Montreal Teachers Association



NEW TEACHERS HANDBOOK 2026-2027

Montreal Teachers Association
Association des enseignantes et enseignants de Montréal

Welcome to the Montreal Teachers Association! We are pleased to have you as a member of the MTA, and we want to help and support you as you begin working for the English Montreal School Board.

We hope that by initiating personal contact, you will feel at ease to call us if there is anything we can do for you.

We also give you this New Teachers Handbook, which we hope covers some topics of interest to you. You can also find a copy of this and many other pertinent documents on the MTA website (mta-aeem.com). The MTA also posts useful information on our Facebook page (facebook.com/MTAAEEM).

Once again, welcome to our ranks. We hope to have a long and healthy relationship, in which we work together for the betterment of the teaching profession, and to support you as well.

In solidarity,



Lori Newton
President
lori@mta-aeem.com

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MTA'S WHO'S WHO

EXECUTIVE MEMBERS

Lori Newton
President

Michael Gagliano
Vice-President
Secondary

Michael L'Altrella
Vice-President
Elementary

Joseph Rainone
Vice-President
Adult/Vocational Education

Kathleen Usher
General Chairperson

Christopher Hammock
Treasurer

Samantha Colatriano
Secretary

Andrew Adams
Member-at-Large

Sabrina Ficca
Member-at-Large

The MTA Executive is elected every two years. Executive members also serve as Directors to the Quebec Provincial Association of Teachers (QPAT). The President and the three Union Advisors are full-time paid employees of MTA and the other Executive members are teachers who serve without remuneration.



MTA PROFESSIONAL AND SUPPORT STAFF

Lori Newton
President

Peter Sutherland
Union Advisor

Nadia Greco
Union Advisor

Domenico Di Santo
Union Advisor

Valentina De Castris
Administrative Assistant

Sandra Rivest
Administrative Assistant/
Translator

Sylvain Mercier
Financial Technician

All of our staff is here to serve all members of the bargaining unit. The office staff will be pleased to refer you to the appropriate staff member to answer your questions.



LORI NEWTON
President
lori@mta-aeem.com

Political Life of the MTA
(MTA Executive, Reps Assemblies, General Meetings)

MTA Liaison with EMSB, QPAT, media

Chief Negotiator (Local Negotiations)

MTA-EMSB Parity Committees

MTA Constitution Questions



PETER SUTHERLAND
Union Advisor
psutherland@mta-aeem.com

Grievances

Insurance
(Health/Dental/Long-term Disability)

Maternity, Preventive Leave & Parental Rights

Paycheque Questions

Pension/Retirement

Teacher Performance Appraisals

Oversize Class Compensation





NADIA GRECO
Union Advisor
nadia@mta-aeem.com

Consultation
(Teacher Council, Governing Board, Allocation of Resources Committee)

Extra-Curricular Activity Compensation & Value-Added

Hiring, Assignment & Transfer
(Youth Sector)

Leaves of Absence & Sabbaticals

Teacher Workloads
(Youth Sector)

Professional Improvement Committee (PIC)

DOMENICO DI SANTO
Union Advisor
domenico@mta-aeem.com

CNESST (work-related injuries)

Workplace Health & Safety

Hiring & Assignment
(Adult Ed. & Voc. Training)

Special Leave

Teacher Workloads
(Adult Ed. & Voc. Training)

Sick leave/Salary Insurance

FREQUENTLY CALLED NUMBERS

MONTREAL TEACHERS ASSOCIATION (MTA)

4260 Girouard Avenue #200
Montreal, Quebec H4A 3C9
514 487-4580

Fax: 514 487-1678
E-mail: mta@mta-aeem.com
www.mta-aeem.com
facebook.com/MTAAEEM

THE QUEBEC PROVINCIAL ASSOCIATION OF TEACHERS (QPAT)

17035 Brunswick Boulevard
Kirkland, Quebec H9H 5G6
514 694-9777
or 1 800 361-9870

Fax: 514 694-0189
E-mail: info@qpat-apeq.qc.ca
www.qpat-apeq.qc.ca

OTHER IMPORTANT NUMBERS

♦ **Caisse Desjardins de l'éducation**	Toll Free Fax	1-877-442-3382 514-351-1268
♦ **Employee and Family Assistance Programme**	TELUS Health TELUS Santé	1 844 671 3327 (eng.) one.telushealth.com 1 855 360-5485 (fr.) integrale.telussante.com
♦ **English Montreal School Board**		514 483-7200
♦ **Retraite Québec/CARRA**		1 800 463-5533

INSURANCE COMPANIES

HEALTH, LIFE, DENTAL, AD & D:
PLAN / POLICY NO.: 97001
DIVISION / ACCOUNT NO.: 070

Industrial-Alliance Insurance

- Claims: **514 499-3800**
- Administration: **514 499-3800**

CAR/HOME
The Personal
1-888-476-8737

thepersonal.com/qpat

Starling

Resource

Starling Minds Mental Fitness



Personalized. Confidential. Free.

Starling Minds is a digital program that helps educators become champions of their mental health and build a culture of compassion, resilience, and wellness for healthier colleagues.

How you and your colleagues can get started:

- Go to **member.starlingminds.com**
- Enter your email address and create a password
- Access code: **QPATMEMBER**
- Enter your profile information
- Get started!

