



Education and Training Employees' Association Policies and Procedures

(Updated Dec. 2021)

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1. Financial

Receipts and Reimbursement

1.1 Timelines for receipts and payouts will be once a month. Receipts should be submitted through the bargaining unit director who will forward to the ETEA treasurer by the 20th of every month.

1.2 When necessary, scanned receipts may be submitted for reimbursement, however the original receipt must be provided to the ETEA treasurer in a timely manner and prior to the financial year end.

1.3 Cheques will be sent to the bargaining unit director, who will be responsible to distribute them to the appropriate individuals.

(Nov 2019, GM)

Remuneration

1.4 Executive remuneration will be set according to the ETEA budget passed at the Annual General Meeting.

1.5 Bargaining Unit Directors and Head Stewards will be remunerated at a baseline amount of \$300 per month combined. It is up to the bargaining unit how this amount will be divided between the director and Head Steward.

1.6 Remuneration for bargaining unit directors and head stewards may be increased by Central Council based on the needs of the bargaining unit.

1.7 Shop Stewards will receive \$25 per meeting with management, provided they submit a report of the meeting to the unit head steward within seven days of the meeting.

(Nov 2019, GM)

Strike Fund

1.8 A) 2% of ETEA's operating budget be set aside for the purpose of a strike fund and to be reviewed annually based on recommendations from the executive.

1.8 B) 4% of ETEA's operating budget to be set aside for the purpose of the Bargaining Fund and to be reviewed annually based on the recommendations from the executive

1.9 80% of any operating surplus be directed to the Bargaining fund.

(May 2017, AGM)

(Nov 2021, AGM)

2. Bargaining

- 2.1 Bargaining Committee members will be chosen from members in good standing.
- 2.2 Each unit shall choose their members as they deem appropriate.
- 2.3 ETEA will pay for each bargainer's release time.
- 2.4 In cases where bargaining does not occur through release time, bargainers will be paid at their hourly wage to a maximum of the number of hours they would be paid on a normal working day.
- 2.5 Bargaining Committees shall be two or three unit members.
- 2.6 An additional bargainer may be selected on a temporary basis as required unless the core teacher number meets or exceeds 50, in which case a maximum of two more bargainers may be invited.

3. Committees

Purpose of Committee

- 3.1 Each committee shall identify and/or review a mission statement within two months of the ETEA AGM.

Objectives

- 3.2 Each committee shall identify and submit general goals and objectives to Central Council for the year with an estimated timeline within two months of the ETEA AGM.

Membership

- 3.3 Committee chairs will provide a list of members appointed by Locals.
- 3.4 Committees must have a minimum of three members from at least two locals. If not, Central Council may choose to stand down the committee.

Committee Chairs

- 3.5 The president of ETEA cannot chair committees, except in cases of emergency.
- 3.6 Committees will elect a chair by January 15th.
- 3.7 Committee Chairs shall report to Central Council.
- 3.8 Failure to follow policies and procedures may result in the removal of the Chair.

Structure and Communication

3.9 Committees shall function as a sub-committee of the Central Council.

3.10 Central Council may give directives to committees.

3.11 All communication with FPSE is done through Central Council (organizing and HR&IS are exceptions).

3.12 All communication with the media is done through the ETEA executive.

3.13 Communication with membership shall be vetted by the ETEA executive.

3.14 All material bearing ETEA's name will be approved by the ETEA executive.

Relationship with Central Council

3.15 Committees shall have a liaison from Central Council.

3.16 When sitting on a committee as a liaison, the Central Council member has no vote.

3.17 One Central Council meeting per year will be dedicated to committee Updates.

Committee Budget

3.18 Committees shall have a budget as approved by the ETEA AGM.

Committee Responsibilities

3.19 Committees shall submit a yearly report at the final CC meeting before the ETEA AGM.

(May 2015, AGM)

(Nov 2019, GM)

4. Travel

4.1 Every effort should be made to minimize the need for travel.

4.2 Any expenses for travelling must be approved by the ETEA Executive in advance.

4.3 Any required travel for bargaining will come out of that bargaining unit's discretionary fund.

4.4 Travel will be done by the most direct and cost-effective mode available unless approved in advance by the ETEA Executive.

4.5 Receipts are required for the reimbursement of any approved expenses incurred while travelling on ETEA business.

Transportation

4.6.a AIRFARE: Airplane tickets are booked in advance to take advantage of any special discounts.

4.6.b FERRY, TRAIN, SKYTRAIN, BUS, PARKING, or TAXI: Actual costs reimbursed with receipts only.

4.6.c AUTO: Individuals are reimbursed for the use of personal vehicles at the BC Government rate. Reimbursement for travel by auto is only compensated up to the same cost as the economy air travel rate flying the most direct route or less.

Accommodation

4.7 When booking a room, use the business travel accommodation listing to find lodging that qualifies for reimbursement.

4.8 Whenever possible accommodations should be made with unionized hotels.

4.9 Discounts or discount booking websites should be sought and applied whenever possible.

Meals

4.10 To claim meals, travel status must:

- Begin before 7:00 AM on the date of departure to claim breakfast.
- Begin before 12:00 PM on the date of departure to claim lunch.
- End after 6:00 PM on the date of return to claim dinner.

Effective April 1, 2019	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$
Individual	50.00	25.00	12.00	15.00	25.00

(Nov 2019, GM)

5. Childcare

5.1 ETEA will remunerate child care costs at an amount of \$15 per hour for the length of an ETEA meeting plus an additional maximum of two hours to cover travel time to and from the meeting.

(May 2019, AGM)

6. Socials

6.1 All ETEA Bargaining Unit socials shall include food and/or drink options that consider reasonable dietary restrictions and lifestyle choices of all members.

(Nov 2019, GM)

7. Bargaining Units

7.1 Bargaining Units may have their own policies to govern Bargaining Unit specific issues.

7.2 Any policies a Bargaining Unit passes or approves must not contravene the Policies and Procedures of ETEA or the ETEA Constitution or its By-laws.

(Nov 2019, GM)

8. Lobbying

The following policies are lobbying positions the members have passed for ETEA to pursue.

8.1 Regulations / Quality Assurance

The ETEA resolves that:

8.1.a A provincial body not a private body authorized by the province, must be responsible for setting the criteria for the Education Quality Assurance (EQA) seal to be given;

8.1.b ETEA or its representatives be given a seat on the board of the provincial body granting the EQA seal;

8.1.c Any amendments or changes to the governance structure of any preexisting provincial body must be amended to include the voice of ETEA if and when those changes occur;

8.1.d Gaps in quality assurance as regards to B.C. education need to be addressed through ETEA's vision for the model of education B.C.

(March 2014, GM)

8.2 International Student Recruitment Agents

Lobby the Private Training Institutes Branch (PTIB) and the Ministry of Advanced Education to include the following policy positions in the Private Training Act Regulations:

8.2.a That all contracts between agents and schools be on record and available to PTIB

8.2.b That the percentage of tuition and any other fees collected by agents be transparent and fully disclosed to the student and PTIB

8.2.c Any additional incentives or "loyalty" rewards institutions provide agents also be transparent and reported

8.2.d That schools are required to only use agents that have completed the Canada Course for Education Agents (CCEA)

8.2.e That schools be required to publicly list the agents they use

8.2.f That there be a process in place that can investigate cases where agent misconduct is alleged and publicly lists agencies that don't comply or are guilty of misrepresentation and/or misconduct

8.2.g That accredited institutions bear some responsibility for agent misconduct
(May 2017, AGM, Received in President's Report)