



Hanover Teachers' Association

Policy Manual

2020

HTA Statement of Policy & Procedures

Approval & Amendment Dates

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FOREWARD

The following policies shall provide members of the Hanover Teachers' Association with a guide to the Association's current practices. It is divided into major categories as follows:

- A. Financial Considerations
- B. Administration of the Association
- C. The Teaching Profession

DEFINITIONS

Any reference to HTA, President, Member, Executive, Council, Council Representatives, or Association in this policy manual shall refer specifically to or of the Hanover Teachers' Association, unless otherwise stated.

DUTIES OF THE ASSOCIATION

The duties of the Association shall include the following:

- A. to act as the bargaining agent of its members in all matters concerning the terms and conditions of employment and to negotiate Collective Agreements with the employer of its members;
- B. to protect and advance the welfare of individual members; and
- C. to maintain a public relations program.

ELIGIBILITY FOR MEMBERSHIP

Every person who is a teacher or who performs any one or more functions involved in the teaching process, including every person who is a substitute teacher, who is employed by the Hanover School Division on a full-time, part-time or casual basis, shall be eligible to be a member of the Association.

Every person who is a member in good standing of The Manitoba Teachers' Society, including a substitute teacher, and who is employed by the Hanover School Division, shall be a member in good standing of the Association and hereinafter is referred to as a "member."

A. Financial Considerations of the HTA

A1 Bereavement

Upon being informed of the death of the following, the President shall:

1. Death of a current Member:
 - a. Send a card of sympathy to the family.
 - b. Flowers or charitable donation up to \$100 shall be presented to the family of the deceased.
 - c. Inform the Manitoba Teachers' Society of the death.
 - d. If possible, arrange for a representative from the Executive to attend the funeral. The cost of a substitute, if required, will be paid by the Association
2. Death of an HTA Member's Spouse, Child, or Parent:
 - a. Send a card of sympathy to the family.
3. Death of a Retired Member of the HTA:
 - a. Send a card of sympathy to the family, upon becoming aware in a timely fashion.
4. Death of a Hanover School Division Employee or Trustee, other than an HTA member:
 - a. Send a card of sympathy to the family, upon becoming aware in a timely fashion.

A2 Capital Purchases

1. Capital purchases are defined as non-consumable products used to facilitate the day-to-day operation of HTA: computers, printers, electronic equipment, cell phone, etc.
2. The selection of vendors for the purchase of capital assets shall be at the discretion of the President, unless otherwise directed by Council or Executive.
3. Capital purchases over five hundred (\$500.00) must receive approval of the Council and Executive.

A3 Cheque Requisition Procedure

1. The HTA allowances for mileage, meals, and accommodation shall parallel present MTS policy.
2. Executive and Council: All members submitting expense claims shall complete an Expense Claim and attach all original receipts. One of the Table Officers shall verify the expense form before forwarding to the Treasurer for payment.
3. President/Vice-President Expenses: Any President's expenses shall be verified by one of the other Table Officers before submission for payment, and vice versa.
4. Loss of Receipt: Any member who has lost an original receipt may bring forward a motion at a council meeting to have the costs reimbursed. The member shall make every effort to verify the total from debit or credit card statements.

A4 Collective Bargaining

1. The Collective Bargaining chairperson shall make every effort to attend MTS/Regional Collective Bargaining meetings. Reimbursement shall include mileage, sub costs and cost of meals.
2. The Table Team will remain intact for the duration of that round of negotiations.
3. Should a member no longer be able to be part of the Table Team, Council may appoint a member of the Exec or the CB Committee.

A5 Committee Expenses

1. In preparation for any upcoming budget year, each committee chair shall submit a budget, with relevant explanations, to the Treasurer, Executive and Council at the annual budget meeting.
2. All committee expense claims shall use the Expense Claim form and attach original receipts.
3. All committee expense claims shall be verified by the Chairperson of said committee.
4. Committee expenses shall be deducted from the Chairperson's budget line.
5. Chairs may claim reimbursement for the following:
 - costs relating to operating their committee
 - mileage for the Chair and committee members
 - other expenses as deemed necessary by the Chair
6. In claiming reimbursement, the Chair must:
 - be prudent with the funds provided by the Association
 - provide proper original receipts for all expenditures
 - log mileage appropriately
 - be conscious of the budget line

A6 Conflict of Interest

1. HTA shall conduct its operations in an open and transparent manner.
2. Any conflict of interest in the purchase of capital assets or professional services must be disclosed and approved by the Executive.

