

NSTU Public School Members

Work to Rule 2016

confidential



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2016





NOVA SCOTIA TEACHERS UNION JOB ACTION BULLETIN #1



Directives for Work to Rule: Job Action for Teachers

As of December 5th, the NSTU is in a legal strike position. The NSTU has determined that the cessation of the following work is necessary to pressure the employer to conclude a reasonable collective agreement. Strike action cannot be the subject of discipline by the employer.

Beginning 12:01 a.m. Monday, December 5th teachers and substitute teachers will:

- NOT attend any meetings (staff meetings, program planning, etc.) before school, during preparation time, over lunchtime, or after school. However, teachers may meet with parents/guardians individually if the teacher deems it necessary. Teachers will continue to attend Union meetings.
- NOT arrive at school earlier than 20 minutes before instructional time begins and leave later than 20 minutes after instructional time ends. During WTR, teachers should not return to school in the evening or on weekends.
- NOT communicate on school matters except during the instructional day.
- NOT update electronic communication at any time (i.e. school/class websites, e-newsletters, Google classroom, etc.) unless it is related to health and safety matters.
Teachers may use technology for instructional purposes at their discretion.
- NOT plan, participate in, supervise or facilitate extracurricular activities. This prohibition includes holiday concerts and travel, whether scheduled during instructional time or not.
- NOT plan, organize, or participate in field trips.
- NOT plan or organize guest speaker presentations.
- NOT plan, organize, or participate in fundraising activities.
- NOT collect money.
- NOT supervise students during lunchtime.



WORK TO RULE JOB ACTION FOR TEACHERS



- NOT do extracurricular activities at lunchtime.
 - NOT offer extra help before school, after school or during lunchtime.
 - NOT hand out paperwork required by the Board or Department.
 - NOT enter anything on PowerSchool.
 - NOT enter anything on TIENET.
 - NOT administer Department or Board mandated assessments. Teachers should only administer and evaluate teacher created assessments as they deem necessary.
 - NOT participate in professional development provided by the Department or Board (other than mandatory First Aid, WHMIS, or OHS training).
 - NOT attend meetings or undertake tasks related to Department or Board initiatives.
 - NOT participate in PLCs, CLTs, and grade-level meetings.
 - NOT participate in teacher evaluation or growth cycle meetings.
 - NOT participate in Student Success Plan (SSP) meetings and initiatives.
 - NOT accept or supervise student teachers.
 - NOT fill out assessment/diagnostic instruments from external agencies unless required by law.
 - NOT fill out forms or surveys from the Department or Board.
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- CONTINUE to focus exclusively on teaching students and keeping them safe.
 - to prepare and implement lesson plans pursuant to the Public School Program.
 - to take attendance in a non-electronic format.
 - to maintain contact with parents/guardians of students who are at risk and/or have special needs as deemed necessary by the teacher.
 - to attend Union meetings.
 - to attend site-based OHS meetings.
 - to continue to use AESOP as usual.



NOVA SCOTIA TEACHERS UNION JOB ACTION BULLETIN #1



Important Information for Teachers

Frequently Asked Questions

What is the definition of the first day of the WTR?

The first day of the WTR is December 5, 2016. NSTU members are in a legal strike position as of Dec. 3, 2016. All work that is listed on the Job Action Bulletin #1 is considered struck work and teachers will not perform those duties. This will continue until the NSTU gives further notice.

I have been asked by my supervisor to do work that is a part of the WTR. How should I respond?

It is a violation of the *Teachers' Collective Bargaining Act* for an employer to interfere in the Union's legal strike action or to subject Union members to reprisals or the threat of reprisals for engaging in a legal strike activity. These protections are extended to all NSTU members who are teachers, substitute teachers, non-school-based personnel, and administrators. If this occurs, remind your supervisor that you are in a legal strike and you cannot do what has been requested. If your supervisor insists, ask for the direction in writing. Once you receive the formal direction, please contact strike@nstu.ca immediately.

Can I continue to participate in our school breakfast club programs?

No. Teachers may not continue to participate in breakfast clubs unless it is for supervision during the 20 minutes prior to the start of the instructional day.

Are there any exceptions to the statement that members may not collect monies?

No, there are no exceptions. Teachers may not collect money for any reason during work to rule. Principals will have to make arrangements for the collection of monies.

Am I able to organize or participate in extra-curricular activities?

