

Nova Scotia Teachers Union

# NSTU REPRESENTATIVE HANDBOOK



2025 EDITION

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# Nova Scotia Teachers Union

OFFICE OF THE PRESIDENT

DR. TOM PARKER BUILDING



September 2025

Dear NSTU School Representative,

I hope this message finds you well and that you had a restful summer with time to recharge and connect with those who matter most to you. As we begin a new school year, I want to take a moment to sincerely thank you for stepping up as a union leader in your school.

Your role as a school representative is essential to the strength and success of our organization. You are the first point of contact, the person your colleagues turn to with questions, concerns, and for updates. Your leadership helps build stronger connections between members, locals, and the broader union. Thank you for being that trusted voice.

Our team at the NSTU has been working to prepare materials and supports for you to use and share. If you haven't yet had the opportunity to attend rep training through your Local or Regional Representative Council, I strongly encourage you to do so. These sessions are a great chance to connect with your local executive, fellow school reps, and learn more about the supports available to you.

The NSTU continues to offer a range of services for members, from individual support and contract advice to workshops and professional learning. If your local would benefit from additional training or support, please don't hesitate to reach out, we are always here to work with you.

Local presidents have shared their calendars for meetings and events, and I look forward to joining as many of them as I can. If your school or local is planning something special, I'd love to hear about it. You can reach me anytime at [president@nstu.ca](mailto:president@nstu.ca).

Thank you again for everything you do to support our members. Your time, effort, and leadership are deeply appreciated. I wish you a successful, safe, and rewarding school year ahead.

In solidarity,

A handwritten signature in black ink, appearing to read 'Peter Day'.

Peter Day

President, NSTU

## IMPORTANT CONTACT INFORMATION

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### **Nova Scotia Teachers Union**

Telephone (Central Office)..... 902-477-5621  
Toll Free..... 1-800-565-6788  
Fax ..... 902-477-3517  
E-mail ..... nstu@nstu.ca  
Website: ..... www.nstu.ca

### **Teachers *Plus* Credit Union (TPCU)**

Telephone ..... 902-477-5664  
Toll Free..... 1-800-565-3103  
E-mail ..... info@teachersplus.ca  
Website..... www.teachersplus.ca

### **Johnson Inc. (Benefits and Insurance)**

Telephone ..... 1-800-453-9543  
Fax ..... 902-455-8539  
Members-only Website: ..... www.johnson.ca

### **Department of Education & Early Childhood Development**

Inquiries..... 902-424-5168  
Minister..... 902-424-4236  
Registrar Teacher Certification ..... 902-424-6620  
Finance ..... 902-424-5698

### **NS Pension**

Local ..... 902-424-5070  
Toll Free..... 1-800-774-5070  
E-mail ..... info@nspension.ca  
Website..... www.nstpp.ca

### **Medavie/Blue Cross**

Info Line..... 1-800-667-4511

*Names and contact information of current Provincial Executive may be found in your Member Diary.*

## REMEMBER –

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If you have a question or concern, call your Local President or NSTU Central Office.

A listing of Local Presidents with contact information can be found in the **Member Diary**.



## ROLE OF THE NSTU REP

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*Duties for NSTU representatives include, but are not limited to:*

- The timely distribution and posting of NSTU information received through the provincial NSTU representative network.
- The timely distribution and posting of information received from the NSTU Local.
- Directing members' requests to the appropriate Local, regional, or provincial support persons.
- Coordinating the collection of annual membership registry data at the Rep's educational site.
- Requesting time on the staff meeting agenda for NSTU updates.
- Calling other meetings as necessary.
- Assisting new members to become informed NSTU members.
- Identifying themselves to all members new to their educational site.
- Ensuring all members understand the NSTU representatives' roles and duties.
- Conducting other functions as outlined in NSTU Operational Procedures, including conducting NSTU votes on-site, etc.

### Communication Protocol

- A. Upon request, designated NSTU web account mailing lists shall be established for NSTU Leaders (Provincial Executive, Local Presidents and Executives, RRC Chairs, and Professional Association Presidents and Executives).
- B. Members wishing to communicate with NSTU Central Office or with fellow Members on Union related matters shall do so using a non-employer email address, facsimile, or the telephone.
- C. Any Member who contacts the NSTU office or NSTU Leaders, using an employer's webmail system, are to receive a reply advising them that the NSTU will not communicate using the employer's webmail and instructing them to use a non-employer email address or the telephone.

*As NSTU Rep you will be called upon to:*

- Assist in verifying Membership information (see below – Membership Registry).
- Check the contractual status of term, probationary, and permanent contract teachers in your school in November as a follow-up to the information provided in Article 48.01 of the Teachers' Provincial Agreement.

Contact information for NSTU Representatives is drawn from the Membership Registry. (**Please Note:** NSTU Reps do not have the ability to self-identify as Reps. Local Presidents will identify these assignments.)

## Membership Registry

NSTU Representatives should be updating the membership registry online and in real time. When updating the site list, the changes are made to the database immediately ensuring the Union's membership information is current and accurate.

Individual members can also update all their personal, employment, assignment, and contact information.

Membership figures are pulled from the Registry on the first Monday in December and the last Monday in March each year. NSTU representatives are responsible for ensuring the accuracy of the site information within the Membership Registry. All site updates should be completed at least one week prior to each of the above mentioned dates and may be completed any time prior to that point. The following instructions are intended to assist you with this process. For your convenience we have included separate site management instructions for NSTU reps and instructions for members to access their individual profile.

Should you require additional information please contact [registry@nstu.ca](mailto:registry@nstu.ca).

## Site Management Instructions – NSTU Representatives

**(Please Note:** The Membership Registry has been updated to allow NSTU Reps to identify Principals, Vice Principals, and Other Administrators at the school/site. These categories have been added to the “Current Employment Status” field.)

Principals, Vice Principals, and Other Administrators who have been removed from the NSTU will remain on your site list; however, they will not be included in the membership count for your site.