A7 Council Appreciation/Recognition

The Council of the Association shall be recognized for their efforts in the following manner:

- special snacks/food at all Council meetings

The cost of Council Appreciation shall be a budget item in the Association's annual operating budget.

A8 Council Meetings

1. Location shall be determined and Council members shall be notified of said location.
2. The first Exec Council meeting shall be held before September 30.
3. There shall be a minimum of 6 council meetings per year.
4. All members shall endeavour to submit their Expense Claim forms in a timely manner.
5. The Treasurer shall endeavour to reimburse the member in a timely manner.
6. All expenses incurred for Council meetings shall be taken from the Council budget line.
7. Motions on expenditures of money shall be submitted to the President at least 20 days prior to the next Council meeting.

A9 Donations/Gifts/Charities

All requests shall be brought to the Council for discussion.

A10 Executive Appreciation/Recognition

1. The Executive Chairs shall be recognized for their efforts by being provided a meal at each Executive meeting.
2. The Executive Chair shall be recognized upon their resignation from the executive as follows:

- a gift or gift card purchased in the amount of \$25.00/year of executive service, up to a maximum of \$200.00.
3. The Executive Chair shall receive recognition of a life event in the form of a gift card/flowers upon agreement of three of the Table Officers.

A11 Food and Beverages

1. Submitted expenses for food and beverages at HTA meetings shall not include the cost of alcohol.
2. HTA may cover the cost of alcohol at special Association and/or Divisional events.
3. Alcohol consumption at all HTA public events shall be on a user-pay basis.
4. HTA may cover the cost of alcohol when hosting an event; such a cost shall be approved by the Executive for payment.

A12 Funding of Candidates for Provincial Executive

1. A candidate is defined to be:
 - a) a nominee for any of the following positions:
 - i. President
 - ii. Vice President
 - iii. Executive Member
 - iv. others named by MTS, and
 - b) who has been duly nominated by the Council of the Association
2. A candidate contesting any of the positions listed above on the Provincial Executive, shall receive up to a maximum of \$500.00, dependent upon verification of original receipts. If more than one member is contesting a position on the Provincial Executive, this amount shall be divided equally.
3. Requests for funding shall be made through the Executive and approved by the Council of the Association.

A13 HTA Honorariums

At the beginning of each calendar year, all members of the HTA Executive (except the President) shall receive honorariums in the amount of \$400.

A14 HTA Membership Fees

1. Local Association fees, as determined by Council, shall be deducted in twenty-four equal bi monthly instalments from September 1 to August 31.
2. Fees for term teachers shall be deducted for the months they are employed.
4. Substitute fees shall be determined on the following formula:
$$\frac{1}{\# \text{ of school days in the year}} \times HTA \text{ fee}$$
5. All membership fees are collected by the School Division and forwarded directly to the Executive of the HTA according to contract.

A15 HTA Scholarship and Bursaries

1. The Hanover Teachers' Association shall offer three scholarships to graduates of Hanover School Division who have plans to continue with post-secondary education during the two years following graduation. These scholarships shall be awarded based upon merit as outlined in the scholarship application package.
2. The top three applicants shall be selected to receive the scholarships, and the amounts awarded shall be as follows: 1st - \$2000, 2nd - \$1000 and 3rd - \$500

3. Information regarding the scholarships shall be sent to the appropriate schools by April 15. Scholarship application deadline shall be May 15, and winners shall be selected (and schools of recipients informed) by June 7.

A16 Maintaining Financial Records

1. The General Operating Fund shall be used to conduct the day-to-day financial transactions of the Association.
2. The three signing authorities for all cheques written shall be the President, Secretary and Treasurer. Two signatures are needed for all cheques, and signing authorities shall not sign cheques they are the recipient of.
3. All cheques shall have supporting documentation, i.e. expense claim and original receipts, and shall be verified a Table Officer.
4. The Treasurer shall use a program for bookkeeping, which shall include a running budget comparison, a running trial balance and bank reconciliation statements.
5. All financial records shall be completed and brought to the auditor's within a timely manner. The Treasurer shall also provide an electronic copy of all financial records to the auditor.
6. The financial year shall be designated as September 1 – August 31.

