

YTA Members' Booklet

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Yukon Teachers' Association
Association des enseignantes du Yukon

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Introduction

This YTA Members' Booklet has been developed to provide our members with helpful information on the following topics:

- YTA membership
- YTA as an organization
- Code of Ethics and the discipline process
- The Collective Agreement
- Professional Development options
- Education Leave
- YTA Administered Programs
- YTA Awards
- YTA Post-Secondary Scholarships

Please note that this is a first edition of this booklet and we encourage feedback!

Additional sources of information about YTA and its activities:

- Our **website**, www.yta.yk.ca also provides up-to-date information on the Associations activities and other matters of interest to our members. Most website information is available publicly and does not require a log-in. Sensitive information is available only to YTA members with log-in information. Please contact our office for help if needed.
- The **YTA Policy Manual** provides detailed information on the legislation, Bylaws and policies that govern and guide YTA's work. The manual is available on our website or a hard copy can be found in each school.
- Our **staff and Executive Committee members** in our office are an excellent source of information and are open to your ideas and suggestions about the organization.
- Your school's **YTA Representatives** are also available to provide you information about the Association and to ensure your voice is heard within the YTA.

Main contact information:

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Employment Relations Advisor: era@yta.yk.ca

Finance Clerk: finance@yta.yk.ca

YTA Membership

Membership Categories

YTA has different membership categories: active, associate, life, honorary, or student. These are defined in YTA Bylaws.

Active Members: Active membership is open to any member of the bargaining unit. Only active members may vote, run for, or hold office in the Association.

Associate Members: Any person who has a Teacher's certificate or other education qualification acceptable to the Executive may become an associate member of the Association by making application to the Executive. Retired teachers can be associate members. Associate members do not have a right to vote or hold office.

Student Members: People who are residents of the Yukon and also registered in a teacher education program can apply to the Executive for a student membership. Student members do not have the right to vote and are not subject to any disciplinary action.

Life Members: Life membership is granted by the Central Council to educators whom the Association wishes to recognize for long and outstanding service to the Association or to education generally. The Membership Committee will identify and select candidates for Life Membership. Central Council is empowered to approve Life and Honorary Membership.

Honorary Members: Honorary membership can be given by the Annual General Meeting or the Central Council to any person whom the Association wishes to honour.

Membership Duties

The YTA was set up to serve and provide a voice for its members. However, to be most effective, it is important for Active Members to respect YTA's policies, and to participate in their development as well as other organizational activities.

As outlined in YTA's policy on Membership and Duties, all YTA Active Members shall:

- a) Be aware of and adhere to the Code of Ethics.
- b) Lend their support to their professional organization. If views are at variance, members first seek changes from within the organization.
- c) Not make individual representation to a government or any of its departments or to any other body, concerning matters that should be dealt with by the Association.
- d) Honour commitments made on their behalf when the Association represents them at their request.
- e) Respect duly constituted picket lines at their work sites.
- f) Not undertake any duties performed by non-YTA personnel during strike action at educational sites nor will they expect students to perform these duties.
- g) Regard as their first duty the effective education of their students and maintain professional competence in their teaching.

- h) Recognize, as a professional responsibility, service to the Association at the local and professional levels.
- i) Seek the advice of the Association concerning any problem relationship with colleagues that cannot be resolved by personal discussions.
- j) Be free to take employment within the various school areas during negotiation and conciliation procedures, except in an area which has been declared by the Yukon Teachers' Association to be "in dispute". Members shall not apply for, or accept positions in an area which has been declared to be "in dispute" and, furthermore, all members who have made application shall request the return of their application forthwith. Members who knowingly accept positions may be subject to disciplinary action.

Membership Fees

Active members pay an annual fee (also called union dues). This is deducted from the member's salary and forwarded to the YTA by the Department of Education. Associate members pay an annual fee. The scale of fees is determined by the membership at the Annual General Meeting.

Membership Year

The membership year for members is outlined in the YTA Bylaws.

Active Members of the Association shall be from the date of the member's hiring until the beginning of the following school year.

For subsequent school years, the membership shall be from the beginning of the Active Member's school year until the beginning of the following school year.

For all other membership categories the membership year for the Association shall be from September 1st to August 31st.

How to Get Involved!

Active Members are also encouraged to **get involved in YTA** by:

- Participating in and voting at the Annual General Meetings and Special General Meetings;
- Reading information distributed by YTA, including this booklet, and providing feedback;
- Responding to YTA surveys to provide input on negotiations and other YTA business;
- Providing feedback and ideas to your school's YTA Representatives;
- Putting your name forward to sit on a committee, be a YTA Representative or sit on the Executive Committee.

