



# **Substitute Teacher Handbook 2024-25**

181 Henlow Bay | Winnipeg | MB | Canada | R3Y 1M7  
**Phone** 204.488.1757 **Web** [www.pembinatrails.ca](http://www.pembinatrails.ca)



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# Introduction

Welcome to the Pembina Trails School Division. The role of a substitute teacher is an important element for the continued progress of students. School business, activities and illness occasionally require regular teachers to be absent. Substitute teachers are encouraged to take pride in teaching. The substitute who can continue a high level of professional activity in the classroom contributes greatly to the school setting.

Pembina Trails School Division has prepared this booklet to provide you with essential information when working within our schools. Should you require further information, please contact your assigned school or the Smart Find Express (SFE) System Operator at 204.488.1767 Ext. 1236.

## The Pembina Trails School Division Substitute Teacher

1. The substitute list is updated weekly. Please notify us of any change to your telephone number, address, banking information and/or availability.
2. The SFE system will call out as early as possible. Be prepared for calls as early as 5:30 a.m. or as late as 10 p.m. If you are not open to phone calls and want to self book only, you must adjust your profile so we focus on filling jobs quickly.
3. The school principal or designate will make the final determination of the substitutes assigned to their school.

**\* Please keep your profile on Smart Find Express current, including your email address.**

## Sign In Procedures

1. Arrange to arrive at least 15 to 20 minutes before the start time of your assignment (see pages 11 and 12 for school times).
2. Report to the office upon arrival. Confirm parking procedures with the secretary or designate when you arrive at the school. Be aware that some teachers use street parking, and a stall may not be available on the school parking lot.
3. Complete the particulars on the Teacher Absentee and Substitute Report Form in the office.
4. Report to the classroom no later than 10 minutes before students arrive.

# Duties and Responsibilities

1. Maintain the same teaching assignment and other duties as the regular classroom teachers of the school in which you are substituting.
2. Perform the duties assigned to the regular teacher (in addition to teaching), such as the supervision of the playground, hall and bus loading, etc. The classroom teacher will have a list of extra duties for which you are responsible.
3. Follow the plans of the regular teacher. If the day-book indicates that the introduction of a new concept has been planned, you may want to **consult with the principal** or designate to decide:
  - (a) if the new work should indeed be started;
  - (b) if you should review previous work; or
  - (c) if you should do something from your own ingenuity.
4. If you are needed for a longer period than the regular teacher had lessons planned for, you should make plans for the remaining time and review them with the principal. A detailed record of your lesson plans should be left for the returning classroom teacher.
5. Check students' work daily, where practical, and leave the corrected work where the regular teacher can find it upon their return.
6. Maintain firm but friendly control of the class. Let the students know that you are the teacher and that you expect their cooperation. Manage disciplinary problems whenever possible but feel free to call on the principal or designate if it becomes necessary to maintain control. Be familiar with the School Discipline Policy. Physical or verbal abuse will not be tolerated. In general, physical contact with students is not permitted except to protect the safety of a child or their fellow classmates.
7. Keep a careful record of attendance. Each teacher should provide seating charts and class lists.
8. Treat all information about pupils as confidential information. To divulge such information to unauthorized persons is unethical and may have unfortunate results for all concerned.
9. Review the specific instruction sheet given to you by the principal or designate.
10. At the end of the day you are asked to leave a brief summary of the day's activities for the teacher.
11. Please note that if you booked for a full day, it is expected that you remain in the school and available even when the schedule includes a non-contact period.



# In Summary

1. **Arrive at school early.** Report to the school at least 20 minutes prior to the start time of your assignment. Sign in at the school office and receive instructions and parking information from either the principal or designate.
2. **Review the teacher's materials and sub folder.** Review the teacher's lesson plans, materials and duty roster. All teachers in our schools should have a substitute folder which includes many of these important pieces of information. Make sure that you know of any adjustment to the normal routine, e.g. is there an assembly?
3. **Ask questions.** It is also advisable to check to see if the teacher has any special assignments or duties. Check to see if there are any students with special needs in the class. Review the fire and alarm procedures. Check to determine the schedule for the day.
4. **Be prepared.** Know your emergency lesson plans and be ready to teach. Be prepared to draw on your own resources as required.
5. **Have materials ready.** Have books, equipment, materials and supplies available and accessible. If you have to check attendance and other tasks requiring special forms, place them orderly on the desk for immediate use. This should be done **before class begins**.
6. **Write the teacher a brief summary of your work.** In your summary, comment on how well the students in your class worked and cooperated with you and other students. List the lesson activities that you did and did NOT finish. Leave the manuals, lesson plans and summary in the teacher's desk drawer. Complete all necessary items to finish the housekeeping chores. Lastly, check in at the office to finish any final administrative tasks and to determine if you are needed the next day.
7. **Put your best foot forward!** Professionals engage with their students and with the school they are at. **Be present.** Avoid using your electronic devices except in emergencies. Excellent substitute teachers are often chosen for term positions, so if this is your goal, every day is "on the job" exposure and training.