*The instructions below are also available in PDF format, with screenshots, on the NSTU website.*

Access your personal profile in the NSTU Membership Registry. Access to the Membership Registry is available by clicking on the icon () located on the NSTU homepage or by going directly to [www.nstucentral.ca](http://www.nstucentral.ca). **(Please Note:** Access to your profile is based on your NSTU web account username and password.)

Once you login a homepage will appear. As an NSTU Rep you will be presented with two options. You may either “Edit Profile” (your personal information) or “Edit Site”. **(Please Note:** NSTU Reps do not have the ability to self-identify as Reps. Local Presidents will identify these assignments.

## Edit Site

If you click on “Edit Site” you will be presented with the site list.

**If a member on the list is no longer at the site,** and you know the reason why, you should click on “Employment Status” and select the reason. If the member has retired please check the “Retired” box. If you are uncertain of the reason they are no longer at the site you may select “Unknown” from the dropdown list.

If you select “New Site” from the dropdown list another field will appear. Once you begin to type a site name into the field it will present you with options. Click on the name of the site and it will pop into the field.

**If a member is missing from the site** enter their professional number into the field above the list that says “start typing to search”. The system will present you with a list of names which will narrow down to a single name once all the digits have been entered. “When you see the correct name, select it. Once it replaces the number in the box select “Add”. This will add the member to the bottom of the list. (**Please Note:** Once any changes are saved the name will move to the appropriate spot alphabetically.)


**If the member is NOT in the system** you will receive the message “no match found”. If this occurs, please ensure that the member completes a “Membership Information” form and submits it to Central Office so that we may enter them into the system. Once they have been entered they will automatically appear on your site. Until the member completes and submits the “Membership Information” form, that person will not be included in the membership database and; therefore, not in the Local’s membership numbers. (**Please Note:** “Membership Information” forms may be completed and submitted electronically. The forms are available on the NSTU website on the Membership Registry page, or under the menu item “Communications” – submenu item “Online Forms.”)

In order to save any changes, you must click the “Save” button at the top of the page. Once this button has been clicked, any updates that have been made are saved.

When you are satisfied that all the necessary changes have been made to the list simply select the box for “submit completed information” then click the “Save” button.

(**Please Note:** Additional changes may still be made after both these steps.)

## FIRST TIME USERS – Personal Profile Access Instructions

Access your personal profile in the NSTU Membership Registry. Access to the Membership Registry is available by clicking on the icon () located on the NSTU homepage or by going directly to [www.nstucentral.ca](http://www.nstucentral.ca).

The next screen will be the login page. Login to your profile is based on your NSTU web account username and password. (**Please Note:** you will require an NSTU web account to access your personal profile in the NSTU Membership Registry)

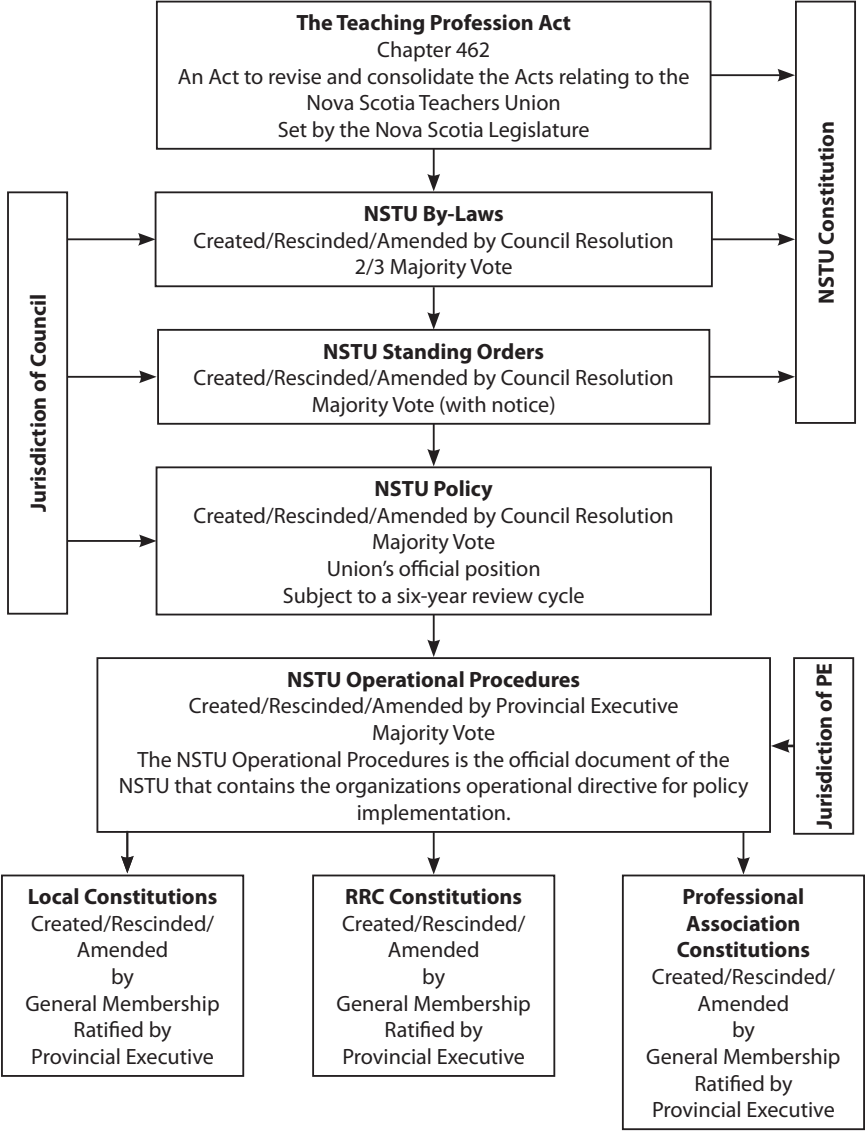
If you do not have an NSTU web account, you may activate a free account from the NSTU website. Simply follow this link: (<http://www.nstu.ca/the-nstu/communications/nstu-web-account/>) to the page containing activation information. Please read the information on the page carefully before activating your account.