No. Teachers may not organize or participate in extra-curricular activities during WTR. Teachers may also not collect money for these types of activities (e.g., to help pay for buses).

I am sick/have medical appointment and need a substitute booked. What do I do?

Teachers should continue their regular practice (e.g., notify supervisor, use AESOP, etc.)



FAQs FOR TEACHERS



We have a guest speaker (e.g., Scientists in the Classroom) scheduled. Can this continue during WTR?

No. Teachers may not invite guest speakers into their classrooms or collect any monies that may be required to cover the cost of the guest speaker.

Our students were booked to attend an outdoor education centre or to a holiday craft festival. Is this considered a field trip during WTR?

Yes, class trips to outdoor education centres or to attend community events are considered field trips and thus are struck work during WTR. Teachers may not participate in field trips or hand out or collect permission forms or monies related to these activities.

Can teachers hand out Board forms?

No, teachers are not permitted to hand out or collect any Board forms at this time.

I help write the school e-newsletter and send it out. Can I continue during the work to rule? Can I send tweets on the school Twitter account?

Teachers should not participate in the development of the school e-newsletter (or paper version) during WTR. Teachers should not update school Twitter or other school social media during the work to rule. Teachers should not develop and send out class newsletters.

I currently volunteer to supervise students over lunchtime. Can I continue?

No. During WTR teachers are not to supervise during lunchtime.

There are PD sessions scheduled by the Board/Department. Should I attend?

No. Teachers will not participate in PD provided by the Board/Department (other than mandatory First Aid, WHMIS or OHS training). However, teachers who are approved for conferences through Article 60 may still attend. Teachers may still attend Union sponsored PD activities.

Should I attend meetings?

Teachers will not attend Board/Department meetings, PLCs, CLTs, student success plan, grade level, program planning, staff meetings, etc.

Can I arrive early, stay beyond the end of the instructional day, return in the evening, or on go to school on weekends?

No. During WTR, teachers should only be at school 20 minutes prior to, and 20 minutes after, the instructional day. Members should not return in the evening or on weekends.



FAQs FOR TEACHERS



Can I provide extra-help after school or over lunch?

No. Teachers will only provide extra-help during class time.

Can I do student assessments?

Teachers may conduct self-created assessments but not Board/Department created assessments.

How do I take attendance?

Teachers will take attendance in a non-electronic format and submit this to their administration.

I tutor students/have a tutoring business can I continue?

According to NSTU Operational Procedures, teachers should not continue tutoring students.

My schedule requires me to teach for credit outside of my school's ordinary instructional time. Do I continue this?

In rare cases, teachers are scheduled to teach the Public School Program, for credit, outside the ordinary instructional time. Teachers will continue to teach during this time.

For clarity, this exception does not apply to extra-help, extra-curriculars or any instruction that is not ordinarily scheduled and for credit.

If you would like to ask a question that is not answered above you may submit your question to:

NSTU Central Office

3106 Joseph Howe Drive, Halifax, NS B3L 4L7

Local Number: 902-477-5621

Toll-free Number: 1-800-565-6788

Fax: 902-477-3517

Email: strike@nstu.ca



NOVA SCOTIA TEACHERS UNION JOB ACTION BULLETIN #2



Directives for Work to Rule: Job Action for Teachers with Administrative Responsibilities (School-based)

As of December 5th, the NSTU is in a legal strike position. The NSTU has determined that the cessation of the following work is necessary to pressure the employer to conclude a reasonable collective agreement. Strike action cannot be the subject of discipline by the employer.

Beginning 12:01 a.m. Monday, December 5th teachers with administrative responsibilities (school-based) will:

- NOT arrive at school earlier than 20 minutes before instructional time begins and/or leave later than 20 minutes after instructional time ends.
- NOT conduct or attend meetings before school, over the lunchtime, during instructional time or after school, except with parents/guardians as deemed necessary by the administrator.
- NOT communicate on school matters except during the instructional day.
- NOT update electronic communication at any time (i.e. school/class websites, Gradebook, e-newsletters, Google classroom, etc.) unless it is related to health and safety matters. *Teachers with administrative responsibilities may use technology for instructional/administrative purposes at their discretion.*
- NOT participate in or lead professional development provided by the Department or Board (other than mandatory First Aid, WHMIS, or OHS training).
- NOT plan, organize, or approve school events.
- NOT enter electronic data unless related to a safety concern. This includes PowerSchool and TIENET.
- NOT conduct or attend staff meetings, PLCs, CLTs, grade level, program planning, student success meetings etc.
- NOT attend Department or Board meetings.