A17 Mileage

1. The allowance for mileage shall parallel present MTS policy, and shall take effect at the beginning of the fiscal year.
2. Mileage for all meetings held after school shall include distance from school to the meeting and then to home.

A18 MTS Annual General Meeting

1. Costs covered by the AGM budget line may include:
 - i. accommodations for the President, above the allowable MTS amount;
 - ii. binder meeting expenses, such as mileage, substitute costs, and food ;
 - iii. substitute costs of alternative representatives to AGM;
 - iv. donation per member to fund hospitality activities at AGM; amount to be determined by council each year; contributions to be determined each year.
 - v. cost of extra binders for the alternate designates;
 - vi. cost of hotel room above the allowable MTS maximum per person based on double occupancy. HTA will pay the portion of the room cost not covered by MTS so that delegates can have their own room. Such expenses shall be limited to the basic cost of the room and shall not include any additional room service costs incurred by the delegate;
 - vii. table snacks.
2. The Executive may assign a number of alternate delegates to attend the AGM to provide relief time for the delegates, dependent upon the budget line. Expenses such as mileage, substitute costs, and meals shall be covered by the budget line.

A19 New Members' Orientation

1. The HTA shall provide each of the new members with a package of information from MTS and HTA.
2. A new member includes any member new to Hanover Teachers' Association.
3. The HTA shall invite new members to an event and an opportunity to meet their HTA Council. All Council members shall be invited to join in for this event.
4. Costs shall be included in the PR budget line.

A20 Operating Expenses

The following expenses shall be considered part of HTA costs of operation:

- stationery and office supplies
- office space rental and insurance
- computer ink and supplies
- bank service fees
- photocopying
- postage

A21 President's Expenses

1. The following expenses may fall under the President's budget line:
 - mileage, food, and additional costs to attend meetings on behalf of association members including liaison meetings with superintendents, and staff officers.
 - All expense claims by President shall be verified by by a table officer before reimbursement.
 - Discretionary spending will not exceed \$500 for the year and will be reviewed with Mileage by table officers in January of each year.
 - Mileage spending will not exceed \$1500 for the year.
 - Telephone and service stipend equivalent to MTS policy.
2. Any expense claims shall be verified by a Table Officer before reimbursement.
3. The Treasurer shall apply to the Manitoba Teachers' Society for rebate on President's Release Time.

A22 Public Relations

The following expenses shall be part of the Public Relations budget line:

- printing costs of brochures , newsletters and other publications that promote the Association
- registration costs (to a maximum of \$500) for one team per event from HTA to participate in the annual MTS Golf Tournament, MTS Curling Bonspiel, MTS Hockey Tournament, or other events as passed by Council. If there is more than one team participating in an event, the financial support from HTA will be split evenly amongst the participating teams.
- an optional annual PR initiative; maximum to be determined at budget development or as passed at Council

A23 Reimbursement of Expenses for Association Business

Whenever HTA members have been designated by the Executive to represent the Association, those members may claim expenses associated provided:

- they are necessary to the event
- they do not exceed the allowable limits of mileage, meals, and substitute costs
- they are approved by a Table Officer

A24 Retirements

Upon being informed of a member's retirement,

- HTA shall furnish the retiree with a gift of up to \$100
- at the discretion of the school representative, the gift will be presented at the member's school's retiree event by an HTA representative.

A25 Savings and Investment Fund

1. The Association shall maintain a reserve fund that does not exceed 75% of the operating budget.
2. The funds shall be kept in a separate savings account that collects interest.
3. Excess savings and investment shall be budgeted to benefit the members, with approval from the Council of the Association.

A26 Regional Presidents

1. The President and/or Vice-President shall make every effort to attend all meetings of the South Central Presidents.
2. Reimbursements shall be allowed for mileage for those events not covered by MTS.

A27 Transfer of Funds

1. Any transfer of funds from one account to another shall require a motion from Council.
2. Transfer of funds shall be validated by two signatories.