## CHECKLIST FOR NSTU REPS REGARDING NEW MEMBERS

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### *Interactions with New Members at the Beginning of the School Year*

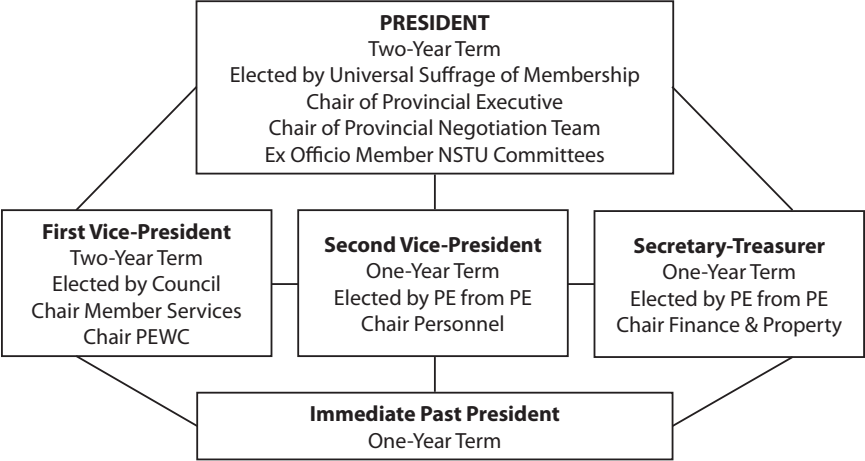
- Make contact with New Members and identify yourself as the NSTU Rep on the site.
- Remind New Members to make sure their Membership Registry Profile is accurate (If not already registered, ensure a Membership Information Form is completed and given to NSTU rep by deadline).
- Remind New Members to make sure all their insurance forms are completed and submitted to Johnson Inc. prior to October 15.
- Remind New Members to make sure their registration for October Conference Day meets the deadline.
- Inform New Members regarding when there are union activities and explain to them how to participate actively.
- Suggest that New Members create a file for substitute teacher use (*See Handbook for Early Career Teachers for suggestions*).





# CONSTITUTIONAL FRAMEWORK OF THE PROVINCIAL EXECUTIVE

## TABLE OFFICERS



## REGIONAL PROVINCIAL EXECUTIVE MEMBERS

<b>21 Regional Members</b>	
Two-Year Term	
Elected by Universal Suffrage from membership within the region	
Regions and Number from Regions as follows:	
Annapolis-Hants West-Kings	2 members
Antigonish-Guysborough	1 member
APSEA	1 member
Cape Breton Industrial	2 members
Colchester-East Hants	1 member
CSANE	2 members
Cumberland	1 member
Dartmouth	1 member
Digby-Shelburne-Yarmouth	2 members
Halifax City	2 members
Halifax County	2 members
Inverness-Richmond	1 member
Lunenburg County-Queens	1 member
Northside-Victoria	1 member
Pictou	1 member

## IMPORTANT DATES

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### September 2025

- 1..... Labour Day (Holiday)
- 3..... School begins
- 12-13 ..... NSTU Provincial Executive
- 19..... NSTU Local Presidents/RRC Chairs Conference
- 30..... Truth and Reconciliation Day (Holiday)

### October

- 1..... Deadline for applications: John Huntley Memorial Internship Program
- 1..... Deadline: Applications for PDAF
- 1..... Deadline: Applications for Conference Grants
- 5..... World Teachers' Day
- 6..... Member Engagement Day
- 13..... Thanksgiving Day (Holiday)
- 17-18 ..... NSTU Provincial Executive
- 24..... NSTU Professional Association Conference Day
- 27-31 ..... Media Literacy Week

### November

- 11..... Remembrance Day (Holiday)
- 13-14 ..... John Huntley Interns at NSTU
- 14..... Deadline: Sheonoroil – Fall Call for Proposals
- 28-29 ..... Professional Associations Leaders Conference

### December

- 1..... Deadline: Applications for PDAF
- 1..... Membership numbers for Council Delegate allocation
- 3..... Deadline: Applications for Education Research Award
- 5..... Deadline for submissions: Resolutions for Council 2026
- 5-6 ..... NSTU Provincial Executive
- 22..... Last Day of School before Christmas Break
- 25..... Christmas Day (Holiday)
- 26..... Boxing Day (Holiday)
- 31..... Deadline for applications: Early Retirement Incentive Plan  
(If retiring at the end of the school year.) For more information please see Teachers' Provincial Agreement.

### January 2026

- 1..... New Year's Day (Holiday)
- 5..... School resumes
- 15..... Deadline for applications: In-Province Teacher Exchange
- 15-16 ..... NSTU Provincial Executive

*Dates and events are subject to change.*

## February

- 1.....Deadline: Applications for PDAF
- 1.....Deadline for applications: John Huntley Memorial Internship Program
- 16.....Heritage Day (Holiday)
- 26-27 .....NSTU Provincial Executive

## March

- 16-20 .....Spring Break
- 26-27 .....John Huntley Interns at NSTU
- 27-28 .....Member Services Conference
- 30.....Membership numbers for Local rebate

## April

- 1.....Deadline: Applications for PDAF
- 1.....Deadline for applications: John Huntley Memorial Internship Program
- 3.....Good Friday (Holiday)
- 6.....Easter Monday (Holiday)
- 8.....Deadline: Applications for NSTU Full Time Study Grants
- 9.....NSTU Provincial Executive
- 10.....Deadline: Sheonorail – Spring Call for Proposals
- 10-11 .....NSTU Local Presidents Conference
- 14.....Pre-Council Voting Opens 8:00 am
- 14-20 .....Education Week (Ceremony – April 15)
- 17-18 .....Status of Women Conference
- 28.....Pre-Council Voting Closes at noon
- 30.....Deadline for applications: Deferred Salary Leave Plan

## May

- 1-3 .....NSTU Annual Council
- 7-8 .....John Huntley Interns at NSTU
- 18.....Victoria Day (Holiday)