*We appreciate the service that our substitutes render in keeping our classes functioning properly when our regular teachers are absent. We hope that when you are in the building you will become a part of that staff, that you will feel free to share any concerns with the principal or designate and that you will not hesitate to ask for assistance and advice. We know you want to help us; certainly we want to be of the greatest possible assistance to you.*

*We hope that substituting in the Pembina Trails School Division will be a pleasant and rewarding experience.*

# Emergency Procedures

## 1. Medical Alert

Check with the school office to see if there are any students in your class that require medical attention. Make yourself aware of their particular situation. Do not administer medication without checking with the office staff. Should a student complain of illness, send or take the student to the office.

## 2. Student Accidents

If any student is involved in an accident, they are to be brought immediately to the school office. No medication of any kind is to be administered. The school office staff will take charge of attending to the injury and/or in contacting the parents.

## 3. Fire Drill Procedures

Check each classroom where you are substituting to familiarize yourself with the evacuation procedures. Maps or arrows are posted outside of each classroom door showing where to exit. If you are not sure, check with the school office. You should have your class file outside in single file, in an orderly manner and lined up away from the building near the exit used. The last student out of the room should close the door. You must lead the class out of the building and be sure to take the class attendance report. After you have taken attendance, any missing students must be reported to the principal or the designate. Nil reports must also be made.

# Salary and Benefits

## Substitute Rates and Payments

1. Substitute rates of pay are subject to annual review by the Board at the end of each calendar year.

*\*For salary purposes, changes in classification will occur on the date that the Professional Certification Unit verifies the change ("Date Verified/Issued" on the letter).*

2. Substitutes may be hired on a half-day basis or 2/3 day where there is a balanced school day schedule, or less upon prior agreement.

Substitutes who replace a part-time teacher with an irregular schedule will be paid for a complete half day or full day unless the job type is changed to pre arranged (verbal confirmation of hours worked). Prearranged jobs are paid by the hours agreed upon. Substitutes are expected to remain at the location for the entire half or full day for which they are being paid. Substitute earnings will be deposited into your bank account semi-monthly (15th & 30th). Please see memo regarding salary at the end of this booklet.

3. Substitutes who are booked in error will be paid for the length of time they are booked, once they have arrived at the school. Substitutes booked in error are expected to stay at the school, since schools have been instructed to find alternate work for them, or the System Operator may need them to substitute at another school within the division.
4. Substitute teachers are not covered by Worker's Compensation or employer injury insurance or the Pembina Trails Teachers' Association Collective Agreement for any on-the-job injury or expenses incurred from an on-the-job injury.
5. You are covered by liability insurance when you are on the job.
6. Your social insurance number, a copy of your teaching certificate and banking information must be on file in the division office before earnings will be deposited. Any changes to your original application (e.g. name change, new address and/or telephone number, banking information changes, etc.) must be made in writing and submitted to the System Operator at the Pembina Trails School Division Administration Office, 181 Henlow Bay, Winnipeg, Manitoba R3Y 1M7.
7. A record of all substitute experience with the Pembina Trails School Division is automatically forwarded to Manitoba Education, Professional Certification Unit at the end of each school year.
8. All substitute teachers are obligated to join the Pembina Trails Teachers' Association and Association fees will automatically be deducted from your wages.
9. If you pick up a job after the start time has started, you **must call the school and check if they still need coverage**. Schools are busy in the morning and may not have changed the status of the job in SFE.

Should you no longer wish to remain on the substitute list, please contact us to **withdraw your name**. Please **email** your withdrawal request to the System Operator at the Pembina Trails School Division Administration Office: **email: [chorn@pembinatrails.ca](mailto:chorn@pembinatrails.ca)**

# Daily Class Report

Substitute's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

A.M. \_\_\_\_\_

P.M. \_\_\_\_\_

Period	Class	Work Accomplished	Student Behaviour	Comments

Substitute Teacher Signature \_\_\_\_\_

Additional Comments:



# The Manitoba Teachers' Society

## Code of Professional Practice

The Code of Professional Practice establishes the required standards of conduct for all members of The Manitoba Teachers' Society, whether acting in an employed position under a Collective Agreement, or acting in an appointed or elected position. A member's professional behaviour must reflect the spirit as well as the letter of the Code. (1)

### Code of professional practice

Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:

1. A Member's first professional responsibility is to the Member's students;
2. A Member acts with integrity and diligence in carrying out professional responsibilities;
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
4. A Member's conduct is characterised by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication.