A28 Non-Budgeted Items

1. Any non-budgeted item designed for members of HTA shall be proposed as a motion to Executive or Council and approved by a sixty percent (60%) majority vote of the members present.
2. Non-Budgeted items passed at Executive meetings shall be presented at the subsequent Council meeting.
3. Application shall be presented prior to the event taking place.
4. The budget line under which the expenditure shall fall, shall be identified in the motion.

B. Administration of the Association

B1 Ad Hoc Committees Initiated by Outside Groups

It is the position of the Association that the procedures to be followed in the appointment of representatives to ad hoc committees established by groups outside the HTA are as follows:

1. Any request for an HTA representative to sit on any committee shall be directed to the President in written form.
2. The request shall outline the purpose of the committee, the proposed composition of the committee and a timeline for the completion of the committee's job.
3. The President, in consultation with Executive and/or Council shall select committee representatives.
4. The decision and the name(s) of representative(s) shall be communicated in writing by the President to the organization making the request.
5. The representative shall be responsible for reporting regularly to the HTA Executive and/or Council on the committee operation and that Minutes of these ad hoc committees shall be forwarded to the President of the HTA.
6. The HTA reserves the right to establish conditions for participation on committees.

B2 Ad Hoc Committees Initiated by HTA

It is the position of the Association that the Executive shall be empowered to appoint special committees and ad hoc committees as the need arises and such committees shall be subject to conditions as outlined under Article 10 in the HTA Constitution.

A representative from the committee shall report regularly to the Executive and/or Council and the minutes of those committees shall be forwarded to the President of the Association.

B3 Association Resolutions to MTS Annual General Meeting

- Any proposed resolution to MTS Annual General Meeting, which is in conflict with Association policy, shall not be considered.
- Any proposed resolution to AGM shall be approved by Council.
- Any proposed resolution presented to Council shall be voted on at the subsequent meeting of Council.

B4 Council Meetings

1. Meetings of the Council shall be open to all members as per Article 7.04 of the HTA Constitution. Any member shall be allowed to speak at a Council meeting as per Article 7.06 of the HTA Constitution.
2. Duties and responsibilities of Council, of the Representatives, Quorum needed and Procedure at meetings shall be as outlined in the HTA Constitution.
3. The last council meeting of the year shall finalize the budget and the set membership fees for the following year as per the CBA.
4. The President/Secretary shall send a proposed agenda to all Council and Executive members at least three days prior to the Council meeting.
5. Executive members shall forward written copies of Chairperson reports to the Secretary at least four days prior to the Council meetings. These reports shall be presented at the Council meeting.
6. The President (or designate) shall chair all Council meetings.
7. Representatives who are unable to attend the Council meeting shall inform the Secretary the day prior to meeting date, unless in unusual circumstances.
8. The Secretary shall ensure that all absent representatives are sent the meeting materials via email.
9. Representatives shall endeavour to send their alternate to Council meetings if they are unable to attend.
10. Motions on Association resolutions, and amendments to the Policy Manual shall be submitted to the President at least 20 days prior to the next Council meeting and dealt with at that meeting.

B5 Executive Meetings & Committees

1. Executive Positions represent general interests of all teachers. No position will be created to address or represent a specialization within the teaching profession.
2. The President shall have the authority to call a meeting of the Executive at any time.
3. Any five members of the Executive may call a meeting.
4. Notice of meetings to members of the Executive may be given in writing, e-mail or by phone.
5. Quorum at Executive meetings shall be a majority of the elected members of the Executive Committee.
6. The Executive Committee shall meet at least four times a year or as often as the President of the Association deems it necessary.
7. The President (or designate) shall chair all Executive meetings.
8. Meetings of the Executive shall take place at the times indicated by the President. The first Executive meeting shall be held before the end of September.
9. Executive members may be appointed by motion of the Council.

10. All members of the Executive shall hold a working position as Table Officer or Chairperson.
11. Executive members who are not able to attend meetings shall notify the Secretary in writing at least 24 hours prior to the meeting, except under unusual circumstances and shall send, to the Executive members, any pertinent material that he/she plans to share with members at the subsequent Council meeting.
12. Executive members shall keep accurate records and files pertaining to his/her responsibility, and shall submit these upon completion of his/her term.
13. When forming committees, the number of members shall be at the discretion of the chair and the President, with due consideration given to the budget line.
14. Chairpersons shall notify and invite the President to all committee meetings. Minutes of the committee meetings shall be forwarded to the President.
15. An Executive member who is unable or unwilling to attend meetings and/or perform his/her duties shall consider resigning from the position.