## June

- 1.....Deadline: Applications for PDAF
- 5-6 .....NSTU Provincial Executive
- 30.....Last Day of School

## July

- 1.....Canada Day
- 20-31 .....NSTU Building Shutdown (inclusive)

## August

- 1.....Deadline: Applications for PDAF

## September

- 1.....School begins
- 7.....Labour Day (Holiday)
- 11-12 .....NSTU Provincial Executive
- 18.....NSTU Local Presidents/RRC Chairs Conference
- 30.....Truth and Reconciliation Day (Holiday)

*Dates and events are subject to change.*

## USEFUL NSTU DOCUMENTS FOR REPS

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*As an NSTU Rep you should have the following essential documents on hand for easy reference:*

### **Regional Agreement**

The Regional Agreement governs relations between the Regional Centre for Education/ Board, the NSTU, and the teacher. It contains such items as personal leave, staffing procedures including surplus and term recall, and grievance procedure.

### **Provincial Agreement**

The Provincial Agreement governs relations between the government, as employer, the NSTU, and the teacher. It contains such items as salary, tenure, and provincial programs like deferred salary leave, successor rights, certification, PDAF and professional development.

### **Member Diary**

This document is a useful reference for many of the questions usually posed to NSTU Reps.

### **NSTU Guidebook**

The NSTU Guidebook contains the NSTU Constitution and Policies. The NSTU Operational Procedures contains the organizations operational directives. Both can be found at:

<https://nstu.ca/the-nstu/communications/nstu-publications/nstu-guidebook-and-operational-procedures>

a one-stop reference for Union governance.

*All of this information is available on the NSTU website, [www.nstu.ca](http://www.nstu.ca). Copies of many of the above can also be ordered through the NSTU Central Office.*

## USEFUL NSTU DOCUMENTS FOR MEMBERS

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*The following documents are produced by the NSTU to provide information to our Members. The most recent copies will be found on the NSTU website at <https://www.nstu.ca/the-nstu/communications/nstu-publications/handbookspamphlets/>. Print copies may be obtained from NSTU Central Office. In certain cases, only limited print copies are available.*

*(E+F) = English and French versions*

### **The NSTU**

- Resolutions Procedures: Annual Council
- Professional Committee
- Policy Procedures
- NSTU Guide to Parliamentary Procedure
- Making Meetings Work

### **Communications**

- NSTU Guide to Political Engagement 2024 (E+F)

### **Early Career**

- Handbook for Early Career Teachers (E+F)
- Substitute Teachers in Nova Scotia - Questions and Answer (E+F)

### **Member Services**

- Counselling Services (E+F)
- Early Intervention Program (E+F)
- Early Intervention Program FAQ
- Employment Insurance for NSTU Members (E+F)
- Guide to the Deferred Salary Leave Plan (E+F)
- Pregnancy, Parental & Adoption Leave Guide for NSTU Members (E+F)
- Retirement and the Teachers' Pension Plan (E+F)
- Substitute Teaching in Nova Scotia - Popular Questions (E+F)
- Teachers' Rights in Nova Scotia (E+F)
- The Teachers' Guide to Disability Benefits
- Term Teaching (E+F)
- Workplace Health & Safety: Know Your Rights (E+F)

## **Professional Development**

Charting Your Course for Professional Development

John Huntley Internship Program *(E+F)*

NSTU Services Inclusive of Sexual Minorities *(E+F)*

Parent- Teacher Conferences *(E+F)*

Manuel des Associations Professionnelles du NSTU *(E+F)*

Study Tips *(E+F)*

Q&A Helping NSTU members deal with sexual orientation issues *(E+F)*

## **Other**

Labour History: A Unit of Study on “Unions in Nova Scotia”

## REGIONAL/LOCAL COMMUNICATION NETWORKS

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### **I NSTU Reps in Local**

Each school has a Union Rep(s). Reps provide the essential connection between the individual Member, the Local, and the provincial body.

### **II Local Executive**

This Executive is made up of teachers elected from the Local. The Local Executive is a committee of the Provincial Executive and conducts the business of the Local.

### **III Regional Representative Council (RRC)**

The RRC represents the regional bargaining unit and deals directly with the Regional Centre for Education/Board. The CSANE and APSEA Locals do not have an RRC, these Locals function as the regional bargaining unit for their members with the employer.

### **IV Provincial Executive**

The Provincial Executive is comprised of teachers elected from across the province to represent NSTU Members. They meet regularly and direct the business of the Union between Councils. A list of Provincial Executive Members can be found in the Member Diary.

*Lists of Local Executive, RRC Members, and NSTU Reps can be obtained from your Local President.*

## **NSTU SERVICES**

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### **Group Insurance**

The NSTU has negotiated for each active member, payment by the Employer for purchase of a Union Life and Accidental Death & Dismemberment Policy (not applicable to Reserve Members). Details of the current policy are found at: [www.nstuinsurance.ca](http://www.nstuinsurance.ca).

### **Other Group Insurance Possibilities**

Members may purchase, at group rates, additional life insurance up to a total of \$300,000. The initial amount of \$100,000/member or \$50,000/spouse for a new member is not subject to medical evidence of insurability. However, a 24-month pre-existing condition clause applies. Other group plans (at member's expense) include accidental death and dismemberment, critical illness, NSED Travel and trip cancellation Insurance, and automobile and home insurance.

## **Member Assistance Program (MAP)**

### **Counselling Services**

Through short-term confidential, assistance, Counselling Services works to strengthen and support the quality of personal and professional life for NSTU members, their partners and dependents.

Those requiring longer-term intervention referred to appropriate community-based professionals and/or supports. Crisis intervention for school staff members to address trauma and grief situations is available on request. All counselling requires the consent and participation of the client regardless of the referring circumstances. NSTU's Counsellors are highly qualified, registered professionals recognized for their excellence as clinical therapists and workshops leaders.