Overview of the Yukon Teachers' Association (YTA)

Objectives of YTA

The Yukon's *Teaching Profession Act* outlines the following objectives for the Association:

- (a) to advance and promote the cause of education in the Yukon;
- (b) to co-operate with other organizations and bodies in the Yukon, Canada, and elsewhere having the same or like aims and objects;
- (c) to increase public interest in the importance of education and public knowledge of the aims of education, financial support for education, and other education matters;
- (d) to improve the teaching profession
 - (i) by promoting and supporting recruitment and selection practices which ensure capable candidates for teacher education,
 - (ii) by promoting and supporting adequate programs of pre-service preparation, internship, and certification and by co-operating with the Minister and School Boards in facilitating the training and supervision of student teachers,
 - (iii) by promoting the establishment of working conditions that will make possible the best level of professional service,
 - (iv) by organizing and supporting groups which tend to improve the knowledge and skill of teachers and the development and promotion of teacher education programs,
 - (v) by meetings, publications, research, and other activities designed to maintain and improve the competence of teachers, and
 - (vi) by advising, assisting, protecting, and disciplining members in the discharge of their professional duties and relationships;
- (e) to advance, promote, and safeguard the interests of the teaching profession and its members;
- (f) to provide advice, assistance, legal protection, and discipline to members in their professional duties and relationships; and
- (g) to promote the continuous improvement of professional competence and of conditions of learning and of teaching.

The Yukon Teachers' Association also bargains collectively for salaries and working conditions on behalf of members. This right is defined and described in the *Education Act* and the *Education Labour and Relations Act*.

History of YTA

In the spring of 1955, a group of teachers in Whitehorse, led by Mary Gartside, formed the Whitehorse Teachers' Association. Later that year the first Teachers' Institute was held in the Yukon in an attempt to organize a professional Association for all Yukon teachers. As a result of the meeting, the Yukon Teachers' Association was formed on October 4, 1955 with sixty charter members. Alice Homewood Elston became the first president. The society was registered under the Societies Act of Yukon almost four years later on June 26, 1959.

Additional notable dates:

- 1960 The YTA fought and won the right to negotiate with the YTG on matters of salary. Also, a program was established to help teachers gain further education through government allowances to cover fees, textbooks and travel, and by providing educational leave.
- 1962 The right of tenure was written into the Education Ordinance.
- 1964 The Yukon teachers entered a pension scheme when the Federal Civil Service Retirement Plan was made available to them.
- 1969 The YTA became a full member of the Canadian Teachers Federation.
- 1970 Provision was made for the appointment of a part-time secretary and a permanent office.
- 1971 The Central Council was established to provide for a wider representation and to serve as a steering body of the Association.
- 1971-74 The YTA adopted a Code of Ethics, established two student scholarships, provided for the development of specialist groups within the Association and attained the right to Joint Consultation meetings with the Department of Education.
- 1977 The President of the YTA was granted half-time leave from teaching duties to devote to Association business.
- 1980 The Presidency became a full time position.
- 1985-90 The Association was actively involved in the preparation of a new *Education Act* that was proclaimed in 1990 along with a *Teaching Profession Act*, which the Association had worked for since 1974. With these new Acts, Yukon teachers gained the abilities to negotiate working conditions and to develop their professional rights and responsibilities more fully. The *Teaching Profession Act* also set out the framework for the YTA (its objectives and structure). It was no longer governed by the *Societies Act*.
- 1991 In August, YTA moved into their newly purchased office building at 2064 Second Avenue.
- Early 90's The inclusion of paraprofessionals and aboriginal language instructors made the YTA unique among the CTF affiliates.
- 1996 The Association hired its first Executive Director.
- 1998 A group of retired YTA members founded the Yukon Retired Teachers' Alumni (YRTA).

- 2001 YTA members voted in favour of job action. Rotating strikes began in late February and a tentative agreement was reached in early March.
- 2002 The Education Staff Relations Act (ESRA) arose from the scheduled ten year review of the Education Act. The ESRA effectively addresses the labour relations for the YTA employees of the Department of Education.
- 2003 The Alice Elston Award was created as a special recognition to those who have given meritorious service to the YTA and/or the teaching profession and education.
- 2005 The 50th anniversary scholarship was created. YTA hosted a 50th anniversary reunion for all former members.
- 2010 YTA hired its first General Secretary.
- 2012 YTA Professional Development Chair increased from half time to full time position.
- 2013 The YTA building was renovated to create internal access to upstairs.
YTA bought vacant land, located at 151 Black St., in Whitehorse.

Governing Documents

Teaching Professions Act

The Yukon's *Teaching Professions Act*, passed in the late 1980's, set out in legislation the objectives of YTA, and a framework for its structure.

This Act defines the Association's powers, outlines its membership categories and how fees will be collected, identifies that Bylaws can be created by YTA and specifies that membership meetings shall be held at least once a year.

The Act also put into law the requirement for YTA to develop a Code of Ethics and establish a Discipline Committee.

The Act also requires that the Minister of Education consult with YTA on any educational policy that affects YTA members.

Education Act

The *Education Act* defines the roles and responsibilities of all partners involved in the education of Yukon students. The Act includes sections on: territorial administration; students and parents; school operations; Yukon First Nations; French language and separate school rights; school committees, councils and boards; appeals; teachers; finances; and bargaining agent.

The act identifies the following roles for YTA:

- YTA has a seat on the Teacher Qualification Board and helps select a professional educator for this same board;
- YTA nominates two people to Teacher Certification Board;
- YTA will be involved in any review of the *Education Act*;
- YTA is the bargaining agent for teachers.

For a copy of the Act, visit www.gov.yk.ca/legislation/acts/education_c.pdf

Education Labour Relations Act

This act establishes the Yukon Teachers Labour Relations Board and defines a number of things related to collective bargaining. This includes information on how bargaining rights are acquired and terminated; what collective bargaining involves; how disputes are dealt with; how grievances will be adjudicated; and parameters for strikes and lockouts.

