

EXTRA-CURRICULAR ACTIVITIES

An ECA is to be done in the presence of students and are not part of the students' regular timetable. They are provided on a voluntary basis.

This document is designed to help clarify:

1. The approval process through Teacher Council
2. Compensation
3. Carry Forward Days
4. The credits awarded for (a) activities AND (b) personal work credit

1. APPROVAL PROCESS THROUGH TEACHER COUNCIL

- Teacher Council is the body that recommends to the principal the approval the activity (4-2.06 (10)) and the number of credits awarded for each activity using Annex L-IV of the local agreement) **as a guide**
- Activities not mentioned on this page can be presented, and it becomes TC's duty to determine if it is an acceptable activity
- Teachers can debate the validity of the activity at TC and **all activities proposed do not have to be recommended for approval**
- Once approved for recommendation, the teacher is entitled to the credit to their personal work (see #4)
- Once approved for recommendation by TC, it becomes the principal's responsibility to make sure the activities are being carried out

2. COMPENSATION

Teachers are compensated in 3 ways:

1. Time Compensation from Personal Work (see #4)
2. Monetary compensation at the end of the year
 - The funds have been recentralised at the board
 - Every teacher must submit their ECA Compensation form to their school principal by the deadline set by the board in June
 - The principals then forward the total number of credits declared to the board by a specific deadline
 - The board then divides the money generated by the teacher Collective Agreement by the number of credits declared board-wide to determine the per credit compensation that will be paid on the last pay cheque in June
3. Time Compensation on Pedagogical Days
 - Once the teacher has earned the credits, they are entitled to request an ECA compensation day on an in-school pedagogical day. This means that if you have already earned the credit, you can use the day in the current school year. Submit your request in writing to the principal for approval.

- It is a misconception that only the 4 pedagogical days at the end of the year can be used as compensation days
- The time compensation in days is as follows:

Credits Accumulated	Days of Release Time
15-29	1
30-59	2
60-89	3
90	4

3. CARRY FORWARD DAYS

- Teachers are allowed to carry forward 2 ECA compensation days to the following school year
- Ask your principal to fill in the ECA Carry Forward Form provided to them by Human Resources at the end of the year
- Clause 8-12.12.06 (b) states that the school principal shall identify at least our (4) pedagogical days during which the teacher will be able to use these deferred compensation days (in addition to the 4 at the end of the school year)
- Sit down with the principal at the beginning of the following year to determine when the days can be used (usually not on board-wide pedagogical days) and send a follow-up email once it is decided so that you have proof in writing

4. THE CREDITS AWARDED FOR ACTIVITIES AND CREDIT TO PERSONAL WORK

a. ECA CREDIT SYSTEM

- Annex L-IV of the Local Agreement can help Teacher Council determine the number of credits to award for a given activity, **but it is only a guideline**
- A teacher cannot be granted more than 90 credits per year

b. PERSONAL WORK CREDIT

- Every teacher who does an ECA activity is entitled to a personal work time credit **as soon as the activity is recommended by Teacher Council**. Even if the activity does not begin until mid-year (e.g. snowshoeing club), the teacher is entitled to the credit as soon as it is recommended by TC.
- The time spent doing ECAs is recognized as personal work as follows and should be reflected in your schedule:

Credits (8-12.12.01)	5 day cycle	6 day cycle	9 day cycle
15-29	60 minutes	72 minutes	90 minutes
30-44	90 minutes	108 minutes	162 minutes
45-59	120 minutes	144 minutes	216 minutes
60-74	150 minutes	180 minutes	270 minutes
75-89	180 minutes	216 minutes	324 minutes
90	240 minutes	288 minutes	432 minutes