Privacy and Security

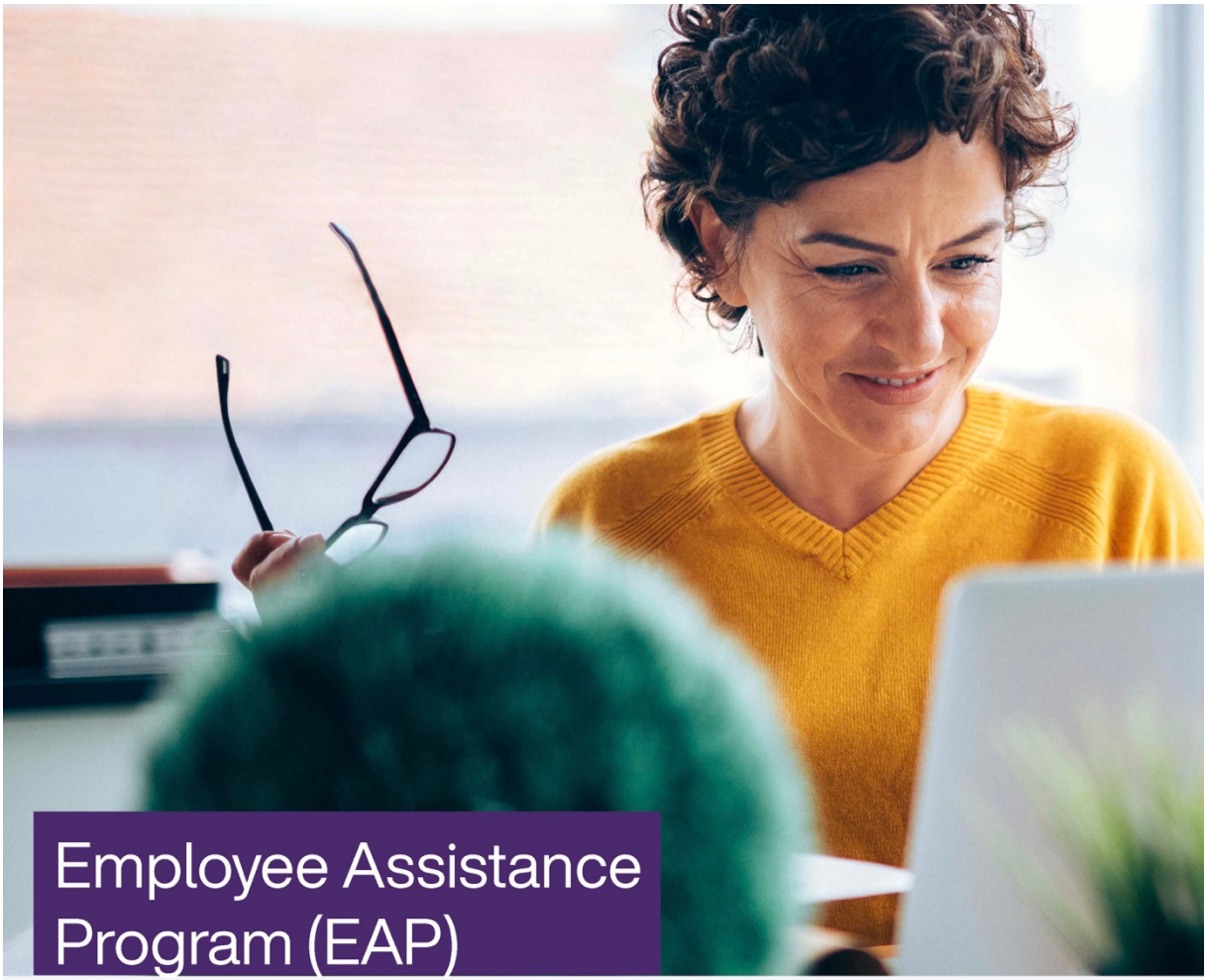
Our program is highly secure. To further safeguard your personal information, an anonymous codename will be selected by you for program use. Only those persons that directly provide services or member support have access to any of your personal information, and may only access that information in order to support you.

Support is also available for family members (16+)!
Register with the following access code: **QPATFAMILY**

Ready to register?
Scan or download our app!

Download on the App Store | GET IT ON Google Play

Learn more at **member.starlingminds.com**



Employee Assistance Program (EAP)

Let us help

Your Employee Assistance Plan (EAP) offered by TELUS Health (formerly LifeWorks) provides you with immediate and confidential help for any work, health or life concern.

We're available anytime and anywhere. Let us help.

Access your EAP 24/7 by phone or web.

Call us: EN:1-844-671-3327
FR: 1-855-360-5485
TTY: 1-877-371-9978

Username: emsb
Password: eap

TELUS Health

PRIORITY OF EMPLOYMENT LIST (RECALL LIST)

YOUTH SECTOR

- Aka the “Recall List
- Used by the School Board when all regular teachers under contract have been placed and there are still jobs to fill.

Requirements to Get on the List

- A legal qualification to teach in Quebec
- Two contracts of a minimum of 100 consecutive workdays each in two different school years during the last three years. Please contact MTA for information regarding the possibility of combining contracts within the same school within the same school year.
- Two satisfactory performance evaluations in two years.

Eligibility for a Regular Contract

- Two years or more of seniority with the board as a teacher
- Teaching categories match the post available

E2 Contracts

- New type of tenure-track contract referred to as an E2 contract which allows teachers on the recall list to begin acquiring tenure in situations that would have previously generated a replacement or part-time contract

STAFFING, TRANSFERRING, CLOSING SCHOOLS, HIRING, LIST OF CATEGORIES, WORK SITUATIONS FOR REGULAR TEACHERS

December

- The Teacher Council and school administration meet to discuss the educational objectives of the school and the types of teachers needed to meet these objectives.
- If the School Board has passed a notice of intent to close a school or schools, the governing boards concerned are given the opportunity to present briefs to the Council of Commissioners.