This Act affirms that YTA is the current bargaining agent for teachers.

For a copy of the Act, visit www.gov.yk.ca/legislation/acts/

YTA Bylaws

YTA has Bylaws that further govern how it operates. The Bylaws include sections on the following matters:

- Membership
- Finances
- Meetings
- Executive
- Conflict of Interest
- Indemnification
- Central Council
- Officers & Duties
- Committees & Sub-Associations
- Elections & Voting
- Limitation of Power
- Discipline

The Bylaws can only be amended by the membership at General Meetings by extraordinary resolutions. Such resolutions require 21 days notice to members and at least 75% of members voting at the meeting must approve the resolution.

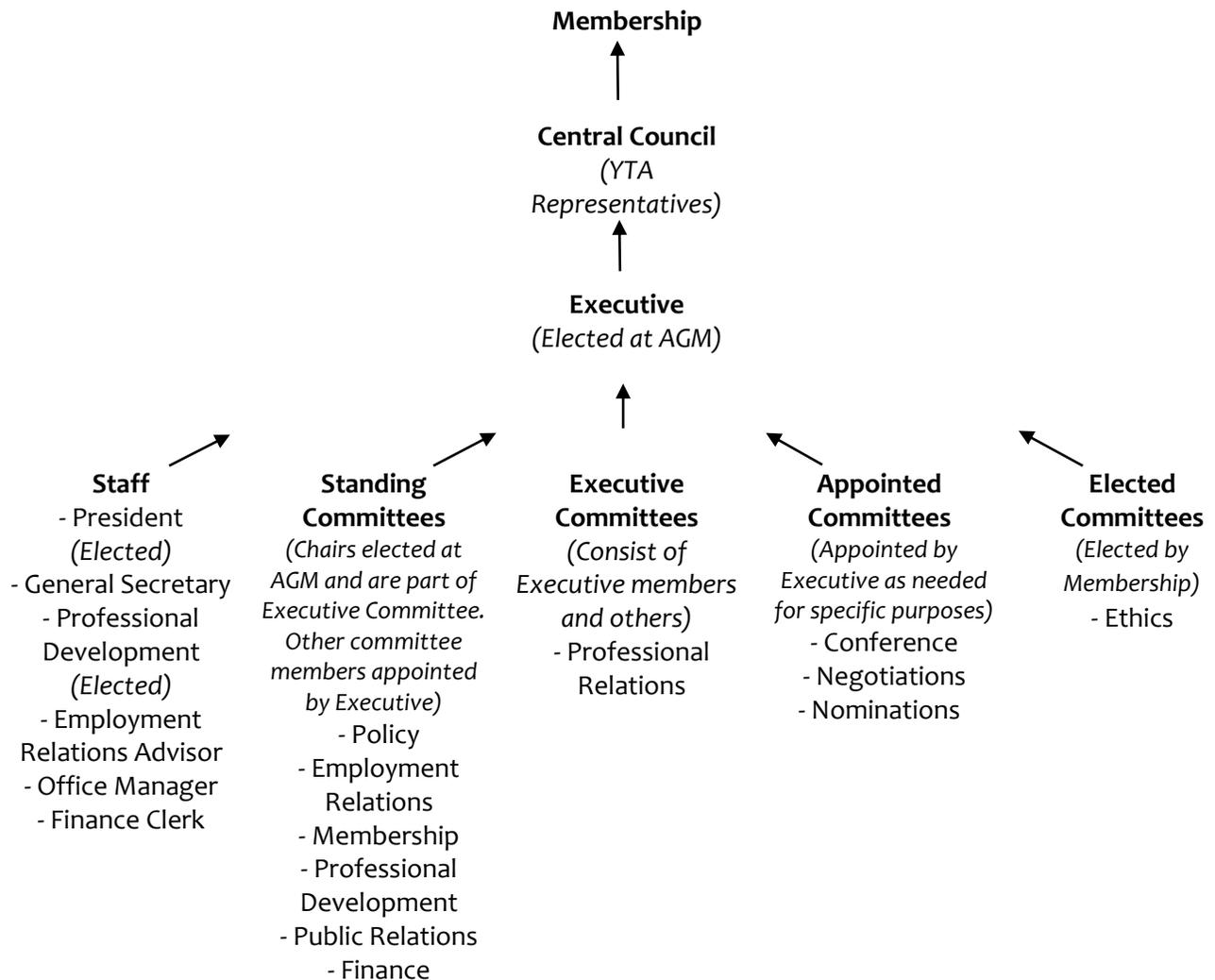
Policy & Procedures

Much of YTA's business is guided by policies and procedures. These cover topics such as: the structure and duties of committees; travel and accommodation rates; financial matters; standing rules for General Meetings; legal services; and other organizational matters.

These policies are generally developed by the Executive Committee to assist in the management of the organization. Policies can also be developed and approved by Central Council and by the membership at General Meetings.

All of the governing documents can be found in the YTA Policy and Procedures Manual on the YTA website or can be requested by email. A hard copy will be made available in each school.