A Member shall not be considered in contravention of this Article in the following circumstances:

- a) consulting with the Society or the Member's Local president;
  - b) taking any action that is allowed or mandated by legislation;
  - c) where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;
7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
  8. A Member makes an ongoing effort to improve professionally;
  9. A Member adheres to collective agreements negotiated by the Society and its Local; and
  10. A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals.

# Maps and Directions

For general instructions on how to locate a school within the Pembina Trails School Division, please visit our website at [www.pembinatrails.ca](http://www.pembinatrails.ca) and follow the steps below:

- Click "schools"
- Click "school list"
- Click the address of the school

This will take you to Google Maps to get directions from your home to the school.





# School Information

School	Address	Postal Code	Phone #	Grade	Principal	Vice-Principal
Acadia	175 Killarney Ave.	R3T 3B3	204.269.6210	6 - 8	Troy Calder	Shannon Shields Robert Wehrle
Arthur A. Leach	1827 Chancellor Dr.	R3T 4C4	204.269.1674	5 - 8	Penny Riffel	Shawna Nagler
Bairdmore	700 Bairdmore Blvd.	R3T 5R3	204.261.3350	K - 5	Allison Ward	Darren Gerbrandt
Beaumont	5880 Betworth Ave.	R3R 0J7	204.895.2820	K - 5	Brenda Hanna	
Beaverlodge	6691 Rannock Ave.	R3R 1Z3	204.895.8213	K - 5	Carla Sadler	
Bison Run	60 Frontier Trail	R3Y 2H1	204.488.1973	K - 8	Caterina Romeo-Mzakar	Kendra Gowler
Bonnycastle	1100 Chancellor Dr.	R3T 4W8	204.261.9400	K - 4 Eng K - 4 FI	Monaliza Vianzon	Carissa Comeault
Chancellor	1520 Chancellor Dr.	R3T 4P8	204.261.9535	K - 5	Robin Stacey	Rachel Otto
Charleswood	505 Oakdale Dr.	R3R 0Z9	204.889.9332	6 - 8 Eng 5 - 8 FI	Peggy Hobson	Diane Wiebe
Crane	888 Crane Ave.	R3T 1T9	204.453.0539	K - 4 FI	Chantal Rochon	
Dalhousie	262 Dalhousie Dr.	R3T 2Z1	204.269.4101	K - 5	Dawn Thompson	Evi Klostermaier
Dieppe	530 Dieppe Rd.	R3R 1C4	204.889.1034	K - 4 FI	Bronwen Davies	Kristina Ellis
Fort Richmond	99 Killarney Ave.	R3T 3B3	204.275.7520	9 - 12	Stan Hall	Carol Shaw Carrie Dunford
General Byng	1250 Beaumont St.	R3T 0L8	204.452.3040	K - 8	Tracey Groening	Sarah Hampton
Henry G. Izatt	960 Scurfield Blvd.	R3Y 1N6	204.489.1239	5 - 8	Kathy Bru	Margo Beatty
Laidlaw	515 Laidlaw Blvd.	R3P 0L2	204.888.1678	K - 8	Heather Eby	