Counselling sessions are made by appointment only. To arrange an appointment, please contact MAP between 8:00 am and 4:00 p.m. at the NSTU Central Office, 1-902-477-5621, or 1-800-565-6788 (toll free) or email [nurse@nstu.ca](mailto:nurse@nstu.ca).

### **Early Intervention Program (EIP)**

The Early Intervention Program (EIP) is a program for all NSTU members who are working or on sick leave and are experiencing illness or injury. This program facilitates early return to health and work or early application to disability benefits.

Participation in the program is voluntary and confidentiality is assured. NSTU members are encouraged to contact MAP directly if they feel assistance is required or if they are at risk of disability.

Intervention may include assistance with coordinating health services, ergonomic assessments or facilitation of a return to work plan. In the event a member is unable to return to work, they will be guided through the process of early application to disability benefits. Intervention services are provided by registered occupational therapists. For information, please contact MAP at 902-477-5621; toll free 1-800-565-6788; fax 902-477-3517, email [nurse@nstu.ca](mailto:nurse@nstu.ca).

### **Carepath – Chronic Disease Program**

The Carepath Chronic Disease Programs is sponsored by the NSTU Group Insurance Trust Fund for all active and retired members.

The toll-free number is 1-844-453-NSTU (6788). More information can be found on the NSTU Insurance website, [www.nstuinsurance.ca](http://www.nstuinsurance.ca) or at [www.carepath.ca](http://www.carepath.ca).



## Group Insurance Trustee Website

NSTU Group Insurance Trustees' website is dedicated to keeping you informed of all your group insurance benefits. Visit [www.nstuinsurance.ca](http://www.nstuinsurance.ca).

## Legal Protection and Services

The NSTU provides legal protection and services for members. If you are experiencing legal employment issues, please contact your NSTU staff officer, through the NSTU at 902-477-5621 or 1-800-565-6788. For criminal matters, please see the protocol below.

For information on NSTU's Legal Services and Protection visit: <https://nstu.ca/nstu-members/member-services/protection-other-services/legal-services>.

## NSTU First Response Protocol Criminal Investigation

### PROTOCOL IF CONTACTED BY POLICE

1. You are to inform the police authority that you wish to exercise your right to speak to legal counsel and legal counsel will contact the police authority once the NSTU has informed legal counsel of the investigation.
2. You are to obtain the name of the investigating officer and contact number for the officer.
3. **You should not discuss the complaint with anyone (including school administrators, your employer or staff) or give a written or verbal statement without the benefit of legal counsel.**
4. You are **not** required by law to:
  - go with the police upon request, unless you have been arrested;
  - give a written or verbal statement, even if arrested;
  - give a written or verbal statement at any time, unless advised by legal counsel;
  - talk to police at any time under any circumstances, unless advised by legal counsel (other than to give your name and address);
  - report to the police station to answer any questions;
  - allow police to enter your residence without a search warrant; if police have a search warrant you should obtain a copy and contact an Executive Staff Officer ASAP;
  - submit to a polygraph.

When a member is approached by the police (at home or at work), is in police custody, or has been contacted by police authorities for a future meeting, NSTU Central Office should be contacted immediately. 1-800-565-6788 (NSTU) 477-5621. Ask to speak to a staff officer in Member Services. In the event that it is after hours, please contact your Provincial Executive Member for an emergency phone number.

## Negotiations

The NSTU is the sole bargaining agent for teachers and specialists employed in the public schools of Nova Scotia. The NSTU negotiates regional agreements with CSAP and RCEs and the Teachers' Provincial Agreement with the Minister of Education and Early Childhood Development. The NSTU is also the bargaining agent for teachers with the Atlantic Provinces Special Education Authority (APSEA).

## Benevolent Fund

The Benevolent Fund provides assistance to an Active Member where there is little or no financial coverage or protection through salary/wages, sick leave, long term disability, insurance benefits, credit union/banks, etc. Ten thousand dollars is budgeted annually for Benevolent Grants. The merits of each case and the amount of assistance is determined by the Table Officers. The maximum amount of a single grant shall not \$2,000.

Requests should be accompanied by a completed Benevolent Grant Application Form sent to the attention of the Executive Director, Nova Scotia Teachers Union, 3106 Joseph Howe Drive, Halifax, B3L 4L7 or electronically to [executivedirector@nstu.ca](mailto:executivedirector@nstu.ca). The application form is found here: <https://nstu.ca/nstu-members/member-services/protection-other-services/benevolent-fund>

### **Program Development Assistance Fund (PDAF)**

The Program Development Assistance Fund (PDAF) receives an annual sum of \$200,000. Administered jointly by the Department of Education and Early Childhood Development and the NSTU, it supports the development of innovative programming in the public school system. Only NSTU public school members are eligible for individual grants up to \$5,000. The PDAF Committee meets in October, December, February, April, June and August. Applications must be received by 4:00 p.m. on the first day of the month in which the Committee meets. Forms are available through PDAF, Nova Scotia Teachers Union, 3106 Joseph Howe Dr., Halifax, NS B3L 4L7; email: [pdaf@nstu.ca](mailto:pdaf@nstu.ca); or online at [www.nstu.ca](http://www.nstu.ca).

### **Awards, Fellowships and Grants**

An amount is budgeted annually for Conference Grants, Educational Research Awards, and Full-Time Study Grants. The Professional Development Committee recommends the disbursement of funds, which is approved by the Provincial Executive. Application forms for all Grants, Awards, and Fellowships are available on the NSTU website or by contacting the NSTU's Professional Learning Department. Eligibility for Grants, Awards, and Fellowships is limited to NSTU Active and Reserve Members.

### **Conference Grants**

Conference Grants (excluding October Conference) are provided to support members wishing to attend conferences for professional learning. To assist the greatest number of Members, individual Grants are limited to up to \$600. Applications must be received and reviewed prior to the conference occurring. Applications for conference grants are now accepted twice a year on the first Wednesday of October and the first Wednesday of May. The conference must have been completed or plan to be completed within six months of the application date.