Reporting Structure



YTA is also involved in a number of external or joint YTA/Yukon committees such as E-1 (Department/YTA Issues Committee), Joint Consultation, Group Insurance-benefits and the Joint Trust Fund Management Committee (PD).

Executive Committee

As noted in the Bylaws, the Executive Committee exercises all the powers of the Association, the direction and supervision of its business, and the conduct of the affairs of the Association. Its decisions, however, are subject to any decisions made at general meetings of the membership or Central Council.

Members of the Executive Committee are the President, Vice President, a Past President, the Treasurer, and the Chairs of the following Standing Committees: Employment Relations; Policy; Professional Development; Membership; and Public Relations.

Some of the general duties of the Executive Committee include:

- Establish Executive Committees and appoint members to all YTA committees except for those elected by members at an AGM (see YTA Bylaws);
- Ensure the financial health and accountability of YTA;
- Appoint or dismiss non-elected staff;
- Hire legal support as needed.

Committees

YTA has a number of committees that help it carry out its business and provide services to members.

Chairs of the following committees are elected by the membership:, Employment Relations, Membership, Policy, Professional Development, Public Relations, and Finance (Treasurer). Except for the Ethics Committee, all other committee chairs and members are appointed by the Executive Committee.

For more information on the duties of each Committee, please see the *YTA Policy & Procedures Manual*.

Central Council

As outlined in YTA's Bylaws, the Central Council is made up of the Executive Committee and representatives from each school or work site. The number of representatives depends on the size of the school (see formula in the YTA Bylaws).

The representatives are elected by members of the designated schools and act as a liaison between members in their respective schools or areas and the Central Council.

The Central Council meets at least twice a year. Its main responsibility is to consider any question affecting the Association (upon its own discretion or at request of the Executive) and direct the Executive accordingly.

For more information on the duties of the Central Council representatives, please see the *YTA Policy & Procedures Manual*.

Membership Meetings

The membership meets at least once a year in an Annual General Meeting. Special General Meetings may also be called. The Bylaws specify how these meetings are called.

Through these General Meetings, the membership:

- Elects members of the Executive (except the President) and members of the Ethics Committee;
- Adopts the Code of Ethics;
- Amends the YTA Bylaws;
- Adopts reports of the standing committees.

The YTA Bylaws set out the details for how an AGM is organized and run. The AGM is held once a year, usually in the fourth week of April. It is a time for active members to review the business and finances of the association, elect the Executive Committee, make any changes to the Bylaws and conduct other needed business.

The Executive Committee can decide to hold a Special General meeting or one will be held if requested in writing by 20% of the active membership. Appropriate notice must be given to members, along with a clear statement of purpose. Such meetings may be called in order to determine policy, which cannot wait until the next AGM.

Code of Ethics & Discipline Process

Overview

The Code of Ethics outlines a vision of professional practice. In part it exists to advance, promote, and safeguard the interests of the teaching profession and its members. It is based on the recognition that at the heart of a strong and effective teaching profession is a commitment to students and their learning.

The YTA Code of Ethics states general rules for maintaining high standards of professional service and conduct toward students, colleagues, other members and the Association. **All YTA members are bound by the YTA Code of Ethics.**

Any member of the YTA who is alleged to have violated the Code of Ethics may be subject to a charge of unprofessional or unethical conduct under the Bylaws of the Association. An overview of the discipline process is outlined at the end of this section.

The Code of Ethics

1 MEMBERS - STUDENTS

- 1.1 Members shall deal justly, considerately, and appropriately with each student.
- 1.2 Members regard as confidential, and do not divulge, other than to appropriate persons, information of a personal or domestic nature concerning either students or their homes.
- 1.3 Members do not encourage complaints and criticisms from students about other members.
- 1.4 A member recognizes that a privileged relationship exists between the member and his/her students and shall never exploit this relationship.

2 MEMBERS - COLLEAGUES

- 2.1 A member does not criticize the professional competence or professional reputation of a colleague, except to proper officials and then only in confidence and after the colleague has been informed of the criticism.
- 2.2 When unfavourable criticism of the professional activity of a member is necessary, it is made in confidence to the proper officials and only after the member concerned has been informed, except in the case of suspected child abuse where the official protocol shall be followed.
- 2.3 Members responsible for internal administration inform member colleagues immediately of the nature and source of any criticism regarding the professional or personal conduct of the member.

3 MEMBERS - EMPLOYMENT

- 3.1 Members do not apply for a specific Member's position that is not yet vacant.
- 3.2 Members do not make representation for existing positions which are not posted.
- 3.3 The member neither applies for nor accepts a position which is included in an Association in-dispute declaration.

4 MEMBERS - ASSOCIATION

- 4.1 Members adhere to collective agreements negotiated by the professional organization.
- 4.2 A member, or group of members, does not make unauthorized representation to outside bodies on behalf of the Association or its local branches.
- 4.3 A member does not refuse to follow Association directions under a legitimate job action
- 4.4 Members do not act in a manner harmful or prejudicial to the interests of the Association.

5 MEMBERS - GENERAL PUBLIC

- 5.1 Members do not engage in activities outside of their regular contract that adversely affect professional duties.
- 5.2 Members at all times conduct themselves in order that no dishonour may befall the profession.