# School Information continued ...

School	Address	Postal Code	Phone #	Grade	Principal	Vice-Principal
Linden Meadows	335 Lindenwood Dr. E	R3P 2H1	204.489.0799	K - 8	Darren Oughton	Michelle Barclay
Oak Park	820 Charleswood Rd.	R3R 1K6	204.895.7221	9 - 12 Eng 9 - 12 FI	Jennifer Bracken	Nicole Girardin Frank MacLean
Oakenwald	666 Oakenwald Ave.	R3T 1M4	204.474.0269	K - 5	Mike Moreau	
Pacific Junction	715 Cathcart St.	R3R 3M7	204.831.7099	K - 5	Jane Rowland	
Pembina Trails Alternative High	315 Chancellor Matheson Rd.	R3T 1Z2	204.488.7357	11 - 12	Katherine Barclay	
Pembina Trails Collegiate	50 Frontier Trail	R3Y 2H1	204.489.8989	9-12	Jacqui Kroeker	Linda Eden David Gamble
Prairie Sunrise	10 Ryerson Dr.	R3T 3P9	204.269.1400	K - 5	Andrea Loepp	Gretchen Cantafio
Ralph Maybank	20 Donnelly St.	R3T 0S4	204.453.4631	K - 5	Marlo Kozak	
River West Park	30 Stack St.	R3R 2H3	204.895.7225	K - 8	Ward Hrabí	
Royal	450 Laxdal Rd.	R3R 0W4	204.889.6650	K - 5	Tanis Thiessen	
Shaftesbury	2240 Grant Ave.	R3P 0P7	204.888.5898	9 - 12	Catherine Birch	Jane Bachart
South Pointe	615 Kirkbridge Dr.	R3T 6B4	204.594.4434	K - 8 Eng K - 8 FI	Shannon Tipping	Shannon Peever Jon Manness
St. Avila	633 Patricia Ave.	R3T 3A8	204.269.5677	K - 6 FI	Jennifer Rothwell	Lynn Marriott
Tuxedo Park	2300 Corydon Ave.	R3P 0N6	204.889.3602	K - 4 FI	Karine Rioux	
Van Walleghe	1 Princemere Rd.	R3P 1K9	204.489.0995	K - 8 Eng K - 8 FI	Tori Patzer	Carrie Lourenzo
Vincent Massey	975 Dowker Ave.	R3T 1R7	204.453.8023	9 - 12 Eng 9 - 12 FI	Sharon Labossiere	Sarah Millar Cheryl Smith
Viscount Alexander	810 Waterford Ave.	R3T 1G7	204.452.8945	5 - 8 FI	Glenys MacLeod	Stephanie Isaac
Westdale	6720 Betsworth Ave.	R3R 1W3	204.895.8205	6 - 8	Heather Anderson	
Westgrove	50 Westgrove Way	R3R 1R7	204.895.8208	K - 5	Chris Todd	
Whyte Ridge	400 Scurfield Blvd.	R3Y 1L3	204.488.4245	K - 4	Mike Weekes	Cyndi Tibbs



# Hours of Instruction

The information on the next two (2) pages refers only to actual teaching time and does not represent the opening and closing time of the school buildings.

\* General Byng and Westgrove are on a Balanced School Day schedule. General Byng has a morning nutrition break at 10:20 a.m. The meal period is from 12:45 - 1:45 p.m. Westgrove has a morning nutrition break at 10:30 a.m. The meal period is from 12:55 - 2 p.m.

School Day Hours of Operation	A.M. Classes Begin	Lunch Break Begins	~ Lunch Hour	P.M. Classes Begins	Classes End for the Day
Acadia	9:20	12:05	12:05-1:10	1:10	3:55
Arthur A. Leach	9:20	12:05	12:05-1:10	1:10	3:55
Bairdmore	8:25	11:10	11:10-12:15	12:15	3:00
Beaumont	8:50	11:45	11:45-12:45	12:45	3:35
Beaverlodge	8:50	11:45	11:45-12:45	12:45	3:35
Bison Run	8:25	11:10	11:10-12:10	12:10	3:00
Bonnycastle	9:20	12:05	12:05-1:10	1:10	3:55
Chancellor	9:20	12:05	12:05-1:10	1:10	3:55
Charleswood	8:45	11:50	11:50-12:55	12:55	3:30
Crane	9:20	12:05	12:05-1:10	1:10	3:55
Dalhousie	9:20	12:05	12:05-1:10	1:10	3:55
Dieppe	9:00	11:45	11:45-12:45	12:45	3:35
Fort Richmond	8:30	12:00	12:00-1:10	1:10	3:30
General Byng	9:20	12:15	12:15-1:20	1:20	3:55
Henry G. Izatt	8:25	11:10	11:10-12:15	12:15	3:00
Laidlaw	8:50	11:45	11:45-12:50	12:50	3:30
Linden Meadows	8:25	11:10	11:10-12:15	12:15	3:00
Oak Park	8:30	12:00	12:00-1:10	1:10	3:30



