



Delta Teachers' Association
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STAFF REPRESENTATIVE RESOURCE GUIDE

SECTION A: DTA

1. DTA Goals ([DTA Website – Resources](#))
2. DTA Calendar ([DTA Website – Events](#))
3. DTA Constitution and By-Laws ([DTA Website – Resources](#))
4. Lists
 - Executive ([Executive](#))
 - Committees ([Reps](#))
 - Staff Representatives
 - Health & Safety Representatives
 - Social Justice Committee & Representatives
 - Public Education Advocacy
 - Bargaining/Working & Learning Conditions
 - Aboriginal Education
 - TTOC
 - French as a First of Working Language

SECTION B: COLLECTIVE AGREEMENT

1. Collective Agreement ([DTA Website – Resources](#))
2. Bargaining (Updates distributed as available. Share with colleagues.)
3. BCTF Declaration of Teaching and Learning Conditions
4. Restored Language Documents ([DTA Website – Resources](#))

SECTION C: COMMUNICATIONS

1. DTA Newsletter ([DTA Website – Today Newsletters](#))
2. PD Newsletter ([DTA Website – PD Newsletter](#))
3. Weekly Updates (Distributed Fridays via members list)

SECTION D: B.C. TEACHERS' FEDERATION

1. Code of Ethics ([DTA Website – Resources](#))
2. PSA Application Form for Membership ([DTA Website – PD/BCTF Link](#))
3. Roles & Responsibilities of Teachers & Teacher Assistants ([DTA Website-Resources](#))
4. Members' Guide to the BCTF (<https://bctf.ca/membersguide/>) sign into members portal

SECTION E: BENEFITS – DISTRICT

1. Teachers' Benefits Summary ([DTA Website - Resources](#))
2. Request for Leave Form ([Employee Connect](#)) – now an online form
3. Medical Certificate for Full Medical Leave ([DTA Website - Forms](#))
4. Medical Certificate for Partial Medical Leave ([DTA Website - Forms](#))
5. LifeWorks Employee Assistance Program ([DTA Website – Links](#))

SECTION F: BENEFITS – BCTF

The following information and documents regarding benefits can be found on the BCTF website under “For Teachers”:

1. Part-time Employment and Benefits
2. Workers’ Compensation
3. BCTF Assistance Society
4. BCTF Salary Indemnity Plan Summary
5. Salary Indemnity Plan – Application for Withdrawal (Factor 88)
6. Benefit Protection During Leave of Absence
7. Leaves Rights & Benefits
8. EI and BCTF Members
9. EI Information
10. Pension Information (<https://bctf.ca/pensions/>)

SECTION G: GRIEVANCES

1. Step One Grievance Form – Request for Meeting ([DTA Website – Resources](#))
2. Step One Report Form ([DTA Website – Resources](#))

SECTION H: ROLE OF THE STAFF REPRESENTATIVE

1. School Union Representative Training (Members’ Guide to the BCTF)
2. Union Staff Representatives (A.34) ([Collective Agreement – DTA Website – Resources](#))
3. School Staff Committees (A.30) ([Collective Agreement – DTA Website – Resources](#))
4. Effective Staff Committees – *Call the DTA for advice*
5. Minutes

SECTION I: PROFESSIONAL DEVELOPMENT

1. PD Information & Application Forms ([DTA Website – PD](#))
2. PD Representatives ([DTA Website – PD](#))
3. Application Forms for Professional Development Funding ([DTA Website – PD & Forms](#))
 - PD – Regular ([Form 5020R](#))
 - Credit Course ([Form 5020CC](#))
 - Travel and Accommodation ([Form 5020TA](#))
 - Self-Directed Professional Development ([Form 5160SD](#))

SECTION J: REMEDY

1. Remedy PD Funding Form 2017-2018 ([DTA Website – Remedy](#))
2. Remedy PD Funding Form 2018-2019 ([DTA Website – Remedy](#))
3. Remedy Funds Transfer Form ([DTA Website – Remedy](#))