Ethics Committee

An Ethics Committee of 12 members is elected for a three year term by the YTA membership at the Annual General Meeting. If a vacancy occurs, the Central Council can appoint an interim member whose term will go to the next Annual General Meeting or the completion of any hearing that may not be completed by the AGM.

The role of the Committee is to administer the Code of Ethics. This includes regulating its own meetings and hearings, including how questions will be decided and the transaction and management of business and procedure relating to the conduct of its hearings.

For more information on the Committee's duties, please see the *YTA Policy & Procedures Manual*.

Discipline Process

In accordance with the requirements of the Teaching Profession Act, the Association must adopt a Code of Ethics that is binding on all members. If a member is concerned that a member has contravened the Code, they may lay a complaint of unprofessional or unethical conduct within six months of the events. Members who may want to lay a complaint should contact the employment relations advisor at the YTA office to learn more about the process.

Review of complaint

The Reviewer will ensure that the complaint is considered. The complainant will need to submit the complaint in writing and also notify the defendant, in writing, of the concern.

The Reviewer may recommend means of resolving the complaint. With the agreement of both parties, resolution may be found through:

- a) Voluntary agreement to pursue the matter in more appropriate ways:
 - i) both parties meeting to discuss and resolve the issue(s).
 - ii) exchange letters to clarify and resolve the issue(s).
- b) The Professional Relations Committee.
- c) Voluntary agreement to be bound by a mediator's recommendations.

Screening Panel

If voluntary means cannot resolve the issue, the matter will be referred to the Ethics Committee and a Screening Panel of three people and an investigator will be appointed. The Executive may demand from any person or group lodging a written charge of unprofessional or unethical conduct, and before referring the matter to Ethics Committee a deposit of \$500.00 to offset costs and expenses. If the complaint is found to be frivolous or vexatious the deposit may not be returned.

The Screening Panel will seek additional information from the reviewer, witnesses and the defendant and hold a Panel meeting.

The Screening Panel may:

- a) Prescribe mediation and request the Ethics Committee appoint a mediation team;
- b) Order a report by an investigator(s) whose findings shall be reported to the Screening Panel for possible further action;
- c) Order a hearing by the Hearing Panel, articulate the charges and submit the matter to the panel; or
- d) Dismiss the complaint and provide written reasons for such dismissal.

The Hearing Panel

In the event that the Screening Panel orders a hearing, a three-member Hearing Panel will conduct a full hearing of evidence related to the charge(s). The panel will then render a verdict, assess a penalty if appropriate, provide written reasons for its verdict and determine appropriate publication of the outcome, if appropriate.

Appeal

A person who is found guilty of unprofessional or unethical conduct may appeal to the Minister, within 14 days from their receipt of the decision. The Minister must appoint a Teaching Profession Appeal Board to hear and make a determination of the appeal.

For more details on the discipline process please contact the YTA office.

YTA Collective Agreement

YTA bargains collectively for salaries and working conditions on behalf of its members. The *Education Labour and Relations Act* outlines the process and scope for bargaining.

The Collective Agreement, negotiated by YTA and the Government of Yukon (the employer), sets out the terms and conditions of employment related to salaries and working conditions of YTA members.

The Code of Ethics stipulates that members must adhere to collective agreements negotiated by the YTA.

A copy of the current agreement is available on the YTA website.

Negotiating Committee

The Negotiating Committee is appointed by the Executive Committee. The Negotiating Committee must include the members of the Bargaining Team, and the YTA President or their designate. It also must be reflective of the diversity of the members of the Association.

The Committee is charged with preparing a negotiations package which the Executive approves. During the member ratification process, the Committee must also prepare information that includes the proposed amendments of the agreement and summarizes the tentative agreement for members.

The Committee, along with the Executive, hosts an open forum for members to discuss the Tentative Agreement, prior to a vote by the members of the Bargaining Unit. At the end of the bargaining process, the Committee provides a final report to the Executive.

For more information on the Committee's duties, please see the *YTA Policy & Procedures Manual*.

Professional Development (PD)

Overview

Professional Development (PD) provides a great opportunity for YTA members to build on their knowledge and expertise. It helps to improve professional growth and competence which in turn supports student learning.

YTA's PD program is based on the basic principle that educators' professional growth should be designed and facilitated by educators. We encourage members to invest in their own learning and development by accessing our funding.

Objectives of the PD Program

- a) To provide an opportunity for professional growth of YTA members;
- b) To help members acquire new pedagogical knowledge and skills;
- c) To improve the quality of teaching through career-long professional development.

Where we get our funding

The Professional Development Fund is determined by YTA's Collective Agreement. For example, in 2015 Yukon Education contributed \$460,000 to the fund. This includes funding for the full-time PD Coordinator.

The Fund is managed by a Joint Trust Management Committee which has two YTA members and two members from Yukon Education. Each year, this committee approves priorities for the fund.

How to apply

Online application forms are found on the YTA website. Application deadlines vary depending on the type of PD being applied for.

YTA's PD Committee reviews each application that is received before the deadline. The PD Chair will send a letter within two weeks about the status of an application. If approved, a member would then apply to the Employer for a leave of absence (if applicable).

Successful applicants will receive information on how and when to submit their eligible expenses.

Who is on the PD Committee?