# Hours of Instruction continued ...

School Day Hours of Operation	A.M. Classes Begin	Lunch Break Begins	~ Lunch Hour	P.M. Classes Begins	Classes End for the Day
Oakenwald	9:20	12:05	12:05-1:10	1:10	3:55
Pacific Junction	8:50	11:45	11:45-12:45	12:50	3:35
Pembina Trails Collegiate	8:30	12:00	12:00-1:10	1:10	3:30
Pembina Trails Alternative High School	8:30	12:00	12:00-1:00	1:00	3:30
Prairie Sunrise	9:20	12:05	12:05-1:10	1:10	3:55
Ralph Maybank	9:20	12:05	12:05-1:10	1:10	3:55
River West Park	8:55	11:45	11:45-12:50	12:50	3:35
Royal	8:50	11:45	11:45-12:45	12:45	3:35
South Pointe	8:40	11:35	11:35-12:35	12:35	3:25
Shaftesbury	8:30	12:00	12:00-1:10	1:10	3:30
St. Avila	9:20	12:05	12:05-1:10	1:10	3:55
Tuxedo Park	8:50	11:45	11:45-12:45	12:45	3:35
Van Wallegghem	8:25	11:10	11:10-12:15	12:15	3:00
Vincent Massey	8:30	12:00	12:00-1:10	1:10	3:30
Viscount Alexander	9:10	12:05	12:05-1:10	1:10	3:55
Westdale	8:50	12:20	12:20-1:20	1:20	3:30
Westgrove*	8:50	1:00	1:00-2:05	2:05	3:35
Whyte Ridge	8:25	11:10	11:10-12:15	12:15	3:00

## 2024-2025 SCHOOL CALENDAR

No classes

### SEPTEMBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Labour Day	3 - Day 1 Metro Common Day	4 - Day 2 First Day of Classes	5 - Day 3 MITT Start date	6 - Day 4
9 - Day 5	10 - Day 6	11 - Day 1	12 - Day 2	13 - Day 3
16 - Day 4	17 - Day 5	18 - Day 6	19 - Day 1	20 - Day 2
23 - Day 3	24 - Day 4	25 - Day 5	26 - Day 6	27 - Day 1
30 National Day of Truth & Reconciliation				

### OCTOBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 - Day 2	2 - Day 3	3 - Day 4	4 - Day 5
7 - Day 6 Div. PD Day	8 - Day 1	9 - Day 2	10 - Day 3	11 - Day 4
14 Thanksgiving Day	15 - Day 5	16 - Day 6	17 - Day 1	18 - Day 2
21 - Day 3	22 - Day 4	23 - Day 5	24 - Day 6	25 - Day 1 Metro Common Day (MTS PD Day)
28 - Day 2	29 - Day 3	30 - Day 4	31 - Day 5	

### NOVEMBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 - Day 6
4 - Day 1	5 - Day 2	6 - Day 3	7 - Day 4	8 - Day 5
11 Remembrance Day	12 - Day 6	13 - Day 1	14 - Day 2	15 - Day 3
18 - Day 4	19 - Day 5	20 - Day 6	21 - Day 1	22 - Day 2
25 - Day 3	26 - Day 4	27 - Day 5	28 - Day 6	29 - Day 1 Div. Common Day

### DECEMBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 - Day 2	3 - Day 3	4 - Day 4	5 - Day 5	6 - Day 6
9 - Day 1	10 - Day 2	11 - Day 3	12 - Day 4	13 - Day 5
16 - Day 6	17 - Day 1	18 - Day 2	19 - Day 3	20 - Day 4
23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break
30 Winter Break	31 Winter Break	JANUARY 1 Winter Break	2 Winter Break	3 Winter Break

### JANUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6 - Day 5 Classes resume	7 - Day 6	8 - Day 1	9 - Day 2	10 - Day 3
13 - Day 4	14 - Day 5	15 - Day 6	16 - Day 1	17 - Day 2
20 - Day 3	21 - Day 4	22 - Day 5	23 - Day 6	24 - Day 1
27 - Day 2	28 - Day 3	29 - Day 4	30 - Day 5 Semester 1 Ends	31 - Day 6 Metro Common Day

## FEBRUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 - Day 1 Semester 2 Begins	4 - Day 2	5 - Day 3	6 - Day 4	7 - Day 5
10 - Day 6	11 - Day 1	12 - Day 2	13 - Day 3	14 - Day 4
17 Louis Riel Day	18 - Day 5	19 - Day 6	20 - Day 1	21 - Day 2
24 - Day 3	25 - Day 4	26 - Day 5	27 - Day 6	28 - Day 1

## MARCH 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 - Day 2	4 - Day 3	5 - Day 4	6 - Day 5	7 - Day 6
10 - Day 1	11 - Day 2	12 - Day 3	13 - Day 4	14 - Day 5 Metro Common Day
17 - Day 6	18 - Day 1	19 - Day 2	20 - Day 3	21 - Day 4
24 - Day 5	25 - Day 6	26 - Day 1	27 - Day 2	28 - Day 3
31 Spring Break	APRIL 1 Spring Break	2 Spring Break	3 Spring Break	4 Spring Break