### **Education Research Awards**

Education Research Awards are provided to support, encourage, and recognize members who engage in professional inquiry and research focused on educational inquiry. Individual Awards are limited to \$500. Award applications are reviewed once per year. Application deadline is 4:00 p.m. on the first Wednesday of December.

### **Full-Time Study Grants**

Full-Time Study Grants are provided to support Members that are following a full-time program of study for the purpose of professional learning. In order to assist the greatest number of Members, individual Grants will be limited to two-thousand dollars (\$2,000). Grant applications will be reviewed once per year in the spring. Application deadline is 4:00 p.m. on the second Wednesday of March each year.

### **Travel Fellowships**

belairdirect Agency Inc. sponsors Travel Fellowships in the amount of \$3,000 to provide support to members engaged in educational travel. Fellowships are limited to \$500. Fellowship applications are reviewed once per year. Successful applications will be determined by a draw from all eligible applications received each spring. Application deadline is 4:00 p.m. on the first Wednesday of May each year.

For more information on AWARDS Fellowships and Grants and to access online applications visit: <https://nstu.ca/nstu-members/professional-development/grants-opportunities/study-and-research-grants>

### **NSTU Group Insurance Trustees Mental Health and Wellness Grant**

The NSTU Group Insurance Trustees with support from belairdirect Agency Inc. funds projects that support mental health and well-being of children and youth in the schools across Nova Scotia, programs in classrooms, and schools or communities. The Mental Health and Wellness Grant was established to support innovative initiatives that promote the well-being of our youth and children in coping with the pressures of growing up. Applications can be found on the NSTU Group Insurance Trust website at [www.nstuinsurance.ca](http://www.nstuinsurance.ca).

### **NSTU Group Insurance Trustees EDUWellness Grant**

The NSTU Group Insurance Trustees funds projects that support the mental health and well-being of plan members across Nova Scotia. The EDUWellness Grants – For Members By Members were established to support innovative initiatives that promote the well-being of NSTU members in an effort to recognize the tremendous work and efforts put in by teachers every day. For more information and how to apply, please go to the NSTU Group Insurance Trust website at [www.nstuinsurance.ca](http://www.nstuinsurance.ca).

### **John Huntley Memorial Internship Program**

Developed to honour the contribution of active Local leader and executive staff officer John Huntley, this program provides active and reserve members with an opportunity to learn more about the NSTU. The internship experience helps fulfill Huntley's desire that all members develop a thorough understanding of the Union. The program is offered to six members three times a year. For more information and to obtain applications, go to the NSTU website or contact Central Office. Applications must be received at NSTU Central Office by 4:00 p.m. on the 1st of October, February and April.

### **Member Engagement Day**

The NSTU celebrates Member Engagement Day on World Teachers' Day on October 5 each year. Each year a different theme is chosen and NSTU Locals are encouraged to incorporate Member Engagement Day as part of their Welcome Back/New Member events held early in the school year.

### **NSTU Awards**

Council or the Executive of Council, recognizes outstanding contributions of NSTU members through Honourary and Life Membership, and Special, Local Service, and Public Education Advocacy Awards.

For more information visit: <https://nstu.ca/the-nstu/about-us/nstu-awards/awards-overview>

### **In-Province Teacher Exchange Program**

The In-Province Teacher Exchange Program was initiated to provide a mechanism for teachers to experience new work environments through alternate teaching assignments in different settings. These work experiences provide new challenges and opportunities for professional growth.

Exchanges are organized on a position-to-position basis with the approval of the two Regional Centres of Education/CSAP involved. Application deadline is January 15th. For more Information contact NSTU Central Office or visit the website at <https://nstu.ca/nstu-members/member-services/in-province-teacher-exchange>

### **CONTACT**

CONTACT (Conference on New Techniques and Classroom Teaching) is a regional conference organized by the Nova Scotia Teachers Union, the New Brunswick Teachers' Association, Prince Edward Island Teachers' Federation and the Newfoundland and Labrador Teachers' Association. The conference provides teachers with the opportunity to remain current in their profession and make contact with their colleagues from the Atlantic region. For more information about CONTACT check the NSTU website at [www.nstu.ca](http://www.nstu.ca).

## **Sheonoroil Foundation**

The Sheonoroil Foundation is a registered charity supporting research, inquiry, reflection, writing, distribution of information and interventions that focus on anti-violence and peaceful schools initiatives in the public school system.

Established by the NSTU in 1999, it operates with a Board of Directors. The Foundation provides financial resources to any active or retired member of the Nova Scotia Teachers Union, to any group of active or retired NSTU members, or to any group of public school students working in cooperation with a teacher advisor.

Grants are awarded to anti-violence/peaceful school programs that have a direct and immediate impact on classrooms, students, teachers, staff, administration and community.

Applications and more information: [sheonoroil.nstu.ca](http://sheonoroil.nstu.ca). Deadlines are the second Friday in November and April.

## **Publications**

***The Teacher*** – Published eight times per year online, September to June.

## **Membership Registry — On-line member update**

NSTU reps should be updating site lists through the Membership Registry online and in real time. When an NSTU rep updates the site list, the changes are immediately made to the database ensuring the NSTU's membership information is current and accurate. Individual members can also update their personal, employment, assignment and contact information by accessing the Membership Registry page on the website (menu item "The NSTU", submenu item "Membership"), clicking on the Membership Registry icon on the NSTU homepage or by logging into the Registry directly at <http://www.nstucentral.ca>.

## **Website ([www.nstu.ca](http://www.nstu.ca))**

The NSTU website provides information on NSTU's programs and services. Videos, a calendar and links to NSTU's Twitter (X) are featured along with online forms.

## **Communication Protocol**

Upon request, designated NSTU web account mailing lists shall be established for NSTU Leaders (Local Presidents, Local Treasurers, RRC Chairs, RRC Treasurers, Professional Association Presidents and PA Conference Chairs). Members wishing to communicate with NSTU Central Office or with fellow Members on Union related matters may do so using a non-employer email address, or the telephone.