The PD Committee is primarily made up of members of YTA. The Chair of the committee is elected at our Annual General Meeting and is a paid to coordinate the program. The Chair then looks for volunteers to sit on the committee and the Executive approves final participants. A representative of Yukon Education sits on the committee as well, as well as the YTA President.

Types of PD

Our PD program supports a wide range of PD initiatives. These are summarized in the table on the next page.

For more information please contact the PD office at YTA

Phone: (867) 668-6777 (ext. 3) or toll-free: (866) 668-2097 (ext. 3); Fax: (867) 668-2037
Email: pd@yta.yk.ca Website: www.yta.yk.ca

Types of PD funded by YTA

Type of PD	Description	Criteria/Considerations	Expenses YTA covers	Deadline for application
Local PD	<p>Local PD refers to PD events hosted by the YTA or other Yukon organizations.</p> <p>It does <i>not</i> include in-services or events hosted by Yukon Education.</p> <p>There is no limit to the number of Local PD events a member may attend in a school year.</p>	<ul style="list-style-type: none"> ▪ Relevance of training to current or anticipated assignment. 	<ul style="list-style-type: none"> ▪ 75% of event fee, to a maximum of \$150.00 per day; ▪ Travel costs; ▪ Accommodations and meal allowances; ▪ Teacher-on-Call Costs. 	14 days before the event
Out-of-Territory PD	<p>Out-of-Territory PD refers to conferences or events that occur outside the Yukon.</p> <p>It does not include credit or non-credit course work that takes place outside the Yukon.</p> <p>All Out-of-Territory participants must submit an online report summarizing the event.</p> <p>Participants are also encouraged to share their new skills and knowledge with other YTA members.</p>	<ul style="list-style-type: none"> ▪ An active member may access funding in his/her 3rd year as a YTA member and every 2nd year after. ▪ Relevance of training to current or anticipated assignment will be considered. ▪ Availability of local or regional PD events will be considered. ▪ Members on Educational Leave or Leave Without Pay are not able to access these funds during their year on leave. 	<ul style="list-style-type: none"> ▪ A maximum of \$2500 will be reimbursed. ▪ Teacher-on-Call costs will be taken out of allowable costs first. <p>Eligible expenses:</p> <ul style="list-style-type: none"> ▪ 75% of event fee. ▪ Travel costs. ▪ Accommodations and meal allowances. ▪ Teacher-on-Call Costs 	<p>45 days before the event</p> <p>Applications for events in August or September must be submitted before June 1st.</p>

<p>Visitations</p>	<p>Visitations are a form of PD where a YTA member visits another member's classroom, or visits a person's workplace for the day.</p> <p>There is not a limit to the number of visitations a member may participate in during a school year.</p> <p>The host member(s) and the Principal of the host school must give prior permission to the visitor's participation.</p>	<ul style="list-style-type: none"> ▪ Relevance of training to current or anticipated assignment. 	<ul style="list-style-type: none"> ▪ Travel costs; ▪ Accommodations and meal allowances; ▪ Teacher-on-Call Costs. <p>The host member(s) may apply for a half day of Teacher-on-Call time to collaborate with the visitor.</p>	<p>14 days before the event</p>
<p>Credit Courses</p>	<p>Credit Course refers to course work that is completed through an educational institution that leads to a grade on a transcript.</p> <p>Examples: Masters degree courses, Educational Assistant Certificate Courses</p>	<ul style="list-style-type: none"> ▪ Must be an active YTA member ▪ Course work must not occur during school hours (or when a member is usually working). ▪ In the case of summer credit courses, applicant must be returning to a position with Yukon Education the following year. ▪ Must have selected a course that relates to a teaching field or to a relevant degree. ▪ Must not be on Educational Leave. 	<ul style="list-style-type: none"> ▪ 75% of the cost of tuition, GST and course fees (exclusive of student council, food and registrar fees) ▪ A maximum of \$800.00 per course, and \$1600.00 per member, per school year 	<p>Applications accepted for review up to 14 days after the course has started</p>
<p>Non-Credit Courses</p>	<p>Non-Credit Course refers to course work that is done through an educational institution or organization that leads to a certificate of completion rather than a grade on a transcript.</p> <p>Examples: Language courses, Webinars</p> <p>*Note: First-aid courses are not covered by YTA PD. Please see your school's administrator to discuss funding options.</p>	<ul style="list-style-type: none"> ▪ Must be an active YTA member. ▪ Course work must not occur during school hours (or when a member is usually working). ▪ In the case of summer non-credit courses, applicant must be returning to a position with Yukon Education the following year. ▪ Must not be on Educational Leave. ▪ The course does not have to be relevant to the applicant's field of work. 	<ul style="list-style-type: none"> ▪ 75% of the cost of tuition, GST and course fees (exclusive of student council, food and registrar fees) ▪ A maximum of \$500.00 per course, and \$1000.00 per member, per school year 	<p>Applications accepted for review up to 14 days after the course has started</p>

