



EPC REPORT

Edmonton Public Teachers Local No. 37 of The Alberta Teachers' Association
Telephone 780-455-2164 FAX 780-453-1407 E-Mail info@edpub.org Web Site local37.teachers.ab.ca

September 15, 2017

2017-2018 School Calendar: Allowed assignable duties and minutes of instruction

Currently, as a full-time (1.0 FTE) teacher, you should not be assigned more than 1,800 minutes per week with a maximum of 896.2 hours per year for the instruction of students. This is averaging out to 1,467 minutes of instruction per week per full-time teacher under the revised calendar over 183 operational days for most schools for 2017-2018. "Individual teachers may agree to be timetabled for instructional duties which may vary in the number of minutes as long as the average does not exceed 896.2 hours in the year." (Clause 13.2 and the Pilot Project on Revised School Calendar). A grievance settlement from 2015 concerning this issue indicates that this sentence shall be interpreted and applied to require the **prior written agreement** of the teacher which may be requested and provided via email.

Assignable time is for instruction, supervision of students and professional activities such as inservices, staff meetings, committee work, and parent/teacher interviews. Extracurricular activities are valued in the school community, but are strictly voluntary. If you are unsure of what constitutes instructional and/or assignable time, please call the Local office or visit the Local website, Salaries and Benefits tab.

If you are uncertain how to calculate your instructional and other assigned time, please contact the Local office (780-455-2164).

Part-time Teachers

According to the Central Table Teacher Memorandum of Agreement, Joint Interpretation Bulletin No. 2-2017, 3b), work outside of regular work days for part-time teachers cannot be mandated even if there is time available to be assigned. Part-time teachers and principals should meet at the beginning of the year to discuss what events the part-time teacher will attend. If the teacher is requested to attend outside their regular work day AND AGREES, the assigned duties count in the teacher's assigned time.

All Teachers

Don't forget to check your pay advice for September to ensure that you are being paid at the correct FTE and the proper cell on the salary grid (Clause 5.1 of the Collective Agreement). If you have any questions or concerns with your FTE or grid placement, please call the Local Office.

Sick Leave/Medical Notes

For medical leaves, a doctor's note is not required for every three (3) day or longer absence unless requested by the Superintendent or on his behalf by Employee Health Services. Requests from either of these sources should be complied with and submitted directly to Employee Health Recovery at EPSB.

Benefit and Health Spending Accounts

Reminder for teachers on continuing contracts:

Any unused Health Spending Account dollars from 2015-2016 that were not spent by August 31, 2017 and claimed prior to **October 30, 2017** will be forfeited back to the Board as per Canada Revenue Agency rules. Health Spending Account dollars from the 2016-2017 school year can be carried forward for one (1) year; expenses cannot. For tax purposes, you need to keep your receipts for seven (7) years.

Reminder to teachers with temporary contracts ending before June, 2018, as well as those teachers retiring at some point this year:

Your benefit entitlements, including any remaining Health Spending Account dollars need to be used before the end of your contract. You then have **60 calendar days** to submit your claims to ASEBP. For contracts ending on January 31, 2018, for example, your claim will need to be submitted on or before April 1, 2018.

General information on your Health Spending Account can be found at: <https://www.asebp.ca/my-benefits/spending-accounts>. Expenses are submitted online via your My ASEBP account, www.asebp.ab.ca/myasebp.

Be sure to update your information for ASEBP and get your login password so you can check your statements on their website or on the ASEBP smartphone app.

Which medical expenses can be claimed on an HSA?

Items and services that can be claimed are dictated by Canada Revenue Agency. Guidance can be found in the ASEBP Health & Wellness Spending Accounts Guide (see above link) or the CRA website: http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins300-350/330-331/menu-eng.html#mdcl_xpns or in the CRA S1-F1-C1:

Medical Expense Tax Credit: <http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f1/s1-f1-c1-eng.html>

Where can you find out more about your Extended Health Care Benefit Coverage?

Information on coverage for services such as massage and acupuncture can be found at: <https://www.asebp.ca/my-benefits/other-medical-services-supplies>.

If you have any questions, please contact the Local Office (info@edpub.org) or contact me at gerun67@gmail.com.

James Gerun
Chair, Economic Policy Committee