WORK TO RULE JOB ACTION FOR TEACHERS WITH ADMINISTRATIVE RESPONSIBILITIES (SCHOOL-BASED)



- NOT supervise or facilitate teacher evaluation.
 - NOT supervise students during lunchtime unless responding to a safety concern.
 - NOT meet with Department or Board officials.
 - NOT take on classroom teachers' duties unless it relates to student safety.
 - NOT plan, participate in, supervise or facilitate extracurricular activities. This prohibition includes holiday concerts and travel, whether scheduled during instructional time or not.
 - NOT plan, organize, or participate in fundraising activities.
 - NOT collect money.
 - NOT participate in SAC or parent group meetings unless required due to an appeal of student discipline.
 - NOT administer or ask teachers to administer Department or Board mandated assessments.
 - NOT fill out forms or surveys from the Department or Board unless related to a safety concern.
 - NOT conduct walk-throughs in classrooms for observation of teachers or data gathering.
 - NOT participate in building maintenance and operations with Board staff unless related to safety.
 - NOT use Board/personal cellphone outside of the instructional day unless related to the health and safety of the school community.
- CONTINUE to focus exclusively on supporting teachers and students.
- to ensure the health and safety of the school community.
 - to ensure that the Public School Program is implemented.
 - to maintain contact with parents/guardians of students who are at risk and/or have special needs as deemed necessary by the administrator.
 - to continue to use AESOP as usual.
 - to continue with site-based OHS meetings.
 - to continue to attend Union meetings.



NOVA SCOTIA TEACHERS UNION JOB ACTION BULLETIN #2



Important Information for Teachers with Administrative Responsibilities (School-based)

Frequently Asked Questions

What is the definition of the first day of the WTR?

The first day of the WTR is December 5, 2016. NSTU members are in a legal strike position as of Dec. 3, 2016. All work that is listed on the Job Action Bulletin #2 is considered struck work and administrators will not perform those duties. This will continue until the NSTU gives further notice.

If I can't collect money, what do I do?

Administrators must delegate this task to support personnel who are not members of the NSTU bargaining unit. In the case of external organizations such as PTA, etc., that task must be delegated to a parent volunteer.

Should I be completing accounting procedures for school finances?

No. You should not be entering any financial data; however, you must ensure school finances are maintained.

How should attendance be collected?

Teachers will be asked to submit a paper list of absentees to the office. These lists will be kept in a file folder and will be available in cases of emergency or parental inquiry.

Can I supervise students at lunchtime?

No. If you do not have sufficient lunch monitors, you should contact your supervisor. You may only provide temporary supervision if there is a health and safety concern to the students.

What if a discipline matter occurs over the lunchtime?

Should such a matter arise, administrators should handle the matter as they typically would.



FAQs FOR TEACHERS WITH ADMINISTRATIVE RESPONSIBILITIES (SCHOOL-BASED)



Can I meet with teachers?

Yes. You can meet with teachers if the request is initiated by the teacher. Your efforts should focus on non-directive support in order to help the teacher to complete their duties.

What are the parameters for interaction with teachers and students?

You are to focus exclusively on supporting teachers and students and ensuring their health and safety. You are not to be conducting evaluations. Do not ask teachers to engage in any job action contrary to the WTR directives.

How do I interact with my School Advisory Council?

There will be no SAC meetings during WTR. You will not hold or schedule any SAC meetings unless there is a need to address an appeal of student discipline.

During WTR, what are my responsibilities with students who are at risk?

You are to focus exclusively on supporting students and ensuring their health and safety. You are also to maintain contact with parents/guardians of these students.

What if my supervisor asks me to meet?

As part of WTR, you will not be attending meetings with your supervisor unless it relates to the immediate health and safety of the school community. You may communicate with your supervisor on educational matters during the instructional/work day.

I have been asked by my supervisor to do work that is a part of the WTR. How should I respond?

It is a violation of the *Teachers' Collective Bargaining Act* for an employer to interfere in the Union's legal strike action or to subject Union members to reprisals or the threat of reprisals for engaging in a legal strike activity. These protections are extended to all NSTU members who are teachers, substitute teachers, non-school-based personnel, and administrators. If this occurs, remind your supervisor that you are in a legal strike and you cannot do what has been requested. If your supervisor insists, ask for the direction in writing. Once you receive the formal direction, please contact strike@nstu.ca immediately.

