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## **REMEDY - FREQUENTLY ASKED QUESTIONS**

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### ***How do I know if I am in remedy?***

Please refer to the "[cheat sheet](#)" that we have developed for our District, which lays out our class size maximums and composition limits.

**Class Size Remedy** - Check the Class size maximum chart to see if your class exceeds the maximum amount of students - if it does then you receive a remedy for every student over the class size limit.

**Composition Remedy** - Check the composition of the designated students in your class – if you have more than 3 designations (excluding P) then you receive remedy for each student over 3. In addition to that, if you have more than 1 student with an ACDG designation then you receive remedy for each student over 1. In addition, if you have more than 1 student with an H designation then you receive remedy for each student over 1.

One exception is for any class deemed a "Special Class" where all the students have designations and the class limit is 12. Please note that Remedy does not apply to Special Classes. Very few classes in the District have been deemed "Special Class". If you are not sure, please ask your Principal or call the CDTU or LCTA for further clarification.

### ***How do I get information about which students have a designation in my class?***

By reviewing your class list with designations in MyEd for secondary teachers. Instructions on how to obtain your secondary class list are available on the website under Accessing Class List Information for Secondary Teacher Remedy or by clicking [here](#) or email [remedy@sd79.bc.ca](mailto:remedy@sd79.bc.ca). For elementary teachers, check with your Principal or email [remedy@sd79.bc.ca](mailto:remedy@sd79.bc.ca).

### ***I am an elementary teacher – how do I enter remedy online?***

Please refer to the Remedy Reporting Instructions – Elementary for step-by-step instructions. All of the class data is imported into the remedy program from MyEd. If the data is not correct, you are able to change it on the report before you submit.

### ***I am a secondary teacher – how do I enter remedy online?***

Please refer to the Remedy Reporting Instructions – Secondary for step-by-step instructions. Please refer to your class list and manually enter the class size and designations into your remedy form. The form will no longer auto-populate your class size and composition data. This is a change in procedure from last year due to the complex nature of secondary data.

***How do I count students that only attend for part of the month?***

If you had students in your class earlier in the month and they are now gone, you are entitled to receive remedy for the full month even if the class was in remedy only for a few days. For Elementary classes, you may need to change the number in the online remedy for the month of remedy that you are entering.

***Am I able to change the class information that shows up?***

Absolutely - you can go into the field and type in the correct number, then tab through the fields so that the number will change in the formula at the bottom. These changes will be reviewed by your Principal and the District.

***Do I receive remedy for all months in the school year?***

No, there is no remedy paid on the month of September, so classes can be over in class size and composition for that month. Starting October 1<sup>st</sup>, if your class is over, then you would be entitled to remedy for the remainder of the semester in Secondary and for the full year in Elementary as long as you remain in remedy. Please note that if you are in remedy, **you do need to submit monthly.**

Similarly, for second semester Secondary classes - schools have 21 calendar days to get the classes compliant. You may have classes over class size and composition at the start of the semester, but as long as the class is compliant before the 22<sup>nd</sup> day, which is **February 17<sup>th</sup>** this school year, then no remedy is paid to the teacher for February. However, if on the 22<sup>nd</sup> day (February 17) of the 2<sup>nd</sup> semester, your class is in remedy, then you will submit your remedy report at the end of the month and your remedy will be based on the full month calculation.

***Do I need to submit if I am not in remedy?***

No, if you do not have any classes in remedy then please do not submit a remedy report for that month. Only submit for the classes that are in remedy.

***What if I am an Elementary teacher and my FTE changes over the month because I am in a contract with a teacher that is on a gradual return to work?***

In this case the remedy would be calculated for the class and each teacher would count the days they worked and divide by the total number of days worked in that month to determine the percentage to fill in the FTE column. For example, if teacher A worked 12 out of 20 days and teacher B worked 8 out of 20 days then teacher A would enter .6 FTE (12/20) and teacher B would enter .4 FTE (8/20) so that each one would get the appropriate remedy amount based on how many days they worked in the class. Please email [remedy@sd79.bc.ca](mailto:remedy@sd79.bc.ca) if you have any questions about the calculation.

***What if I am a Secondary exploratory teacher?***

For Exploratory classes that come up as X, Y, Z, an option is listed in the “Type” column – Exploratory 1.0 and Exploratory 0.5. The teacher would then choose 1.0 if the Exploratory cycle is for more than a half month up to a full month. Choose 0.5 if the Exploratory is for a half a month or less. Many Exploratories run for 6 weeks and these options will cover both months. Note – the District and Union have agreed that this is how exploratories will be calculated.

***What happens if I do some team teaching with other classes at my grade level, which students is my remedy calculated on?***

Your remedy is calculated on the registered students that you are responsible for on your class list. You do not get remedy for other classes that you may provide some teaching to as part of a team teaching arrangement.

***When I view my class and the class size and composition numbers don't make any sense, who do I call about this?***

You can email [remedy@sd79.bc.ca](mailto:remedy@sd79.bc.ca) and we can do some further investigation into MyEd to see what may have happened. Please describe the issue and let us know what the correct numbers are.

***Can I submit Remedy at any time in the month?***

No, Remedy submissions need to be completed between the 1<sup>st</sup> – 12<sup>th</sup> for the preceding month.

***Oh no, I forgot to submit my remedy for the month!***

Teachers are only able to submit their remedy online for the previous month during the on-line reporting window from the 1<sup>st</sup> to the 12<sup>th</sup> of the next month. If you miss this window, you will have to send an email to [remedy@sd79.bc.ca](mailto:remedy@sd79.bc.ca) with your class information so that it can be added manually by the administrator before the quarterly (elementary) or semester (secondary) payout is calculated. If you miss this timeline, then your remedy submission will be manually added at the end of the school year.

***Can I change my mind on my Remedy options or mix and match?***

No, due to the complexity of remedy reporting and calculation, we have agreed with the Union that the Option you choose on your first remedy submission will be your choice for the year. Special circumstances may be considered by the District and the local on a case by case basis.

***When will I receive and be able to use my remedy payout? CVTU Members ONLY***

Elementary teachers will have their payout available to them at the end of January for October – December months, at the end of April for January – March months, and in early July for April – June months.

Secondary teachers will have the 1<sup>st</sup> semester payout available to them at the end of February and the 2<sup>nd</sup> semester payout available to them in early July.

For any teacher choosing Option #1 – Additional non-contact time – you will receive an email from HR on a monthly basis indicating how many minutes you have to use and instructions on how to access these minutes to book a TTOC.

For teachers choosing Option #4 – Resources and/or Pro-D, you will receive an email from the CVTU, once they receive the monies from the district, with the equivalent dollar amount generated by your remedy minutes and instructions on how to be reimbursed by the CVTU for your Resources/Pro-D.

Option 4 is not available to Lake Cowichan teachers and you will be notified by the President of the LCTA once the remedy calculations have been completed and determined by the Union and the District.