January and February

- The School Board decides whether or not to close any schools
- By February 15th, the EMSB polls the parents of students in closing schools to see where the students are going to attend school for the following year and teachers in the schools to be closed acquire the right (proportionately) to go with their students
- Teachers who choose to go with their students to a "receiving" school are transferred to the receiving school and are notified by March 1st.

March

- Teachers on leave of absence must respond to the School Board about their intentions for the following school year
- Teachers with regular contracts indicate to the school administration in writing their desired assignments for the following year
- Regular tenured teachers may request voluntary transfers

April

- The School Board forecasts its personnel needs for the next year
- The school administration informs the Teacher Council of the total provisional staffing needs for the next year
- The school administration attempts to fill the needs amongst the regular teachers on staff
- The School Board decides if there are too many teachers in a given category and must declare excess based on seniority
- If there is a tie in seniority, then previous teaching experience is counted. If teaching experience is tied, then scholarity is used to break the tie
- Within two days of the declaration of excess, teachers in the same school in the same category may choose to declare themselves excess and take the place of the teacher originally declared to be excess
- The vacancy listed is posted in each school
- Excess teachers indicate their preferences within five days of receiving the list

May

- Remaining vacancies are posted in each school
- All regular E1 teachers are given the opportunity to apply for a voluntary transfer

June

- Teachers who were declared excess, and for which the board has no post, are issued a letter of non-reengagement
- Board proceeds with the placement of E2 teachers into remaining E1 positions
- Board informs remaining E2 teaches whether or not they are staying in their current school
- A voluntary transfer process takes place for E2 teachers
- Board prepares a new vacancy list and invites teachers on Recall List to the placement meeting

August

- The final hiring hall for teachers on the recall list shall take place.

LIST OF CATEGORIES (YOUTH SECTOR)

ELEMENTARY LEVEL

CATEGORY		CODE	DESCRIPTION
1.	Bilingual	100	Bilingual Generalist (Pre-K to 6)
2.	General	101	English Generalist (Pre-K to 6)
3.	Second Language	102 103	French Generalist (Pre-K to 6) French Specialist
4.	Physical Education	104	Physical Education
5.	Music	105	Music
6.	Arts	106	Art
7.	Science	107	Science

SPECIAL EDUCATION ELEMENTARY

1.	School Adaptation	140	Resource in regular elementary schools
2.	Special Education	141	Special Education in Social Affairs schools/ASD students
3.	Special Education	142	Special Education for Hearing Impaired students
4.	Special Education	143	Closed classes in regular elementary schools

SECONDARY LEVEL

1.	First Language	120	English (including Drama)
2.	Second Language	121	French Second Language (including French First Language)
3.	Physical Education	122 123	Physical Education Dance
4.	Music	124	Music
5.	Arts	125	Art including Media
6.	Mathematics	126 127	Mathematics Computer Science
7.	Science	128	Science including Physics and Chemistry
8.	Social Studies	129	Social Studies - Includes Geography, History, Economics, Entrepreneurship, CCQ (Culture and Citizenship in Quebec)
9.	Personal Development	130	POP (Personal Orientation Project)
10.	Other Specialties	131	Other Languages

SPECIAL EDUCATION SECONDARY

1.	School Adaptation	150	Special Education/resource in regular high schools
2.	Special Education	151	Special Education in Social Affairs schools
3.	Special Education	152	Special Education for Hearing Impaired students
4.	Special Education	153	Special Education – John Grant HS & LINKS
5.	Special Education	154	Special Education – Outreach Schools

TRANSITIONAL MEASURES – REGULAR TEACHERS

TEACHING CATEGORY 107

A regular teacher currently categorized in 107 as a science teacher will remain in category 107 as of 2025-2026. Regular teachers currently categorized as 107 in subjects other than science will be reclassified in category 100, 101, 102 or other as appropriate as of 2025-2026.

TEACHING CATEGORY 129/ 130

a regular teacher currently in category 130 whose workload is 50% or more of CCQ for the 2025-2026 school year will be transferred to category 129 as of 2025-2026. A regular teacher currently in category 130 whose workload is 50% or more of POP for 2025-2026 will remain in category 130 as of 2025-2026.

TEACHING CATEGORY 153

A regular teacher currently working at LINKS or John Grant will automatically be transferred to category 153.

TEACHING CATEGORY 154

A regular teacher currently working at an Outreach school will automatically be transferred to category 154.

TRANSITIONAL MEASURES – RECALL TEACHERS

TEACHING CATEGORY 107

As of 2025-2026, recall teachers previously recognized as qualified for category 107 for the purpose of teaching science may choose to maintain this category on the recall list should they be qualified in Science under clause 5-1.18 a). Recall teachers previously recognized as qualified for category 107 for the purpose of teaching subjects other than Science may replace 107 with another category for which they are qualified.

TEACHING CATEGORY 129/ 130

As of 2025-2026, recall teachers previously recognized as qualified for category 130 for ERC may choose to maintain this category on the recall list, or replace this with another category for which they are qualified.

TEACHING CATEGORY 153

As of 2025-2026, recall teachers previously recognized as qualified for category 150 for the purpose of working at LINKS or John Grant may choose to replace category 150 for category 153 or add category 153.