## APRIL 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7 - Day 4	8 - Day 5	9 - Day 6	10 - Day 1	11 - Day 2 Metro Common Day
14 - Day 3	15 - Day 4	16 - Day 5	17 - Day 6	18 Good Friday
21 - Day 1	22 - Day 2	23 - Day 3	24 - Day 4	25 - Day 5
28 - Day 6	29 - Day 1	30 - Day 2		

## MAY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 - Day 3	2 - Day 4
5 - Day 5	6 - Day 6	7 - Day 1	8 - Day 2	9 - Day 3
12 - Day 4	13 - Day 5	14 - Day 6	15 - Day 1	16 - Day 2
19 - Victoria Day	20 - Day 3	21 - Day 4	22 - Day 5	23 - Day 6
26 - Day 1	27 - Day 2	28 - Day 3	29 - Day 4	30 - Day 5

## JUNE 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 - Day 6	3 - Day 1	4 - Day 2	5 - Day 3	6 - Day 4
9 - Day 5	10 - Day 6	11 - Day 1	12 - Day 2	13 - Day 3 Div. Common Day
16 - Day 4	17 - Day 5	18 - Day 6	19 - Day 1	20 - Day 2
23 - Day 3	24 - Day 4	25 - Day 5	26 - Day 6	27 - Day 1 Last Day of Classes

There will be two additional school designated Admin-PD days.

September 2024

TO: All Substitute Teachers

FROM: Scott Carleton  
Secretary-TreasurerRE: **Substitute Teacher Benefits - Rules and Components**

1. The substitute rates of pay for 2024-25 are as follows:

CLASS	FULL DAY RATE* SEPTEMBER 1, 2024
1 to 3	\$184.00
4 to 7	\$216.00
<b>*Rates include 4% vacation pay</b>	

Substitute Teacher Rates are subject to the terms of the Collective Agreement. Establishment of, or changes to classification will occur on the date that the Certification Branch verifies the change or establishment (Date Verified/Issued on Certification Branch letterhead). Uncertified teachers will be paid at the Class 1 to 3 rate.

2. Net pay is deposited into your bank account in accordance with the bank information you supplied on the application form. If you should change banks or accounts, **please advise the Administration Office as soon as possible** by submitting written notification to [payroll@pembinatrails.ca](mailto:payroll@pembinatrails.ca)
3. **Extended Substitution**
  - a) Upon commencement of the sixth (6<sup>th</sup>) consecutive day of substitution in one classroom, or for one teacher, a substitute shall be regarded as one taking the place of a teacher on leave and shall be paid according to qualification and experience under Article 2 of the Collective Agreement, retroactively to the first day of such service. Substitute teachers pursuant to this paragraph shall not be paid at a rate higher than that provided for at the maximum salary of Class 5.
  - b) In-service days, administration days or days when the division closes a school during the regular school year shall not be deemed to interrupt the consecutive service of a substitute teacher for purposes of determining status as an extended substitute.

3. Extended Substitution

- c) Such period of extended substitution shall not be deemed to be interrupted when replacing a part-time teacher who is scheduled to work on non-consecutive days. When the extended substitution is for a part-time teacher, the provisions of Article 3.8 (a) of the Collective Agreement shall apply. Article 3.8 (b) shall not apply.

4. Sick Leave and On-the-Job Injury

- a) A substitute teacher who has been employed for at least nine (9) consecutive days of extended substitute teaching shall be entitled to one (1) day of sick leave with pay for each nine (9) days taught in that assignment. Sick leave shall not accumulate from assignment to assignment. The use of a sick leave day shall not constitute an interruption of the extended substitute teaching assignment.
  - b) When a substitute teacher suffers an on-the-job injury and is absent from work as a result of that injury, the Board shall continue to pay the salary of that substitute teacher during such absence limited to the extent of the accumulated sick leave balance at the time of suffering the on-the-job injury. The period of time absent from work as a consequence of the on-the-job injury shall not be charged against the accumulated sick leave balance.
  - c) Entitlement to accrued sick leave or on-the-job injury entitlement ceases upon the last day prior to the return of the teacher being replaced in the assignment.
5. The division shall reimburse each substitute teacher the same allowance normally received by the teacher being replaced for travel between an assignment involving two or more schools or work sites within the division's jurisdiction.
6. Unless otherwise determined at the time of the assignment, or except in unforeseen circumstances, the timetable for a substitute teacher in any assignment shall normally be the same as the timetable of the teacher who is replaced.
7. A substitute teacher who is called to work for an assignment, and who reports for the assignment finding that his or her services are not required shall be offered an alternative assignment equivalent in time to the substitute's original assignment, and when such alternative assignment is not available shall be paid one half (1/2) day's pay at the applicable rate in lieu.
8. Substitute teachers who have earned a quarter of the yearly maximum pensionable earnings under the Canada Pension Plan for two consecutive years are required to pay into the Teacher Retirement Allowances Fund (TRAF). Please note, for those teachers who are substituting and term teaching concurrently, TRAF fees will be deducted from both pay cheques.