B6 Executive Support Material

Each member of the Executive shall be provided with the following information:

- Collective Bargaining Agreement
- HTA Constitution
- HTA Policy Manual
- Electronic and/or hard copies of files pertaining to that position

B7 HTA Delegations

1. Delegations of members shall have the right to make presentations to the Executive and to the Council.
2. Delegates who are not members of the Association shall require the approval of the Executive and the written permission of the President to present a brief.
3. Delegations shall be heard immediately after approval of the previous meeting's minutes.
4. Only questions intended for clarification of the brief shall be asked of the delegation.
5. Discussion, debate and motions related to the brief shall be made later on in the agenda, under New Business.
6. Copies of the briefs shall be forwarded to the President and the Executive one week prior to the presentation.

B8 HTA Policy Development

1. The President shall present the Statement of Policies & Procedures for review at least once during a two-year term. The last review shall be presented to Council in spring of the second year.
2. Any proposed changes shall be brought forward to Council.
3. Any member may move, or cause to be moved, a proposed change to the Statement of Policies and Procedures.
4. A vote on the proposed change(s) shall take place at the subsequent Council meeting.
5. All policy approval and amendments dates of the Statement of Policies and Procedures shall be duly recorded.

B9 Joint HTA/HSD Committees

1. Any member named to a joint HTA/HSD Committee shall represent the policies of the HTA or, in the absence of such policies, the Association's position.
2. All policies issuing from a Joint Committee shall be deemed to be Board Policy only.

3. A policy can only be considered “joint” after it has been ratified by HTA Council; said policy should include an amending formula agreed upon by the Board and the Association.

B10 Liaison Meetings with the Division

1. The Liaison Committee shall consist of the President, Vice-President, and other members of Executive as necessary.
2. The Liaison Committee shall prepare topics for discussion with the Division, along with suggestions for resolution where appropriate.
3. The President shall report back to the Executive and Council as appropriate.

B11 MTS Annual General Meeting

1. The number of HTA delegates to the MTS Annual General Meeting is determined by MTS.
2. Those members of the Association chosen to attend the AGM shall be designated in the following order:
 - i. Table Officers—*President, Vice-President, Secretary, Treasurer*
 - ii. those whom the Association is supporting in an election for Provincial Executive or other elected position as occur at the AGM
 - iii. current Executive members
 - iv. current Council representatives
 - v. current members of the Association
3. The Council shall assign a number of alternate delegates to attend the AGM to provide relief time for the delegates, dependent upon the budget line. Expenses such as mileage, substitute costs, meals and dependent care for alternate delegates shall be covered by the AGM budget line.
4. Exec members shall make every effort to attend the AGM.
5. All delegates and alternates shall make every effort to attend the HTA sponsored binder meeting(s).
6. The HTA President needs to attempt to provide a full slate of delegates for all sessions.

B12 MTS Provincial Executive Positions

In the event that a teacher chooses to put his/her name up for a position on the MTS Provincial Executive, or for a Table Officer position at MTS, the following shall apply:

1. The candidate shall notify, in writing, the HTA President no later than January 31st, his/her intention to let his/her name stand for a Provincial Executive position.
2. The President shall move, or cause to be moved, a motion of nomination at the Council meeting immediately following receipt of the candidate’s intention to run.

B13 Meeting With the Superintendents

1. As is possible and agreeable to both parties, the President, or President and Vice-President shall meet with the Superintendent and/or Representative(s) to discuss matters of concern to the members.
2. When necessary an Executive Chairperson will be invited to join the meeting.
3. The President and Vice-President shall represent the members’ interests and work with the Superintendents to find solutions.
4. The President and Vice-President shall inform the Superintendents if the intention is to bring said concerns to the Board of Trustees at the next Liaison meeting.
5. The President shall report back to the Exec as appropriate.