TEACHING CATEGORY 154

As of 2025-2026, recall teachers previously recognized as qualified for category 150 for the purpose of working at an Outreach school may choose to replace category 150 for category 154 or add category 154.

TEACHER EVALUATION

There is no limitation on the right of the School Board to evaluate the performance of its teachers. Most teachers (see the exception below) have the right to defend themselves by means of the grievance procedure against a disciplinary measure imposed by the School Board as a result of a negative evaluation.

The EMSB has a policy of evaluating every tenured teacher at least once every five years and every non-tenured teacher annually. The procedures for such evaluations are set by the School Board.

In the particular case of teachers who have not accumulated 2 years of experience with one employer (or 3 years if more than one employer is involved) within a maximum continuous period of 5 years, they are severely limited in their right to defend themselves. If a process of negative evaluation leads the School Board to terminate such a teacher's contract at the end of a school year (non-reengagement), then they do not have the right to contest the reasons for the termination of the contract. They may only contest whether or not correct procedures were followed.

These procedures require a minimum number of visits by specified dates, as well as written statements to be provided to any teacher whose performance may be deemed to be unsatisfactory. Also, the teacher must be formally advised of exactly what needs to be improved and what resources are available for assistance, if there is a risk that the final appraisal could lead to a non-reengagement. These procedures are set out in a School Board policy included in our Local Agreement.

If you are being evaluated and are experiencing difficulties, please contact the MTA without delay. It is essential that we be informed early in order to give appropriate advice and assistance.

EVALUATION (HELPFUL HINTS)

1. You should have copies of the forms being used to evaluate you before your evaluation so that you may focus on certain criteria if you choose to (Appendix 1)

2. It is all right to say “no” to too many extracurricular activities. Beginning teachers often think they have to do everything that is asked of them and do it well. There are just so many hours in a day and you have just so much energy. If it is too much for you, say no. it doesn’t help anyone for you to be stretched that you cannot do anything well. Sometimes less is more!

3. Plan your lesson just as you would normally do, whether or not you are being evaluated. Just be yourself! Don’t over do it! Don’t stress over it! You should show the evaluator what you do on a regular basis.

4. Ask a veteran teacher or your mentor to observe your class before your evaluation for positive feedback.

5. You might want to invite another colleague to observe before your evaluation for suggestions.

6. Sharing experiences with others in the same situation can be of great help.

7. When you receive your evaluation, if you do not agree with it, contact the MTA for advice. You may be advised to respond in writing to the administration.

8. The principal and vice-principal are an important part of your support network. Don’t wait for them to ask how things are going – let them know. When the time is right, invite them into your classroom. Show an interest by being pro-active.

Keep in mind that once your name is on the recall list, it cannot be removed without following the procedures in the local agreement to the letter! Try to keep lines of communication open between you and the administration.

TEACHERS' WORKING CONDITIONS (YOUTH SECTOR)

A. Global Workload

Annual Workload

In the new collective agreement, the parties introduced the notion of an annual workload. As a result, on an annual basis of 1,280 hours, a teacher carries out all the characteristic responsibilities prescribed in the general duties performed as part of the assigned professional activities (clause 8-5.01 b).

(32 hours x 40 weeks = 1,280 hours)

This annual workload includes the professional activities to be performed during the work year and the time prescribed to carry them out within the following two elements:

- The workload (teaching, homeroom, supervision, remediation)
- Other professional duties (assigned presence and personal presence)

Some parts could be recurrent time in the schedule, and some could be number of hours per year.
For practical purposes, most elements will remain recurrent on a weekly (elem.) or cycle (secondary) basis.

	Weekly (or equivalent)	Annually
Kindergarten and Pre-K	23 hours	828 hours
Elementary	23 hours*	828 hours
Secondary	20 hours	720 hours

***For elementary teachers (grades 1-6), 1 hour per week (or equivalent) of the educational workload automatically consists of support. This 1 hour per week is not fixed in the teacher schedule. What this means is that only 22 hours of the elementary teachers' weekly workload is fixed in the teacher schedule (clause 8-7.02 c).**

Included in the Workload
The teacher's workload shall consist of services which they provide directly to students.
The workload can include:
•Presentation of courses and lessons (i.e. teaching) – elementary and secondary
•Developmental and Cognitive Learning Activities (i.e. teaching) – Pre-K and K
•Support
•Remediation
•Homeroom
•Supervision

Other professional duties include all of the other tasks associated with a teacher's job. For example:

•Collaborative meetings with colleagues
•Discussions, follow-up, communications with other staff members, school administration etc.
•Planning, preparation and marking
•Activities on Pedagogical days

•Other activities covered by the characteristic responsibilities of the general duties mentioned in clause 8-2.01
The time for other professional duties may be annualized, or scheduled on a weekly or cycle basis.

	Weekly	Annually
Kindergarten and Pre-K	*9 hours	452 hours
Elementary	*9 hours	452 hours
Secondary	*12 hours	560 hours

Work of a Personal Nature (WPN)
* **5 hours per week** (200 hours per year) within the time for other professional duties shall be determined by the teacher (work of a personal nature), **These 5 hours per week (200 hours per year) shall be carried out at the location determined by the teacher (for example, at home) and are not required to be placed in your weekly schedule.**

•As in our previous agreement, the time required for the 10 monthly staff meetings and three evenings with parents is included in the 5 hours per week (200 hours per year), and should be subtracted from this time.