9. Manitoba Teachers' Society and Pembina Trails Teachers' Association fees will be deducted from each pay cheque. The 2024-25 MTS fees are \$6.14 per day; current PTTA fees are \$0.93 per day.

10. Substitute Teacher Payroll Schedule for 2024-2025:  
[2024-25 Payroll Dates](#)

Pay dates are on a semi-monthly basis, paid on the 15<sup>th</sup> of the month and the last business day of the month. Earnings paid on each pay period, are for days worked in the semi-monthly period immediately preceding the current semi-monthly period.

11. Substitute teachers are only covered by Article 3.9 of the Collective Agreement.

12. All substitute teachers are obligated to sign the Substitute Teacher Contract as required by Provincial Regulations. A new Substitute Teacher Contract must be completed each year.

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C: Principals, All Pembina Trails Schools  
L. Legal, President, PTTA  
T. Scott, Assistant Superintendent, Personnel and Education Services  
L. Farmer, Chief Human Resources Officer  
T. Villalobos, Executive Assistant to T. Scott  
[payroll@pembinatrails.ca](mailto:payroll@pembinatrails.ca)

Non-Teaching (Bi-weekly)									
Pay Dates	Regular Pay Period		Excess Time, Casual Hours and Irregular Employees on a 2 week Lag		Employees on a 1 Week Lag				
	From	To	From	To	From	To	From	To	
6-Sep-24	24-Aug-24	6-Sep-24	10-Aug-24	23-Aug-24	17-Aug-24	30-Aug-24			
20-Sep-24	7-Sep-24	20-Sep-24	24-Aug-24	6-Sep-24	31-Aug-24	13-Sep-24			
4-Oct-24	21-Sep-24	4-Oct-24	7-Sep-24	20-Sep-24	14-Sep-24	27-Sep-24			
18-Oct-24	5-Oct-24	18-Oct-24	21-Sep-24	4-Oct-24	28-Sep-24	11-Oct-24			
1-Nov-24	19-Oct-24	1-Nov-24	5-Oct-24	18-Oct-24	12-Oct-24	25-Oct-24			
16-Nov-24	2-Nov-24	15-Nov-24	19-Oct-24	1-Nov-24	26-Oct-24	8-Nov-24			
29-Nov-24	16-Nov-24	29-Nov-24	2-Nov-24	15-Nov-24	9-Nov-24	22-Nov-24			
13-Dec-24	30-Nov-24	13-Dec-24	16-Nov-24	29-Nov-24	23-Nov-24	6-Dec-24			
27-Dec-24	14-Dec-24	27-Dec-24	30-Nov-24	13-Dec-24	7-Dec-24	20-Dec-24			
10-Jan-25	28-Dec-24	10-Jan-25	14-Dec-24	27-Dec-24	21-Dec-24	3-Jan-25			
24-Jan-25	11-Jan-25	24-Jan-25	28-Dec-24	10-Jan-25	4-Jan-25	17-Jan-25			
7-Feb-25	25-Jan-25	7-Feb-25	11-Jan-25	24-Jan-25	18-Jan-25	31-Jan-25			
21-Feb-25	8-Feb-25	21-Feb-25	25-Jan-25	7-Feb-25	1-Feb-25	14-Feb-25			
7-Mar-25	22-Feb-25	7-Mar-25	8-Feb-25	21-Feb-25	15-Feb-25	28-Feb-25			
21-Mar-25	8-Mar-25	21-Mar-25	22-Feb-25	7-Mar-25	1-Mar-25	14-Mar-25			
4-Apr-25	22-Mar-25	4-Apr-25	8-Mar-25	21-Mar-25	15-Mar-25	28-Mar-25			
17-Apr-25	5-Apr-25	18-Apr-25	22-Mar-25	4-Apr-25	29-Mar-25	11-Apr-25			
2-May-25	19-Apr-25	2-May-25	5-Apr-25	18-Apr-25	12-Apr-25	25-Apr-25			
16-May-25	3-May-25	16-May-25	19-Apr-25	2-May-25	26-Apr-25	9-May-25			
30-May-25	17-May-25	30-May-25	3-May-25	16-May-25	10-May-25	23-May-25			
13-Jun-25	31-May-25	13-Jun-25	17-May-25	30-May-25	24-May-25	6-Jun-25			
27-Jun-25	14-Jun-25	27-Jun-25	31-May-25	13-Jun-25	7-Jun-25	20-Jun-25			
11-Jul-25	28-Jun-25	11-Jul-25	14-Jun-25	27-Jun-25	21-Jun-25	4-Jul-25			
25-Jul-25	12-Jul-25	25-Jul-25	28-Jun-25	11-Jul-25	5-Jul-25	18-Jul-25			
8-Aug-25	26-Jul-25	8-Aug-25	12-Jul-25	25-Jul-25	19-Jul-25	1-Aug-25			
22-Aug-25	9-Aug-25	22-Aug-25	26-Jul-25	8-Aug-25	2-Aug-25	15-Aug-25			
*Note all hours should be submitted no later than the day following the applicable end dates shown above									

