace; right of refusal (chapter 10)
6. Housing policy (chapter 12)
7. By-laws; congress; executive committee; other committees

#### **Union Advisors**

1. Documentation (chapter 3)
2. Conditions of employment and fringe benefits (chapter 5); Hiring; assignment and transfer, security of employment; disciplinary measures; resignation; dismissal; parental rights; leaves; seniority; contracts; disability (salary insurance)
3. Remuneration (chapter 6); Evaluation of years of schooling; classification; years of experience; salary; status
4. The teacher's workload and its organization (chapter 8); general duties; work year; workweek; distribution of teachers (class-size agreement outside of the collective agreement);
5. Settling grievances and arbitration (chapter 9)
6. Isolation and remoteness premiums, dependants, sectors, housing conditions, outings, food transportation (chapter 12)
7. Health and safety (work accidents); reprisals, discrimination; sexual harassment
8. Employment insurance

#### **Others**

For general questions about retirement (RREGOP) and insurance plans: the President.

For questions about the negotiations: the President and sector directors.

For all questions of a political nature: the president and sector directors.