Workload Consultation Timeline

April to June

- **Distribution of duties and responsibilities** (article 8-12.00)
- **Step 1: Group consultation** via the school-level participating body of teachers on the **various professional activities** other than developmental and cognitive learning activities or the presentation of courses and lessons and the **time prescribed** in which to perform them (clause 8-5.01 b)) 2nd paragraph

August to October

- **Step 2: Individual consultation** of teachers leading to the **establishment of the annual workload** by the school administration (clause 8-5.01 b) 3rd paragraph)

No later than October 15

- Deadline (clause 8-5.01 b) 3rd paragraph) by which the teacher must be given his or her:
  - Annual workload
  - Work Schedule

B. Class Sizes

I. The following are the average and maximum class sizes currently in effect:

		Board-wide Average	Maximum
PRESCHOOL			
Kindergarten [4-year-olds]			
1.	Regular	14	17
2.	Disadvantaged areas	13	16
Kindergarten [5-year-olds]			
3.	Regular	17	19
4.	Disadvantaged areas	16	18
Students with social maladjustments or learning disabilities			
5.	Students (5-year-olds only) with behavioural difficulties	8	10
Students with handicaps			
Students identified as handicapped by:			
6.	a mild motor impairment or an organic impairment	10	12
7.	a moderate to severe intellectual handicap	8	10
8.	a language disorder, an atypical disorder or a severe motor impairment	6	8
9.	a severe language disorder, a visual impairment or a hearing impairment	5	7
10.	a profound intellectual handicap, a pervasive development disorder or a psychopathological disorder	4	6
ELEMENTARY			
Regular			
11.	All grades (disadvantaged areas)	18	20
12.	Grade 1 (regular)	20	22
13.	Grade 2 (regular)	22	24
14.	Grades 3, 4, 5 & 6 (regular)	24	26
15.	Split class (all grades) (disadvantaged areas)		18
16.	Split class (1/2) (regular)		20
17.	Split class (2/3) (regular)		22
18.	Split class (3/4, 4/5 & 5/6) (regular)		24

Students with social maladjustments or learning disabilities		Board-wide Average	Maximum
19.	Such students with behavioural difficulties	10	12
20.	Such students with severe behavioural difficulties linked to psychosocial disturbances	7	9
21.	All other such students	12	16
Students with handicaps			
	Students identified as handicapped by:		
22.	a mild motor impairment or an organic impairment	12	14
23.	a moderate to severe intellectual handicap	10	12
24.	a language disorder, an atypical disorder or a severe motor impairment	8	10
25.	a serious language disorder	6	8
26.	a pervasive development disorder, a psychopathological disorder, a visual impairment or a hearing impairment	5	7
27.	a profound intellectual handicap	4	6
SECONDARY			
Regular			
28.	For courses for students enrolled in a temporary individualized path for learning	18	20
29.	For secondary III, IV or V technical exploration courses	20	23
30.	For secondary I general education courses	26	28
31.	For secondary II general education courses	27	29
32.	For secondary III, IV or V general education courses	30	32
Students with social maladjustments or learning disabilities			
33.	Such students with behavioural difficulties	12	14
34.	Such students with severe behavioural difficulties linked to psychosocial disturbances	9	11
35.	All other such students	16	20
Students with handicaps			
	Students identified as handicapped by:		
36.	a mild motor impairment or an organic impairment	14	16
37.	a moderate to severe intellectual handicap	12	14
38.	a language disorder	10	12
39.	an atypical disorder or a severe motor impairment	9	11
40.	a pervasive development disorder or a psychopathological disorder	6	8
41.	a visual impairment or a hearing impairment	5	7
42.	a profound intellectual handicap	4	6

II. There are only four reasons which can be used to justify going above the maximum in any class:

(a) lack of premises in the school,
(b) limited number of groups in the school,
(c) shortage of qualified available personnel,
(d) geographic location of the school.

Should any of these reasons apply, the School Board is allowed to exceed the maximum class size. All teachers should keep a record of the number of days and the number of pupils involved. Each such teacher is entitled to financial compensation for having a class which exceeds the maximum.

N.B. Specialists at the primary school should keep a record of the number of pupils over the maximum, the number of days involved, and the amount of time spent teaching the oversized group.

Teachers will not be compensated for classes that are above the maximum in September and that are then rearranged before 15 October. The teachers involved will only be compensated if this situation persists after 15 October. The compensation will, in that case, include the time from the beginning of the school year. Compensation will be paid in two installments:

- First day of school to January 31 – paid in March
- February 1 to last day of school – paid in July

Since it is not known which classes will be reorganized in October, all teachers with classes over the maximum in September should keep records as mentioned above.

RULES GOVERNING STUDENTS WITH SPECIAL NEEDS FOR 2026-2027

WEIGHTED VALUE OF A SPECIAL NEEDS STUDENT INTEGRATED INTO A REGULAR CLASS (8-4.02, 03, 04 and Appendix XIX)

