



SECURITY BENEFITS PROFESSIONALISM RESPECT

ETEA

EDUCATION AND TRAINING EMPLOYEES ASSOCIATION

Education and Training Employees' Association Policies and Procedures

(Updated November, 2025)

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1. Financial

The amended language in the Remuneration section of the Policy and Procedures manual in whole or in part is recognized as being motivated by external pressures for greater austerity; and be it resolved, that these amendments shall be returned to the original language in intent and spirit when financial circumstances improve. (November, 2025).

Receipts and Reimbursement

1.1 Timelines for receipts and payouts will be once a month. Requests for reimbursement should be made through the ETEA online request forms (search: union-related work hours form) Qualifying requests will be approved by 2 members of the Central Counsel and then reimbursement will be paid out.

1.2 When necessary, scanned receipts must be submitted for reimbursement

1.3 Reimbursements will be done by direct deposit when possible (November, 2025)

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 to be set by the Central Council. 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 can receive \$25 for meetings with management, provided they Submit a request with details on the online request forms (search: union-related work hours form). *(November, 2025)*

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 \$25 an hour (November, 2025)

2.5 Bargaining Committees shall be two or ~~three~~ or more 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.

3.12 All communication with the media is done through the ETEA unless directed by 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.

(November, 2025)

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.

Committees

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

(May 2015, AGM)

(Nov 2019, GM)

4. Family care

5.1 ETEA will remunerate family 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)*

5. 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)