Can I plan and offer professional development sessions during scheduled in-service days?

No. Teachers will be engaged in self-directed learning. You may support their efforts in this in a non-directive way if requested by the teacher (e.g. providing resource materials).



**FAQs FOR TEACHERS WITH
ADMINISTRATIVE RESPONSIBILITIES
(SCHOOL-BASED)**



There is an Early Years/Schools Plus program at my school. Should I arrive early or stay late at the school?

No. These are not NSTU responsibilities. Administrators should only be at school 20 minutes prior to, and 20 minutes after, the instructional day. You should not return in the evening or on weekends.

If you would like to ask a question that is not answered above you may submit your question to:

NSTU Central Office

3106 Joseph Howe Drive, Halifax, NS B3L 4L7

Local Number: 902-477-5621

Toll-free Number: 1-800-565-6788

Fax: 902-477-3517

Email: strike@nstu.ca



NOVA SCOTIA TEACHERS UNION JOB ACTION BULLETIN #3



Directives for Work to Rule: Job Action for Non-School-Based Members

As of December 5th, the NSTU is in a legal strike position. The NSTU has determined that the cessation of the following work is necessary to pressure the employer to conclude a reasonable collective agreement. Strike action cannot be the subject of discipline by the employer.

Beginning 12:01 a.m. Monday, December 5th non-school-based members will:

- NOT arrive at school earlier than 20 minutes before instructional time begins or leave later than 20 minutes after instructional time ends. (for days the member is working at a school.)
- NOT arrive at the work site earlier than the commencement of office hours or leave later than the conclusion of office hours. (for days the member is working at office site.)
- NOT conduct or attend meetings over the lunch time, or after school, except with parents/guardians as deemed necessary by the member.
- NOT communicate on school/work matters except during the instructional/work day.
- NOT update electronic communication at any time (i.e. board/school/class websites, e-newsletters, Google classroom, etc.) unless it is related to health and safety matters. *Members may use technology for instructional/administrative purposes at their discretion.*
- NOT plan, participate in, or lead professional development provided by the Department or Board (other than mandatory First Aid, WHMIS, or OHS training).
- NOT plan, organize, or approve school/site events.
- NOT enter electronic data unless related to a safety concern. This includes, but not limited to, PowerSchool and TIENET.
- NOT conduct or attend meetings (i.e. Department, Board, School, etc.).
- NOT supervise or facilitate teacher/administrator evaluation.
- NOT meet with Department or Board officials.



WORK TO RULE JOB ACTION FOR NON-SCHOOL-BASED MEMBERS



- NOT take on school-based administrators' or classroom teachers' duties unless it relates to student safety.
 - NOT plan, participate in, supervise or facilitate extracurricular activities. This prohibition includes holiday concerts, whether scheduled during instructional time or not.
 - NOT plan, organize, or participate in fundraising activities.
 - NOT collect money.
 - NOT participate in SAC or parent group meetings unless required due to an appeal of student discipline.
 - NOT administer, or ask school-based administrators/teachers to administer, Department or Board mandated assessments.
 - NOT fill out forms or surveys from the Department or Board unless related to a safety concern.
 - NOT conduct walk-throughs in schools/classrooms for observation or data gathering.
 - NOT participate in building maintenance and operations with Board staff unless related to student safety.
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- CONTINUE to focus exclusively on supporting teachers, administrators, and students.
 - to ensure that the Public School Program is implemented.
 - to maintain contact with parents/guardians of students who are at risk and/or have special needs as deemed by the member.
 - to engage in mentoring/consulting activities with teachers at their request.
 - to engage in mentoring/consulting activities with administrators at their request.
 - to meet the legal requirements of your professional licensing standards if applicable.
 - to attend Union meetings.
 - to attend site-based OHS meetings.
 - to continue to use AESOP as usual.



NOVA SCOTIA TEACHERS UNION JOB ACTION BULLETIN #3



Important Information for Non-School-based Members

Frequently Asked Questions

What is the definition of the first day of the WTR?

The first day of the WTR is December 5, 2016. NSTU members are in a legal strike position as of Dec. 3, 2016. All work that is listed on the WTR Bulletin #3 is considered struck work and members will not perform those duties. This will continue until the NSTU gives further notice.

