



Delta Teachers' Association
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STAFF REPRESENTATIVE RESOURCE GUIDE

SECTION A: DTA

1. DTA Goals (DTA Website – *Executive*)
2. DTA Calendar (DTA Website – homepage)
3. DTA Constitution and By-Laws (DTA Website – *Resources*)
4. Lists (DTA Website)
 - Executive (*Executive*)
 - Staff Representatives (*Reps*)
 - Professional Development Committee (*PD & Reps*)
 - Health & Safety Representatives (*Reps*)
 - Social Justice Representatives (*Reps*)

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

SECTION C: COMMUNICATIONS

1. DTA Newsletter (DTA Website – *Newsletters*)
2. PD Newsletter (DTA Website – *Newsletters & PD*)
3. Bulletins (Distributed regularly. Share with colleagues.)

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
(<http://www.bctf.ca/uploadedFiles/Public/Issues/InclusiveEd/RolesandResponsibilitiesTeachersTAs.pdf>)
4. Members' Guide to the BCTF
(<http://bctf.ca/uploadedFiles/public/AboutUs/MembersGuide/guide.pdf>)

SECTION E: BENEFITS - DISTRICT

1. Teachers' Benefits Summary (DTA Website - *Resources*)
2. Request for Leave Form (DTA Website – *Forms*)
3. Medical Certificate for Full Medical Leave (DTA Website - *Forms*)
4. Medical Certificate for Partial Medical Leave (DTA Website - *Forms*)
5. Employee & Family Assistance Plan (PPC Canada) (DTA Website - *Resources*)

SECTION F: BENEFITS – BCTF

The following information and documents regarding benefits can be found on the BCTF website under the members' portal:

1. Benefits in Brief
2. Part-time Employment and Benefits
3. Workers' Compensation
4. BCTF Assistance Society
5. BCTF Salary Indemnity Plan Summary
6. Salary Indemnity Plan – Application for Withdrawal (Factor 88)
7. Benefit Protection During Leave of Absence
8. Leaves Rights & Benefits
9. EI and BCTF Member
10. EI and Teachers

11. EI Information
12. Pension Information (www.bctf.ca/pensions)

SECTION G: GRIEVANCES

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

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. DTA PD Policies (DTA Website – PD)
2. PD Contacts
3. Application Forms for Professional Development Funding (DTA Website – PD & Forms)
 - PD - Regular
 - Credit Course
 - Travel and Accommodation
 - Self-Directed Professional Development
 - Interest School Based PD Planning

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