

ADMINISTRATIVE GUIDELINES

Updated January 18, 2011; March 28, 2012; December 03, 2013

GENERAL

1. At the beginning of each school year the Executive shall provide a list of all local officers and committees of the local for distribution to each member of the Local.
2. The Local Constitution and Administrative Guidelines are available on the Wetaskiwin ATA Local website: <http://local18.teachers.ab.ca/Pages/Home.aspx>
3. Local Council meetings shall be scheduled by the Local Executive at the first meeting of the year.
4. Telephone credit cards can be obtained from the Treasurer for the use of Local ATA business.
5. Representatives to ARA shall be the President and others who are elected at the Annual General Meeting.

FINANCES

1. A \$14.00 per month Local ATA levy shall be levied by the Local effective January 1, 2006 allocated for Local operations.
2. A budget for the Local shall be prepared by the Executive, presented at a Local Council meeting, and approved at a General Meeting of the Local.
3. The Local shall pay reasonable expense allowances with the receipts for meetings on ATA business, with the exception of the General meetings and meetings of the Bargaining Unit.
 - 3A. Accommodation shall be reimbursed with submitted hotel bills.
 - i) to an amount not exceeding the rate set by the ATA conference sponsor.
 - ii) amounts exceeding the rate set by the ATA conference sponsor may be appealed at a meeting of the Local Executive.
 - 3B. A travel allowance shall be paid for travel to and from ATA meetings or on ATA trips as set by the Provincial Executive Council for kilometrage in excess of normal (to and from school) travel.

Administrative Guidelines and Policies

4. Special Emergency Fund: There shall be a fund maintained of not less than two Provincial Association Rebates to a maximum of 50% of the Annual Income of the Local.

HONORARIA

Local Executive Committee members and chairs of committees shall be given an honorarium as follows:

EXECUTIVEEXECUTIVE POSITION TOTAL HONORARIA ATA BUSINESS DAYS

a. President	\$1000	3
b. Past President	\$500	0
c. Vice President	\$500	0
d. Treasurer	\$1000	3
e. Secretary	\$1000	2
f. CO	\$1000	2

OTHER COMMITTEESCOMMITTEE POSITION TOTAL HONORARIA

a. EPC Chair	\$300
b. EPC Secretary	\$200
c. NSC Chair	\$300
d. NSC Members	\$200
e. ARA Delegates	\$200
f. PD Chair	\$600
g. TBAC Chair	\$400
h. Summer Conference delegates	\$200
i. Other Local Council positions (PAC, PEW, Social, Induction/Retirement, Subs)	\$400

These honoraria shall be paid at the end of each school year. ATA business days may be used for covering the cost of a substitute for ATA Local business. Release time will not be paid if not used.

OTHER

1. President Release Time: be for an equivalent of up to .25 FTE of teaching time plus 3 days.
2. The local shall pay a childcare fee of \$20.00 per meeting for members attending Local ATA meetings who require childcare services (with the exception of General meetings and meetings of the Bargaining Unit).
3. In Memoriam Fund: Upon the death of a member of the Local or an immediate family member of the member, the staff Rep. will arrange an expression of condolences on behalf of the Local. The school staff of an active member who has died will be given \$200.00 by the Local to establish a suitable memorial.
4. The convention fees of Local teachers are paid from the ATA Local budget.
5. Receipts must be submitted to the treasurer before funds are dispersed.
6. In special circumstances, funds may be dispersed at the discretion of the Local Executive before receipts are submitted.
7. The AGM PD Prize policy is that:
 - At each fall and spring General Meeting a PD prize of \$200 is awarded.
 - These prizes can be used for the following PD expenses only: course registration, accommodation, cost of a sub to attend PD, and mileage (claim form and receipts required).
 - The PD prize is non-transferable.
 - It cannot be used for gift cards or to attend the Annual Teachers' Convention.
 - The PD prize must be used within 12 months of when it is won.
8. Each year Local #18 will support substitute teacher attendees to the Substitute Teacher Conference. Up to \$500 will be divided by the number of attendees and receipts must be submitted within 90 days of the date of the Conference.

POST-SECONDARY BURSARY POLICY

The Wetaskiwin ATA Local No. 18 will award a maximum of three bursaries annually to high school graduates in their first year of attendance at a post-secondary institution. If eligible, the student may apply to more than one bursary category. However, there is a maximum of 1 bursary awarded per applicant.