Can I work with individual teachers /administrators?

Yes, individual members may request that a consultant/coordinator/facilitator/coach work with them during WTR within the instructional day. ***This work must be initiated at the request of the NSTU member.***

I have been asked by my supervisor to do work that is a part of the WTR. How should I respond?

It is a violation of the *Teachers' Collective Bargaining Act* for an employer to interfere in the Union's legal strike action or to subject Union members to reprisals or the threat of reprisals for engaging in a legal strike activity. These protections are extended to all NSTU members who are teachers, substitute teachers, non-school-based members, and administrators. If this occurs, remind your supervisor that you are in a legal strike and you cannot do what has been requested. If your supervisor insists, ask for the direction in writing. Once you receive the formal direction, please contact strike@nstu.ca immediately.



FAQs FOR NON-SCHOOL-BASED MEMBERS



My worksite is not at the Board office. Can my supervisor require me to travel to an alternate location during WTR to report to work or meet with them?

You are not required to report to work at an alternate location or travel to meet with your supervisor during WTR. As part of WTR, you will not be attending meetings with your supervisor. If required, you can communicate with them electronically or via the phone to indicate your location of work, but only during the instructional/work day.

The WTR bulletin states that NSTU non-school based members may visit a school, upon invitation, to work with an NSTU colleague in their classroom. What if no NSTU colleague invites me to work in their classroom?

If you have no requests, you could send an email to teachers volunteering to work in their classroom as a way of finding a school to work in. If you are not invited to work in a classroom, you should spend the day doing self-directed work at your worksite.

Can I plan and offer professional development sessions?

During the WTR:

- Members may NOT attend after school professional development training.
- Members may NOT participate on Board committees.
- Members may NOT participate in PD related to being a Mentor/Coach (e.g., Mentor/Coach Training)

Since much of my work may have been cancelled as a result of the NSTU strike action, what should I be doing?

It is likely that the employer will inform you of what they expect you to be doing during this time. If you feel that this direction is contrary to our collective strike actions, please follow the advice outlined above.

The NSTU has developed the following list of activities which you could be doing:

Future Planning

- Work on parent presentations (or refine/update the one(s) you already do e.g., a new idea for family math night);
- Find current, useful, researched-based articles to enhance your work with teachers;
- Seek out and review/evaluate professional resources that may be useful to the work that you do;
- Develop an annotated list of twitter, blogs, and online resources that support the work that you do;



FAQs FOR NON-SCHOOL-BASED MEMBERS



- Research new and reflect on currently used facilitation strategies to enhance your work with teachers;
- Engage in professional discussions about meeting the teacher needs (other than struck work) i.e. big picture planning; and
- Meet with colleagues to plan for future needs that aren't related to Board/Department initiatives. (You are allowed to meet with your colleagues at your own initiative without your supervisor present).

Resource Development

- Plan and write resources;
- Write a blog that would support educator learning and share it with them;
- Write book club guides for to use in the future;
- Develop learning activities that integrate new technologies (all subjects);
- Work on parent/school council presentations (other than struck work topics); and
- Work on program development not specifically related to current Board/Department initiatives.

Personal Professional Learning

- Participate in professional learning and reading for your subject or specialty (even if your main job is Department math-related projects, you can still learn more about math instruction while not participating in Board/Department specific initiatives);
- Explore provincial, national and international professional organizations and associations related to your subject/speciality (e.g., NSTU Professional Associations)
- Learn new technologies.

Program Evaluation and Reflection

- Develop program evaluation ideas; and
- Reflect on / review the currently used feedback process (e.g., engage in a professional discussion with colleagues – Are we getting valuable feedback to inform our work? How are we using the feedback we receive? Is there a better way to gather feedback?).

Organization

- Catch up on paper work (not related to Board/Department initiatives);
- Finish paper work and organize files but do not enter any data;
- Organize resources; and
- Develop a resource sharing system.



FAQs FOR NON-SCHOOL-BASED MEMBERS



Supporting Educators and Students

- Try new lessons, technologies, or instructional strategies in classrooms with teachers who are interested;
- Meet and work with teachers, if teachers request it;
- Co-teach lessons in classrooms with teachers who request it; and
- Work directly with students (not related to Board/Department programs).

If you would like to ask a question that is not answered above you may submit your question to:

NSTU Central Office

3106 Joseph Howe Drive, Halifax, NS B3L 4L7

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November 2016