School-Based PD	<p>School-based PD refers to a workshop that is planned by a school staff, and is usually held on one of the school's non-instructional days.</p> <p>The YTA encourages members to exercise their right to determine and plan programs for non-instructional days. Members are also encouraged to plan workshops in specialty areas, and in areas which meet unique local needs.</p>	<ul style="list-style-type: none"> ▪ Should be an educator initiated activity ▪ Seats should be open to staff from other schools 	<p>YTA will consider the following expenses:</p> <ul style="list-style-type: none"> ▪ Resource person costs ▪ Rural travel costs ▪ Teacher on Call Costs. <p><i>* Organizers must ensure that participants submit <u>Local PD</u> applications when participant costs are to be covered by YTA.</i></p>	<p>At least 45 days before the event.</p> <p>Applications are submitted using the PD Planner on the YTA website.</p>
Territory-Wide Conferences	<p>Territory-wide conferences are hosted by YTA PD every two years, and usually occur in the fall. All Yukon schools are closed for two days while YTA members attend the conference.</p>	<p>All YTA members attend the conference.</p>	<ul style="list-style-type: none"> ▪ Travel costs; ▪ Accommodations and meal allowances; 	<p>Application not required.</p>
Action Research	<p>This category of PD was created to assist members undertaking an action research project either through an academic institution or Yukon Education.</p>	<ul style="list-style-type: none"> ▪ Must be an active YTA member ▪ Must be part of a supervised action research project 	<ul style="list-style-type: none"> ▪ Teacher-on-Call costs for gathering or analyzing data, or for collaboration between team members to a maximum of \$800 ▪ Educator supplies to a maximum of \$200 	<p>Application must be received before any costs are incurred.</p> <p>A separate Local PD application must be submitted at least 14 days any ToC time is taken.</p>
Mentorship	<p>The Mentorship program was designed to assist new teachers, or teachers new to the Yukon, in familiarizing themselves with the Yukon education system.</p> <p>Beginning teachers are matched with mentor teachers, and participants are invited to three workshops that are held in Whitehorse throughout the year.</p>	<p>Contact the PD office for more information.</p>	<ul style="list-style-type: none"> ▪ Travel costs; ▪ Accommodations and meal allowances; ▪ Teacher on Call Costs 	<p>No deadline.</p>

Education Leave

Statement of Purpose

The purpose of educational leave is to provide an opportunity for members to improve their qualifications to the benefit of themselves and the Yukon educational system.

Criteria to apply

Employees with a minimum of five years of continuous service shall be eligible to apply for educational leave of one year. Candidates will have all of their temporary service in Yukon Education recognized for educational leave purposes. Those who have previously been granted and taken an Education Leave are not eligible to apply.

Selection criteria

The following criteria/ point system will be used in determining education leaves:

Criteria	Maximum Points
Years employed in Yukon as defined in the Yukon Education Act (1.5 points per year – max. of 10 years).	15
Service in a rural community (1 point per year – max. 5 years).	5
Seeking a Certificate, Diploma, Bachelor’s, Master’s, or Doctoral Degree in an education related field.	15
*Courses taken from an accredited institution toward area of study applied for (1 point for each 6 credit course or equivalent and .5 for each 3 credit course - max 10 points).	10
Educational Leadership and/or Innovation	5
Future Contributions	10
Two Written References (5 points each)	10
Total Possible Points	70

**** This information is current as of the printing date on this document’s cover page.**

How to apply

The application needs to contain the employee's planned course of studies, the name of the institution, the period of education leave requested. It also needs to include an explanation of why and how the course of studies will benefit the education system and the employee.

The deadline to apply for Education Leave is November 1. Application forms are available from the YTA office, on our website OR through the Department of Education.

If you're successful

An employee who is granted educational leave shall be entitled to receive a biweekly stipend equivalent to 70% of his/her salary. The successful candidate will also get the equivalent to a return economy airfare between Whitehorse and Edmonton or Vancouver. The employee however must complete their educational assignment and also return to teach for a two year period.

For more details on Educational Leave, please see the YTA Collective Agreement, Education Leave, Article 16.

YTA Supported Programs

Project Overseas

Project Overseas is a joint endeavour by the Canadian Teachers' Federation (CTF) and its member organizations to give professional assistance to fellow-teachers in developing countries. For over fifty years, Canadian teachers have been committed to making a difference in the professional lives of teachers, and the education of students in developing countries through this program.

Purpose

The purpose of Project Overseas is to improve the quality of education in Canada and the developing countries in which we work. Although the primary focus of Project Overseas is teacher professional development, the primary goal is improved teaching and learning for students around the world.

Overview of program

Canadian teachers involved with Project Overseas, are responsible for providing professional development to under or untrained teachers through an in-service program offered by one of CTF's overseas partner organizations. They are also expected to share what they've learned upon return in Canadian schools and communities.

Most opportunities occur during the months of July and August. The travel and living expenses of participants are covered by the contributions from CTF members (provincial or territorial teacher organizations) and by a grant from the Canadian International Development Agency.

It is not possible, because of the nature of the Project, for CTF to include any members of the participant's family in any of the arrangements.

Minimum Requirements

The minimum requirements for all applicants are as follows:

- a) Membership in a provincial or territorial teacher organization which is a member of CTF;
- b) An appropriate teacher's certificate;
- c) At least five years teaching experience in Canada;
- d) Canadian citizenship;
- e) Excellent health;
- f) Evidence of flexibility and mature judgment.

Application

You can get forms from the YTA office, the YTA website or the CTF website. Applications must be returned by the first week of November. The final selection of teachers to participate in the project is made by the CTF from a list of names recommended by the YTA Executive.