There are 3 categories:

- one bursary will be awarded for WRPS graduates entering teacher training at a University or College granting Education Degrees,
- one for a graduate who is either a son or daughter whose parent is an Active Local ATA Member or Local ATA Retiree, entering University in any faculty or a post-secondary school other than University,
- one for a WRPS graduate entering a post-secondary institution other than University.

The amount of each bursary is \$500.00. There is a maximum of one bursary awarded per applicant. In the event that there is an un-awarded portion of the bursary fund, the money reverts back to the ATA Local No. 18 operating budget.

Bursary winners will be selected by the Executive of ATA Local No. 18 on the basis of criteria outlined in each category.

Information required on the application must be completed in full before consideration. Bursary deadline for all of the 3 categories is AUGUST 31st of the year of high school graduation. No late applications will be accepted.

Bursary winners will be contacted by telephone, on or before October 1st of the year of application.

Post-Secondary Bursary Categories**Teacher-Training Bursary: Faculty of Education**

If you are a high school graduate of WRPS, and entering the first year at a university or college granting an education degree, you may be eligible for the Teacher-Training Bursary.

POST-SECONDARY BURSARY POLICY Continued

Individuals applying for the Teacher-Training Bursary must provide the following at the time of the application:

- Submit a high school transcript for 30-level courses used to apply for entry to the university or college.
- Complete the required information on the application form, including the following two paragraphs. The first will outline your community involvement, and the second will describe your extra curricular activities.
- Submit two reference letters, one academic and one personal.
- Submit proof of post-secondary registration.

Son or Daughter Bursary – University

If you are a son or daughter whose parent is an active ATA member or a Local ATA retiree, are a high school graduate, and are entering the first year at a university or a post-secondary school other than University, you may be eligible for the Son or Daughter Bursary.

Individuals applying for the Son or Daughter Bursary must:

- Submit a high school transcript for 30-level courses used to apply for entry to the university or college.
- Complete the required information on the application form, including the following two paragraphs. The first one will outline your community involvement, and the second will describe your extra-curricular activities.
- Submit two reference letters, one academic and one personal.
- Submit proof of post-secondary registration.

Post Secondary Bursary – Other than University

If you are a high school graduate of WRPS, are going to further your education by attending entering the first year at a post-secondary institution other than university, you may be eligible for the Post- Secondary Bursary.

Individuals applying for the Post-Secondary Bursary must:

- Submit a final high school transcript that indicates performance in senior level courses.
- Complete the required information on the application form, including the following two paragraphs. The first one will outline your community involvement, and the second will describe your extracurricular activities.
- Submit two letters of reference, one academic and one personal.

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Administrative Guidelines and Policies

POST-SECONDARY BURSARY POLICY Continued

- Submit proof of post-secondary registration.

*See "**Publications**" on the Wetaskiwin ATA Local #18 web site for the Bursary Application Form: <http://local18.teachers.ab.ca/Pages/Home.aspx>

SUNIA Bursary Policy (Seminar on the United Nations and international Affairs)

The Wetaskiwin ATA Local No. 18 will award a maximum of one bursary annually to a WRPS high school student to attend the SUNIA summer seminar on the United Nations and International Affairs.

The amount of the bursary covers the fees to attend a one-week seminar at the Goldeye Centre, Nordegg, AB in August (cost was approximately \$550.00 in 2012). In the event that there is an un-awarded bursary, the money reverts back to the ATA Local No. 18 operating budget.

The Executive of ATA Local No. 18 on the basis of criteria outlined will select the bursary winners. The decision of the Committee is final.

Information required on the application form must be completed in full before consideration. Bursary deadline is April 30th of the year of attendance. No late applications will be accepted.

Bursary winners will be contacted by e-mail or telephone, on or before June 1st of the year of application.

Individuals applying for the Bursary must meet the following criteria at the time of the application:

- be attending a high school in WRPS.
- indicate an interest in becoming active members of their community and an interest in international relations and world affairs.
- complete the required information on the application form.
- submit one reference letter.