CATEGORIES	KINDERGARTEN							ELEMENTARY							SECONDARY						
				WEIGHTING							WEIGHTING							WEIGHTING			
	CODE	Av.	MAX.	K4 (R.) Max. 17	K4 (D.) Max. 16	K5 (R.) Max. 19	K5 (D.) Max. 18	CODE	Av.	MAX.	Years 1 to 6 (D.) Max. 20	Year 1 (R.) Max. 22	Year 2 (R.) Max. 24	Years 3 to 6 (R.) Max. 26	CODE	Av.	Max	Sec. I Max. 28	Sec. II Max. 29	Sec III-IV-V Max. 32	Technical development courses Max. 23
Students with social maladjustments or learning disabilities[1]																					
Learning difficulty[2]	Nil	Nil	Nil	Nil	Nil	Nil	Nil	2-21	12	16	1.25	1.38	1.5	1.63	2-21	16	20	1.4	1.45	1.6	1.15
Behavioural difficulties	12	8	10	1.7	1.6	1.9	1.8	12	10	12	1.67	1.83	2	2.17	12	12	14	2	2.07	2.29	1.64
Severe behavioural difficulties linked to psychosocial disturbances[3]	14	8	10	1.7	1.6	1.9	1.8	14	7	9	2.22	2.44	2.67	2.89	14	9	11	2.55	2.64	2.91	2.09

Av. average
Max. maximum
D. disadvantaged areas
R. regular

[1] At-risk students are not considered to have social maladjustments or learning disabilities and are therefore not subject to weighting.

[2] Compensation for oversize classes is paid when, in the course of the year, no services are available to the student.

[3] These students must be weighted when establishing the maximum number of students per group. The same procedure applies to handicap students with pervasive developmental disorders and to students with psychopathological disorders.

RULES GOVERNING STUDENTS WITH SPECIAL NEEDS FOR 2026-2027

WEIGHTED VALUE OF A SPECIAL NEEDS STUDENT INTEGRATED INTO A REGULAR CLASS

CATEGORIES	KINDERGARTEN							ELEMENTARY							SECONDARY						
				WEIGHTING							WEIGHTING							WEIGHTING			
	CODE	Av.	MAX.	K4 (R.) Max. 17	K4 (D.) Max. 16	K5 (R.) Max. 19	K5 (D.) Max. 18	CODE	Av.	MAX.	Years 1-6 (D.) Max. 20	Year 1 (R.) Max. 22	Year 2 (R.) Max. 24	Years 3 to 6 (R.) Max. 26	CODE	Av.	Max	Sec I (all areas) Max. 28	Sec. II (all areas) Max. 29	Sec III-IV-V (all areas) Max. 32	Technical development courses Max. 23
A- Handicapped students																					
Mild motor impairments or organic impairments	33	10	12	1.42	1.33	1.58	1.5	33	12	14	1.43	1.57	1.71	1.86	33	14	16	1.75	1.81	2	1.44
Language disorders	34	6	8	2.13	2	2.38	2.25	34	8	10	2	2.2	2.4	2.6	34	10	12	2.33	2.42	2.67	1.92
Severe language disorders: characteristics corresponding to developmental aphasia	34	5	7	2.43	2.42	2.71	2.57	34	6	8	2.5	2.75	3	3.25	34	10	12	2.33	2.42	2.67	1.92
Atypical disorders	99	6	8	2.13	2	2.38	2.25	99	8	10	2	2.22	2.4	2.6	99	9	11	2.55	2.64	2.91	2.09
Severe motor impairments	36							36							36						
Visual impairments	42	5	7	2.43	2.42	2.71	2.57	42	5	7	2.86	3.14	3.43	3.71	42	5	7	4	4.14	4.57	3.29
Hearing impairments	44							44							44						
Profound intellectual handicaps	23	4	6	2.83	2.67	3.17	3	23	4	6	3.33	3.67	4	4.33	23	4	6	4.67	4.83	5.33	3.83
Moderate to severe intellectual handicaps	24	8	10	1.7	1.6	1.9	1.8	24	10	12	1.67	1.83	2	2.17	24	12	14	2	2.07	2.29	1.64
Autism spectrum disorder (before: Pervasive developmental disorders)	50	4	6	2.83	2.67	3.17	3	50	5	7	2.86	3.14	3.43	3.71	50	6	8	3.5	3.63	4	2.88
Psychopathological disorders	53							53							53						

Av. average
Max. maximum
D. disadvantaged areas
R. regular

C. Group Meetings, Meetings with Parents

You will be pleased to know that there is **no** obligation to attend group meetings on Saturdays, Sundays or holidays. If a meeting is called by the Board or by the school administration during your 27 hours of presence, you must attend.

There is a maximum of 10 staff or "group" meetings a year outside the hours of presence already described in this article. "Group" in this context refers, for example, to groups of teachers in the same grade level or teaching the same subject. The meetings must be held immediately after dismissal of the pupils, and must be called by the Board or the school administration. These meetings should not normally exceed one and a half hours.

There is also a provision for 3 school events or meetings with parents, normally to be held in the evening, and the possibility of more than 3 meetings, **if the administration and all the teachers agree.** If such extra meetings do occur, the teachers are compensated by an equivalent reduction in the 27 hours of presence. The compensation reduction is taken at a time agreed to by the teachers and the school administration.

The time spent on the 10 staff/group meetings, as well as the 3 school events or evening meetings with parents, are all credited towards personal presence time, as described earlier.

D. Deduction of absences

1. **A full day of absence is recorded as one full day** regardless of a teacher's schedule.

2. **A partial day of absence** is recorded as **a fraction of the 384-minute daily teacher's timetable** as follows:

    a. The denominator is 384 minutes.

    b. The numerator is the number of minutes missed of **teaching time**, homeroom, supervision, and **assigned presence within the teacher's timetable.**

    c. Assigned remediation (i.e. tutorials), encadrement and personal presence **are not included** in the numerator.

TENURE, SENIORITY AND YEARS OF EXPERIENCE

There is often confusion about the differences in meaning of tenure, seniority, and years of experience, so the following is a simple explanation of the meaning of these terms.