B14 President's Absence

1. In the event that the President becomes unable to complete his/her term of office, the Vice-President shall assume the responsibility of President until such time as the President returns to his/her duties, resigns or until the current term of office expires.
2. A member of the Executive shall be appointed as Vice-President in the interim.
3. The President shall not experience loss of wage or benefits because of the disability.
4. The interim President shall be seconded by the Association and receive pay and benefits as is due the President of the Association.
5. The Interim President's salary shall be paid by HTA.
6. If the President is unable to fulfill their duties, then MTS shall be notified of the change of roles.

B15 President's Job Description

- Visit each school / facility at least one time each year.
- Assist in providing information for and in updating the website
- Maintain an office with Association files, computer, printer and cell phone.
- Communicate hours of availability to the membership.
- Serve as liaison between local members and MTS Staff Officers.
- Schedule and attend regular Liaison meetings with HSD.
- Act as the official HTA spokesperson to the media.
- When possible and appropriate, provide brief informational updates to all members at Divisional Professional Development in-services.
- Organize Executive Training Workshop as needed (book meeting space, organize speakers and topics, plan meals, etc.)
- Actively recruit local members to sit on HTA Executive and Committees.
- Attend all Presidents' Regional meetings and report back.
- Attend all Presidents' Council meetings and report back.
- Attend Provincial Executive meetings for which local presidents are funded by MTS or funded by HTA.
- Attend the MTS Annual General Meeting and sit at all sessions.
- Attend HSD Board of Trustees public meetings.
- Ensure that HTA is represented at MTS Training Seminars.
- Provide HTA Executive with annual MTA calendar of events.
- Provide Table Officers with calendar of events based on MTS calendar and divisional events.
- When required to work on behalf of the Association during holidays or weekends (to attend training, seminars, or other required duties), the President of the Association will be compensated in the form of Days-in-Lieu. Days worked during holidays or weekends will be reported by the president to the table officers. Emergent issues requiring days in lieu must be approved by Table Officers prior to the event. The president shall inform table officers prior to taking a day in lieu. Days in lieu shall be taken within 2 weeks of acquiring, whenever possible.
- Upon being informed, send congratulatory messages to HTA members, HSD administration, or Board members who have been recognized for outstanding professional and/or personal achievements, and when appropriate, include such messages on the HTA website and social media accounts.

B16 Strikes of Non-Professional Personnel

1. Members of the Hanover Teachers' Association shall remain neutral in the event of a strike by any Divisional non-teaching union group.
2. Members of the HTA shall continue to carry out the duties that they normally perform (Section 283 Public Schools Act.)

3. Members of the HTA shall be cognizant of maintaining normal school health and safety conditions, but should not be required to perform duties that they do not normally do. If conditions in a school become unhealthy or unsafe, then teachers must notify the principal and the President of the Association. The principal would then notify the appropriate authorities.

B17 Transition of Executive Members

To provide strength to the Association and ensure smooth continuity from one Executive to the next, the current Executive Members shall maintain accurate records of all documents pertaining to their roles/responsibilities. These documents shall include:

- digital copies and paper copies of non-digital materials passed on to the incoming Executive Member;
- any other remaining materials purchased by the Association for the portfolio work

B18 Trustee Elections

The Association shall not support any particular candidate, nor shall it seek candidates of its own.

B19 Voting Procedures and Regulations

1. All positions on the Hanover Teachers' Association Executive shall be two years in length, from August 1 to July 31, with rotation every other year:

Odd Year Elections shall be for the positions of:

- *President*
- *Vice President*
- *Treasurer*
- *Education Finance*
- *Equity and Social Justice*

Even Year Elections shall be for the positions of:

- *Secretary*
- *Employee Benefits*
- *Collective Bargaining*
- *Professional Development*
- *Public Relations*
- *Workplace Safety & Health*

Election procedures for executive members are outlined in Article 11 of the Constitution.

2. a. Council Meetings: Only representatives, or duly appointed alternates, and table officers of the Executive present at a duly constituted meeting of the Council shall vote on any matter placed before the Council. The decision of a simple majority shall constitute the decision of the Council.
b. Executive Meetings: A quorum at an executive meeting shall be a majority of the elected members of the Executive Committee. The decision of a simple majority shall constitute the decision of the Executive.
3. A simple majority is required for the ratification of the collective agreement.
4. The benchmark of percentage of votes required for a vote on anything that financially impacts the members, shall be 60% of votes cast.
5. All other votes shall be a simple majority, unless a motion at Council is carried otherwise.