Teaching (Semi-Monthly)									
Teachers					Substitute Teachers				
Teaching Pay Dates (Semi-Monthly)		Regular Pay Period			Sub Teacher Pay Dates (Semi-Monthly)		Sub Teacher - Pay Period		
		From	To				From	To	
13-Sep-24	27-Sep-24	1-Sep-24	15-Sep-24		N/A		N/A	N/A	
27-Sep-24	15-Oct-24	16-Sep-24	30-Sep-24		27-Sep-24		1-Sep-24	15-Sep-24	
15-Oct-24	31-Oct-24	1-Oct-24	15-Oct-24		15-Oct-24		16-Sep-24	30-Sep-24	
31-Oct-24	15-Nov-24	16-Oct-24	31-Oct-24		31-Oct-24		1-Oct-24	15-Oct-24	
15-Nov-24	29-Nov-24	1-Nov-24	15-Nov-24		15-Nov-24		16-Oct-24	31-Oct-24	
29-Nov-24	13-Dec-24	16-Nov-24	30-Nov-24		29-Nov-24		1-Nov-24	15-Nov-24	
13-Dec-24	15-Jan-25	1-Dec-24	15-Dec-24		13-Dec-24		16-Nov-24	30-Nov-24	
31-Dec-24	31-Jan-25	16-Dec-24	31-Dec-24		31-Dec-24		1-Dec-24	15-Dec-24	
15-Jan-25	14-Feb-25	1-Jan-25	15-Jan-25		15-Jan-25		16-Dec-24	31-Dec-24	
31-Jan-25	28-Feb-25	16-Jan-25	31-Jan-25		31-Jan-25		1-Jan-25	15-Jan-25	
14-Feb-25	14-Mar-25	1-Feb-25	15-Feb-25		14-Feb-25		16-Jan-25	31-Jan-25	
28-Feb-25	31-Mar-25	16-Feb-25	28-Feb-25		28-Feb-25		1-Feb-25	15-Feb-25	
14-Mar-25	15-Apr-25	1-Mar-25	15-Mar-25		14-Mar-25		16-Feb-25	28-Feb-25	
31-Mar-25	30-Apr-25	16-Mar-25	31-Mar-25		31-Mar-25		1-Mar-25	15-Mar-25	
15-Apr-25	15-May-25	1-Apr-25	15-Apr-25		15-Apr-25		16-Mar-25	31-Mar-25	
30-Apr-25	30-May-25	16-Apr-25	30-Apr-25		30-Apr-25		1-Apr-25	15-Apr-25	
15-May-25	13-Jun-25	1-May-25	15-May-25		15-May-25		16-Apr-25	30-Apr-25	
30-May-25	30-Jun-25	16-May-25	31-May-25		30-May-25		16-Apr-25	30-Apr-25	
13-Jun-25	15-Jul-25	1-Jun-25	15-Jun-25		13-Jun-25		1-May-25	15-May-25	
30-Jun-25	15-Aug-25	16-Jun-25	30-Jun-25		30-Jun-25		16-May-25	31-May-25	
15-Jul-25	31-Jul-25	1/4 Summer Accrual			15-Jul-25		1-Jun-25	15-Jun-25	
31-Jul-25	15-Aug-25	1/4 Summer Accrual			31-Jul-25		16-Jun-25	30-Jun-25	
15-Aug-25	29-Aug-25	1/4 Summer Accrual			15-Aug-25		N/A	N/A	
29-Aug-25		1/4 Summer Accrual			29-Aug-25		N/A	N/A	
					*Note: all substitute hours should be verified in SFE daily				