Any Member who contacts the NSTU office or NSTU Leaders, using an employer's webmail system, are to receive a reply advising them that the NSTU will not communicate using the employer's webmail and instructing them to use a non-employer email address or the telephone.

## **Deferred Salary Leave Plan**

The Deferred Salary Leave Plan offers NSTU members the opportunity of taking a one (1) year or a six (6) month leave of absence through the deferral of salary to finance the leave. Any teacher who holds a permanent contract with an RCE, Board, or APSEA is eligible to participate in the Plan.

For more information: <https://nstu.ca/nstu-members/member-services/leaves>

## **Teachers' Pension Plan**

The NSTU website contains up to date pension plan information in the Member Info section. Information available includes:

- Teacher's Pension Plan Booklet
- Pension Education videos and handouts
- Retirement Seminar Information
- Links to external resources

<https://nstu.ca/nstu-members/pension>

### Administration

Executive Director  
Assistant Executive Director  
Financial Officer  
Human Resources Officer  
In-House Legal  
Support Staff

### Technology Services

Executive Staff Officers

- Electronic Database
- Member Registry
- Webmail
- Webmaster

Support Staff

### Member Services

Executive Staff Officers

- Certification
- Deferred Leave
- EI/Maternity/Parental Leave
- Grievances/Arbitrations
- Group Insurance Services
- Legal Services
- Negotiations Services
- Occupational Health & Safety
- Pension Services
- Term/Substitute Teachers

Support Staff

### Professional Learning Programs

Executive Staff Officers

- Awards, Fellowships, & Grants
- Curriculum Services
- Equity Programs
- Governance & Policy
- John Huntley Memorial Internship Program
- Leadership Development
- Outreach Programs
- Professional Associations
- Research Services
- Resolutions Processes

Support Staff

### Member Assistance Program (MAP)

Counsellors / EIP Case  
Coordinators / Registered Nurse

- Counselling Services
- Early Intervention Program
- Manulife – Employee and Family Assistance Plan (EFAP)
- CAREpath™
- Seniors' Care Assistance Program
- Independent Psychological Consultation

Support Staff

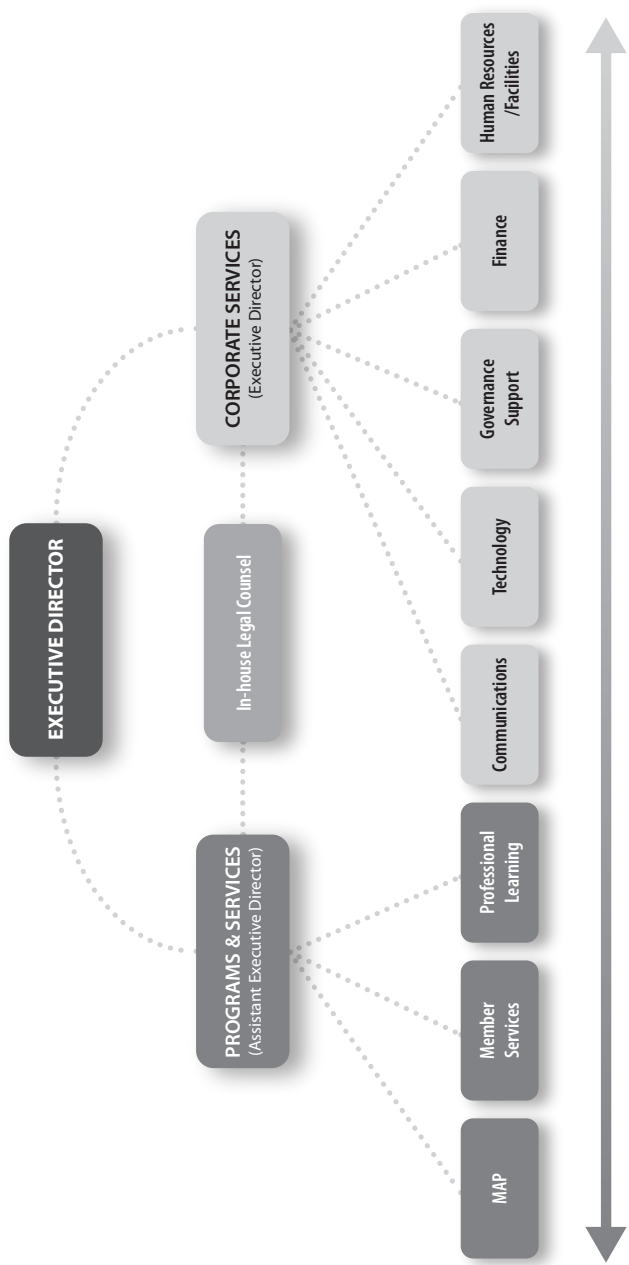
### Public Affairs/ Public Relations/ Communications Programs

Professional Services Staff

- Communications
- Political Action
- Public Affairs
- Public Relations
- *The Teacher*

Support Staff

NSTU INTERNAL ADMINISTRATION ORGANIZATIONAL CHART



**Executive Staff**

**Bethany MacLeod**

*Executive Director*

**Janine Kerr**

*Assistant Executive Director*

**Paul Boudreau**

*Member Services*

**Wally Fiander**

*Member Services*

**Kent Fraser**

*Member Services  
(Term contract until  
July 31, 2026)*

**Pamela Langille**

*Professional Learning*

**Jack MacLeod**

*Member Services*

**Tim MacLeod**

*Member Services  
(Term contract until  
July 31, 2026)*

**Kyle Marryatt**

*Member Services*

**Amanda O'Regan-Marchand**

*Professional Learning*

**Jeff Morse**

*Member Services*

**Louis Robitaille**

*Research, Policy, & Governance*

**Stacy Samson**

*Member Services*

**Elizabeth Thomas**

*Member Services*

**Simon Wilkin**

*Member Services*

**Wendie Wilson**

*Professional Learning*

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**Legal Counsel**

**Leah Kutcher**

*In-House Legal Counsel*

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**Professional Services Staff**