C. The Teaching Profession

C1 Anonymous Evaluations

The Hanover Teachers' Association opposes anonymous evaluations of its members. Anonymous evaluations may include any verbal or written parental complaint.

C2 Commercial Advertisements in School

The Association discourages partnerships and agreements that subject teachers and students to commercial advertisements within the school.

C3 Discrimination

The HTA opposes any promotion of racist or discriminatory ideologies.

C4 Divisional Personnel Files

It is the position of the Association that personnel files shall be handled according to the following:

Limitations of File Contents:

The Members' personnel files should be limited to any or all of the following:

- a. Application
- b. Resume
- c. Contract
- d. Academic qualifications
- e. Evaluation reports which have been acknowledged by the signature of the Member
- f. Record of employment with the Division
- g. Records of educational trips, attendance at workshops, positional appointments and committee work pertaining to education
- h. Records of awards
- i. Record of Leaves
- j. Any documentation which the teacher considers relevant

Requirements for Additions to the Personnel File:

1. The Member shall be informed of, and receive a copy of, any material before it is placed in the file and be given the opportunity to add his/her comments or interpretations of such items and be given a copy of such material.
2. The Member shall have the right to request that specific documents, which he/she considers relevant, be added to the file.

C5 Employment Intent Form

It is the position of the Association that the Employment Intent Forms that are circulated each year are not binding and that such a form does not limit a member's ability to compete for any available position.

C6 Equality of Opportunity

1. The Association supports equality of opportunity for all teachers and students, regardless of sex, race, religion, sexual orientation, etc.
2. The Association advocates that materials used in schools shall be non-discriminatory in language and content.

C7 Extra-curricular Activities

All extra-curricular activities by members should be voluntary as per the Collective Agreement. No member shall use any undue force, coercion or threat in an effort to engage another member in participating in extra-curricular activities.

C8 Harassment

The Hanover Teachers' Association supports a teacher's right to follow the provisions in the Code of Professional Practice in regards to harassment by peers, administration or employer, as well as following the provisions as outlined in the Workplace Safety and Health Act.

C9 Days in Lieu

It is the position of the Association that any teacher asked to work outside the regularly scheduled instructional day (i.e. summer holidays, Saturdays, etc.) and beyond the reasonable and practicable expectations of the teaching profession, should be compensated with appropriate pay based on qualifications and experience, or on the basis of one day in lieu without restrictions for each day worked.

C10 Offsite Professional Development

The Hanover Teachers' Association shall support any member who does not wish to attend offsite Professional Development that could infringe on personal and family time and/or could present extra financial implications, excluding SAGE.

C11 Staff Meetings

1. It is the position of the Association that staff meetings should aim to be no longer than 1 hour in length, unless advance notice is provided and agreed to by all staff.
2. It is the position of the Association that School-based professional development shall be restricted to occur during professional development days.

C12 Student Services

The Association believes that all students in Hanover are entitled to the full range of student support services, including full-time resource teachers and guidance counsellors in each school, regardless of the limits imposed within or without the Division.

C13 Substitute Teachers

It is the position of the Association that all concerns regarding the substitute's performance in the classroom shall be addressed with the substitute first, as per the Code of Professional Practice.

C14 Teacher Evaluation

The following is the position of the Association with respect to teacher evaluation:

1. Its primary purpose is the promotion of professional and personal growth.
2. It is conducted in a professional and respectful manner.
3. Evaluation directives and procedures used do not require staff to break confidentiality in performing their professional duties, or make unwarranted intrusions on the professional autonomy of the teacher.
4. Unless otherwise stated, a staff member's signature on an evaluation document means only acknowledgement of its content, not concurrence with said document.

C15 Volunteers

1. It is the position of the Association that no volunteers shall be used for the staffing of schools.
2. Volunteers shall carry out any clerical, supervisory or mechanical duties under the direct or indirect supervision of a certified teacher.
3. All volunteers shall receive the supervising teacher's consent before presenting him/herself to the classroom for work.