The Association tries to give as many of its members as possible an opportunity to participate, so any members who have been successful candidates in the past will only be considered if there are no suitable first time applicants.

When three or more applicants meet the above criteria, preference will be given to first time applicants. The length of service with Yukon Education and in-service planning and presentation experience will also be weighed.

YTA Awards

Life Membership

Each year, in anticipation of the AGM, the Membership Committee will identify and select candidates for Life Membership in the Yukon Teachers' Association, from the records of retirements and resignations.

Central Council may be empowered to approve Life and Honorary Membership.

Criteria

To be eligible for YTA Life Membership a member must:

- a) Have a minimum of 15 years membership in the Yukon Teachers' Association;
- b) Be no longer an active member, and no longer an employee of Yukon Education;
- c) Have conducted themselves in a manner respectful to the community and the Association.

Honorary Membership

Honorary Membership shall be granted at the AGM on the recommendation of Central Council on any person whom the Association wishes to honor for their dedication to education and/or the Association.

Honorary Membership nominations must be submitted to the Chairperson of the Membership Committee by January 15.

Nominations must be in writing and include a brief biographical statement.

Alice Elston Award

The Association created a special recognition award by which outstanding service to the organization could be recognized. Named in memory of Alice Elston, the award was first presented in 2004 to Glenna Howard.

The YTA will present a special recognition award at such time as a deserving candidate(s) are identified. While not necessarily awarded annually, it will be presented at the YTA Award Celebration ceremony to an individual or individuals, who had given meritorious service to the Yukon Teachers' Association and/or the teaching profession, and education.

Procedure:

Annually, the Membership Committee will invite nominations submitted in the manner prescribed in order to identify those individuals who should be considered for the award.

Nominations may be submitted by individual members or by a group i.e. a staff.

Nominations should reach the YTA office no later than February 1.

The committee will review all nominations in order to submit a recommendation to the Executive Committee for confirmation in advance of the YTA Awards Celebration.

The nominations that do not result in an award will be kept on file for consideration in the two subsequent years.

Eligibility

Any person whose contributions to the Association or education warrant special recognition may be nominated. It is expected that such persons would have served education in at least one of the following:

- as an elected member of the YTA Executive
- as a professional educator
- as staff of the YTA or other territorial/provincial/national teacher organizations
- as a community advocate for education or children's rights

Presentation

When the Award is given, it shall be presented at the YTA Awards Celebration. The expenses of attendance of the recipient and one guest shall be borne by the YTA.

The Award

The presentation will be in the form of a plaque and a special commemorative pin.

The Award will be communicated to the media and other agencies as are appropriate. Recipients will have their names recorded on a plaque displayed in the YTA office.

Nominations forms are available at the YTA office.

YTA Post- Secondary Scholarships

YTA has a number of post-secondary scholarships available to graduates of Yukon high schools: the *Doris Stenbraten*, *Mary Gartside*, *Elijah Smith* and YTA 50th Anniversary scholarships

How students can apply

All application forms are available from the YTA office and on the YTA website. They should be submitted by suitable candidates to the Membership Committee Chairperson no later than August 31. An official letter of acceptance from a recognized post-secondary institution must accompany applications.

Applicants must submit an official transcript from a recognized secondary or post-secondary institution with their application. If a candidate is applying for more than one award, submission of one official transcript is sufficient. Unofficial transcripts will not be accepted.

It is incumbent on the applicant to disclose in the application any other Awards applied for or received. Payment of the award to successful applicants will be made directly to the institution.

The Scholarships

Doris Stenbraten

Doris Stenbraten was an English teacher at F. H. Collins and a former President of the Yukon Teachers' Association.

This award of \$750 is made primarily on the basis of academic standing. Preference in awarding the scholarships will be given to a graduate who has completed the major portion of their training in the Yukon educational system and who are about to enter a College of Education or a College of Arts and Science leading to combined studies in a College of Education.

Mary Gartside

Mary Gartside led a group of Whitehorse teachers in the formation of the professional organization, in the spring of 1955. This organization ultimately came to be called the Yukon Teachers' Association.

This award of \$750 is made primarily on the basis of academic standing. Preference in awarding the scholarships will be given to a graduate who has completed the major portion of their training in the Yukon educational system and who are about to enter a College of Education or a College of Arts and Science leading to combined studies in a College of Education.

Elijah Smith

Elijah Smith was a highly respected leader of Yukon First Nations. As an Elder, he taught many Yukoners about the traditional ways of living of Yukon First Nations. Elijah Smith tabled the first land claim in Ottawa on behalf of Yukon First Nations. The 1992 AGM established the Elijah Smith Scholarship.

This award of \$750 is made primarily on the basis of academic standing. Preference in awarding the scholarships will be given to graduates who have completed the major portion of their training in the Yukon educational system and who are about to enter a College of Education, Native Studies or Physical Education.

50th Anniversary Bursary

The 50th Anniversary Bursary was established in 2005 by the Yukon Teachers' Association (in commemoration of its anniversary) with the intention of supporting one or more Yukon students pursuing a post secondary education opportunity.

This \$500 award will be made without regard to the specific area of study provided completion of the programme will result in the granting of a training certificate, trades ticket, diploma or degree.