

## Teachers New to the Profession

### Article D.28: Teachers new to the Profession

*D.28.1 A beginning teacher whose appointment is five (5) months or more shall be provided with five (5) days of teacher on call time for preparation, professional development, and mentoring activities in addition to any other professional development provisions in the contract.*

- A temporary contract where the absent teacher has an expected return date of less than 5 months would be pro-rated as per D.28.3.
- If the entitlement is not used during the term of the appointment these days are lost, as there is no carryover to the next appointment.

*D.28.2 A beginning teacher is defined as a teacher who has not held an appointment since the attainment of a teaching certificate.*

- This means they cannot have held a teaching appointment in any other school, public or private since getting their teaching certificate.
- HR will check their file, upon getting the first appointment in the district, to see if they qualify.

*D.28.3 For an appointment of less than five months these days are to be provided on the ratio of one (1) day per month of employment.*

- Regardless of the FTE of the appointment, days are prorated based on number of months (ie. 4 months = 4 days, 3 months = 3 days, etc.).

*D.28.4 If a beginning teacher starts his/her career with an appointment of less than five (5) months, any unused days will be carried over to the next appointment.*

- Once the entitlement has been determined by D.28.3, any unused days from this entitlement only (first appointment) will be carried over to the next appointment, no additional entitlement days are given.
- If the unused days are not utilized during the very next appointment they are lost.

*D.28.5 These days will normally be used during the first half of the teacher's appointment.*

- The intent is that these days are used early in the appointment and that they are not held until the end of the school year.

### PROCESS

New Teachers with part-time contracts may use their entitlement to new teacher days on days they aren't teaching in that assignment, rather than arranging a TTOC for their teaching day. They will be paid by filling in the New Teacher Day(s) Extra Pay form.

New Teachers with part-time contracts that use their entitlement to new teacher days on days they would be teaching in that assignment will be paid by completing a pink leave form using the purpose of "New Teacher Day(s)". They will need to call their day into dispatch under code 1430 (New Teacher Day(s)) to have a replacement. This request will be subject to availability of a replacement TTOC.

Step 1: The New Teacher gets approval from their Principal to utilize a new teacher day(s) by either filling out a pink leave form or a New Teacher Day(s) Extra Pay form.

Step 2: The Teacher emails HR regarding the day they would like to use and the appropriate form must be sent to HR so that eligibility and number of days can be confirmed and tracked.