Tenure

Tenure is the status that a teacher acquires after completing two full years with the Board on a **regular tacitly renewable contract;** i.e., if the Board does not take steps to non-reengage the teacher, the contract continues the following year, with no letter of engagement required. If you have a contract to replace someone, or if you have a contract for less than 100%, you do NOT have a regular tacitly renewable contract, and cannot acquire tenure.

Once a teacher has acquired tenure, they have a certain security of employment. Tenured teachers cannot be non-reengaged for reasons of surplus, but if there is a surplus in a certain category, tenured teachers may be placed on availability. Being placed on availability guarantees that, subject to certain mobility requirements, the teacher will still have a job, and will collect at least 90% of salary in their first 3 years of being on availability, 85% in their 4th or 5th year and 80% as of their 6th year.

For example, a teacher who began working for the Board on the first work day with a regular tacitly renewable contract **this** school year will acquire tenure, for all practical purposes, on June 2nd of **next** school year. They will be completing their second year, and since the Board would have had to non-reengage the teacher by June 1st, it is clear that two full years will be completed. (This is on the assumption that the teacher will not resign before June 30th).

Any teacher, even if not in surplus, who succeeds in being hired by another School Board immediately after resigning from their former Board may transfer their **tenure** to the new Board. (Note that only tenure is transferred, not seniority, unless other conditions prevail. See below.)

Seniority

Teachers with contracts acquire seniority, whether the contract is a full-time one or a part-time contract. For each full year of employment, a year of seniority is acquired, but if the contract is a part-time one, a fractional seniority will be calculated.

If a teacher has a part-time contract, followed by another the next year, their seniority will continue to accumulate. If there is a break of service of more than 24 months, the teacher's seniority will be lost and will go back to zero.

The main importance of seniority is in the determination of declarations of surplus (Board level) and excess (school level) of teachers, and in the granting of posts in the assignment and transfer procedures carried out by the Board.

A teacher may be entitled to transfer from one School Board to another and bring along their **seniority** under certain conditions. The measure that permits this is called a "**transfer of rights**". A **transfer of rights** is permitted only when the departure of the teacher from the original Board allows for the reduction of the number of surplus teachers.

Teachers on maternity, paternity, adoption leave, or an extension of these leaves continue to gain seniority while they are away from work.

Years of Experience

Not to be confused with seniority, years of experience are not an expression of the length of continuous service with a **particular** School Board (or Boards, if a transfer takes place), but instead are recognition

of the **total** number of years spent in teaching (or in work related to the teaching field, for which you get partial credit).
In general, the main importance of years of experience is for the purpose of placing a teacher on the correct step in the salary scale, and occasionally for breaking a tie with other teachers whose seniority is the same.

A teacher who transfers from one School Board to another will have their years of experience recognized by the new Board.

N.B. 1: In the case of teachers who hold part-time contracts, the following applies:

Such teachers will be credited with 1 year of experience credit once they have accumulated the equivalent of 90 days of the year. After that, such teachers must accumulate the equivalent of 135 days to get any additional year of experience credit. In the calculation of incomplete years, days not used towards the acquisition of one year are saved and used towards the acquisition of the next year of experience.

N.B. 2: In the case of teachers who hold full-time contracts but choose to work only part-time, the following applies:

The teacher must work the equivalent of at least 155 days to be credited with the year of experience. (At the secondary level, the teacher will be deemed to have met that standard if they teaches, for example, a 3-group teaching assignment instead of a 4-group teaching assignment.)

N.B. 3: In the particular cases of sick leave and parental leave, the following applies:

Concerning sick leave, if a teacher manages to work 90 days of the school year, it counts as a year of experience; if not, it doesn't count. There is no accumulation.

Concerning parental leaves, the maternity or paternity portion (i.e., the portion with salary top-up) **plus** up to **65 weeks** of unpaid parental extension leaves count as work experience.

WORK-RELATED INJURIES/CNESST

Definition of a Work Accident:

A **"work accident**" is:

- A sudden and unforeseen event
- Arising **out of or during** your work as a teacher
- Causing an **employment injury or illness**
- Entitles you to potential **CNESST benefits**

If You Suffer a Work-Related Injury:

✓ **What You Must Do Immediately:**

1. **Report the Incident:**
    - Complete the **Incident or Accident Report Form** (also called the **HS1 form**)
    - Available on:
        - **EMSB Portal** (Human Resources folder)
        - **MTA website: https://mta-aeem.com/documents/**
        - Your school's/centre's **main office**
2. **See a Doctor the Same Day:**
    - Do **not delay** treatment – even for minor pain.
    - This helps establish a **clear link** between your injury and your work.
    - Doctor will submit a **medical certificate** to CNESST:
        - Includes diagnosis and duration of absence (if any)
3. **Submit Medical Documents:**
    - **Send medical certificate** to:
        - EMSB Health and Safety Department at: healthandsafety@emsb.qc.ca
        - Local **CNESST Office (your doctor's office may submit it directly to CNESST on your behalf)**
    - Even if you can still work, **clinical notes** may be useful in the future.
4. **Document Witnesses:**
    - Ask **witnesses** to write what they saw.
    - Submit these statements to CNESST.