An electronic copy of the application form is available on line. Go to "**Publications**" on the Wetaskiwin ATA Local #18 web site for the SUNIA Bursary Application Form: <http://local18.teachers.ab.ca/Pages/Home.aspx>

Mail your application to:

Wetaskiwin ATA Local #18
11 Bonin Place
Leduc, AB T9E 6H6

Or scan and email:

gbhansen@telus.net

Or fax: 780-986-9899

For more information on the seminar, please go to: www.sunia.ca

ATA LOCAL No. 18 INDUCTION POLICY

“The Alberta Teacher’s Association deems it desirable that all persons entering the teaching profession for the first time be called upon to participate in a ceremony of recognition and acknowledgement of their responsibility to their pupils, parents, colleagues and country. The purpose of this ceremony, uniform throughout the province, is to present an opportunity for new teachers to pledge allegiance to the profession.”
(ATA Induction Ceremony Document)

The induction ceremony shall be combined with the General Meeting held at this time to approve the budget.

The ceremony shall include a weeknight banquet

The school rep. or principal, or other designated person shall introduce the inductee from the podium.

Induction Ceremony Checklist for Induction Committee

- Induction packages are ordered from Barnett House
- Names of inductees are obtained from the Associate Superintendent
- Review wording of ceremony script to ensure it is appropriate
- Names of the inductees are reviewed at the Local
- Invitations are sent to the inductees (the invitation shall allow for each inductee to bring a guest)
- The District Representative is invited
- Certificates and other material for presentation are personalized and packaged
- Venue is booked
- Entertainment (optional) is arranged
- Gifts from the Local are purchased for the inductees
- The press is invited to the ceremony
- Door prizes are purchased (optional)
- Induction Committee Chair decides with the Local Executive upon who will conduct the ceremony (i.e. District Representative, Local President, Local Vice President, Induction Committee Chair)
- Invite a guest speaker (optional)
- The program begins with a cash bar at approximately 4:30 PM and the induction ceremony at 5:00 PM
- Review plans for induction evening at Local Council.

ATA LOCAL No. 18 RETIREMENT POLICY

The retirement ceremony shall be combined with the General Meeting held at this time to approve the budget

The ceremony shall include a weeknight banquet

The school rep. or principal, or other designated person, shall introduce the retiree from the podium

The retirees shall be contacted ahead of time to see if they would like to make a formal reply

Retirement Ceremony Checklist for Retirement Committee

- Names of retirees are obtained from the Associate Superintendent
- Retiree packages are ordered from Barnett House
- Names of retirees are reviewed at the Local Council Meeting
- Invitations are sent to the retirees (allowing for each retiree to bring a guest)
- The District Representative is invited
- Certificates and other material for presentation are personalized and packaged
- Venue is booked
- Entertainment (optional) is arranged
- Gifts from the Local are purchased for the retirees
- The press is invited to the ceremony
- Door prizes are purchased (optional)
- Retirement Committee Chair decides with the Local Executive upon who will conduct the ceremony (i.e. District Representative, Local President, Local Vice President, Retirement Committee Chair)
- Invite a guest speaker (optional)
- The program begins with a cash bar at 4:30 PM and the retirement ceremony at 5:00 PM
- Review plans for retirement evening at Local Council

Wetaskiwin ATA #18 Computer/Internet Policy

1. The work of the ATA Local requires people to have necessary tools. The Local #18 Executive members have significant need for the use of a computer to effectively do their work. These officers who have a personal computer and wish to use it, are eligible for an expense claim to the Local.

2. The Local Secretary and Treasurer have need for a laptop computer to do the work of the Local. Each will be supplied with a computer as per the procedure to purchase established in #5.

3. With regard to the Executive positions, there can be an expense claim of \$30.00/month for the use of one's own computer. This is to cover ink cartridges, miscellaneous supplies, and repairs. The Local Communications Officer, Secretary, and President have substantial need for internet access to do their work. They may submit an additional expense claim for their internet access to a maximum of \$20/month.

4. Claims related to computer use can only be made at the end of May.

5. If a new computer needs to be purchased, a motion to purchase shall be made along with three estimates of costs. This estimate is to be presented by the officer. For a computer purchased by the Local:

- the value of the computer will depreciate 20% of original price per year.
- purchasing supplies will be the responsibility of the member.
- costs of repairs will be the responsibility of the Local.
- when the executive deems the computer obsolete, the current user has the first option of purchasing the computer from the Local.
- if the current user does not purchase the computer it will be put out to the Local in a blind auction.

Computer Policy updated March 26, 2009