**Mark Laventure**

*Communications &  
Public Affairs Officer*

**Brad McIsaac**

*Systems Administrator*

**Nancy Morton**

*Human Resources Officer*

**Angela Murray**

*Communications & Public  
Relations Coordinator*

**Melanie Waye**

*Financial Officer*

**Member Assistance  
Program (MAP) Staff**

**Hilary Brousseau**

*EIP Case Coordinator*

**Maya Fallows**

*EIP Case Coordinator*

**Amy Mahoney**

*Counsellor,  
Counselling Services*

**Sandra Murray**

*Counsellor,  
Counselling Services*

**Anna Ordinelli**

*Registered Nurse*

**Leticia Richer**

*EIP Case Coordinator*

**Brian Roberts**

*Counsellor,  
Counselling Services*

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**Support Staff**

*Conrad Aucoin, Jon Beram,  
Nancy Day, Lisa Ferguson,  
Paul Hamer, Harmanpreet Kaur,  
Shelly Landry, Robert Laushway,  
Marie MacInnis,  
Janice MacKenzie, Lise Meunier,  
Marie Therese Murphy,  
Michelle Myers, Wassim Obeid,  
Steve Sheppard, Karen Staples,  
and Nicole Wells.*

**COMMUNICATION NETWORKS CONTACT INFORMATION** **APPENDIX A**

	Phone	Fax	E-mail
NSTU Provincial (office)	1-800-565-6788	477-3517	nstu@nstu.ca
Provincial Executive Member(s)			
Local President			
Local Executive Members			
VP-PD			
VP Economic Welfare			
VP Communications			
VP Public Affairs			
VP Public Relations			
Secretary			
Treasurer			
NSTU Local (office)			



NSTU REPS IN LOCAL

Name	School	Phone	Fax	E-mail

## C. GLOSSARY OF UNION TERMS

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*The following glossary may help you to understand and explain some common union terms to Members on your staff.*

**arbitration** – A method of settling disputes through the intervention of a third party whose decision is final and binding. Such a third party can be either a single arbitrator, or a board consisting of a chair and one or more representatives. Arbitration is used to resolve grievances and regional bargaining impasse.

**C.T.F.** – Canadian Teachers' Federation, representing affiliated Canadian teacher organizations.

**collective agreement** – A contract (agreement and contract are used interchangeably) between one or more unions acting as bargaining agent, and one or more employers, covering wages, hours, working conditions, fringe benefits, rights of workers and union, and procedures to be followed in settling disputes and grievances.

**collective bargaining** – Method of determining wages, hours, and other conditions of employment through direct negotiations between the union and the employer. Normally the result of collective bargaining is a written contract that covers all employees in the bargaining unit.

**conciliation and mediation** – A process which attempts to resolve disputes by compromise or voluntary agreement. In contrast with arbitration, the mediator, conciliator or conciliation board does not bring in a binding award and the parties are free to accept or to reject its recommendation. The conciliator is often a government official while the mediator is usually a private individual appointed as a last resort.

**CONTACT** – Conference On New Techniques And Classroom Teaching; a collaborative initiative of the four Atlantic Province teacher organizations.

**contract proposals** – Proposed changes to the collective agreement put forward by the union or the employer and subject to collective bargaining.

**contracting out** – Practice of employer having work performed by an outside contractor and not by regular employees in the unit.

**D.S.S.** – Developing Successful Schools Institute; a leadership training opportunity for administrators or prospective administrators which is co-sponsored by the four Atlantic Province teacher organizations and the Public School Administrators Association of Nova Scotia.

**fringe benefits** – Non-wage benefits, such as pensions, health and welfare provisions, life insurance, etc., the cost of which is borne in whole or in part by the employer.

**grievance** – Complaint by a party to a collective agreement that the collective agreement has been breached. Procedure for the handling of grievances is defined in the Regional or provincial agreements.

**injunction** – A court order restraining an employer or union from committing or engaging in certain acts. An ex parte injunction is one in which the application for the injunction is made in the absence of the party affected.

**Local (Union)** – The basic unit of union organization. The NSTU is divided into 22 locals: 20 are based on geographical regions, one corresponds to CSAP Members, and one corresponds to APSEA Members. These locals have their own constitutions and elect their own officers.

**lockout** – A phase of a dispute in which management refuses work to employees or closes its establishment in order to force a settlement on its terms.

**picketing** – Patrolling near employer's place of business by union members—pickets—to publicize the existence of a dispute, and persuade workers to join a strike, or join a union.

**REWC** – Regional Economic Welfare Committee. This is a sub-committee of the RRC. Its mandate is to prepare the regional asking package, negotiate a contract with the Regional Centre for Education and ensure proper implementation of the contract.

**RRC** – Regional Representative Council. Comprised of representation from each of the Locals within a region. It consists of Local Presidents, Local First Vice-Presidents, up to two other individuals from each Local, the RRC Chair, and Provincial Executive Members from within the region. The RRC deals directly with the Regional Centre for Education.

**strike** – A cessation of work or a refusal to work or to continue work by employees in combination or in accordance with a common understanding for the purpose of compelling an employer to agree to terms or conditions of employment. Usually the last resort of collective bargaining, when all other means have failed. Except in special cases, strikes are legal when a collective agreement is not in force. Rotating strike is a strike organized in such a way that only part of the employees stop work at any given time, each group taking its turn. Wildcat strike is an illegal strike.

**strike vote** – Vote conducted among members of a union to determine whether or not to authorize the union to take job action.

**work-to-rule** – A deliberate slowing down of work effort, in order to raise the employer's awareness of a particular issue or issues. Work-to-rule is a form of strike action.



## **NOVA SCOTIA TEACHERS UNION**

3106 Joseph Howe Drive  
Halifax, Nova Scotia B3L 4L7  
[www.nstu.ca](http://www.nstu.ca)

*Comments on this document are welcomed.  
Toll free: 1-800-565-6788 E-mail: [nstu@nstu.ca](mailto:nstu@nstu.ca)*

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