Important Forms:

1. **Incident or Accident Report Form (HS1)**
    - For any injury, no matter how small.
    - Helps protect your **right to benefits** later.
    - Send copy to EMSB Health and Safety Department at: healthandsafety@emsb.qc.ca
2. **Notice of a Dangerous Situation Form (also HS7)**
    - Use this if you **notice a hazard** at your school or centre.
    - Steps
        - Inform your **administrator**
        - If unresolved, submit this form.
        - Send copies to:
            - domenico@mta-aeem.com
            - healthandsafety@emsb.qc.ca

Additional Support:

- If you have any difficulty:
  - Contact the **MTA office** directly. domenico@mta-aeem.com
  - MTA can assist with **CNESST claims** and **Health & Safety Committee** representation.

Final Reminders:

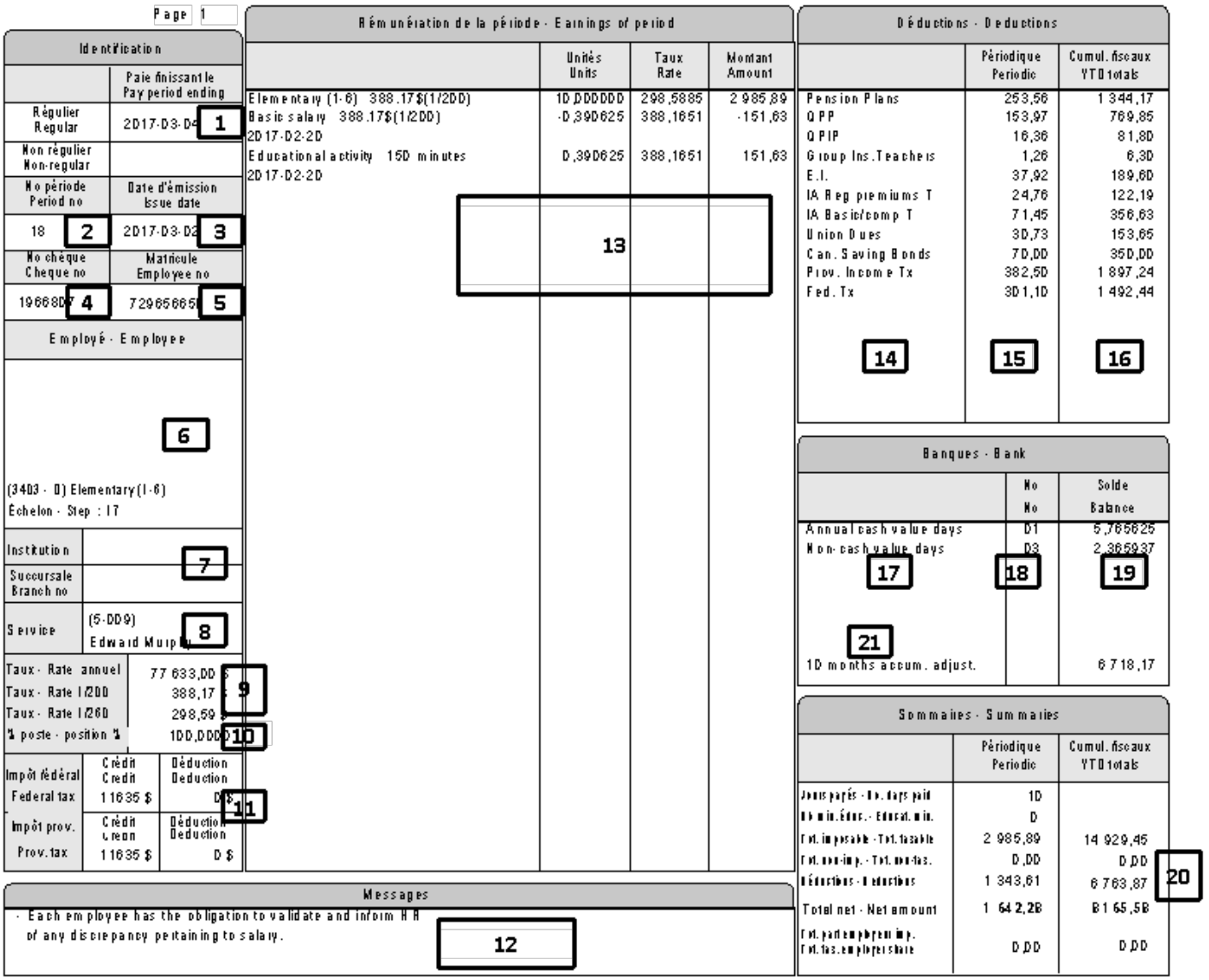
- Your **employer is legally responsible** for your safety.
- You have the right AND the responsibility to **report hazards** and **protect your health.**
- **Early documentation** is key to ensuring support and compensation.

PAYCHEQUE EXPLANATION

The numbered items listed below correspond to the numbers indicated on the example paycheque on the following page. You need to cross-reference in order to understand this explanation of certain components of the paycheque.

9.	Salary Information	The pay system treats each pay period as a 10-day period, where each day is worth 1/260 of yearly salary. Therefore 26 pays gives a full year's salary. (Please note that this is not related to the number of work days in a given period, which can vary and only add up to 200 per year).
15. (a)	Pension Plan	Teacher Contributions to your RREGOP Teacher pension plan.
15. (b)	QPP	Quebec Pension Plan Contributions.
15. (c)	QPIP	Quebec Parental Insurance Plan Deductions.
15. (d)	EI	Employment Insurance Deductions.
15. (e)	IA Reg. premiums T	Long Term Disability (LTD) and Life Insurance Contributions.
15. (f)	IA Basic/comp T	Health and Dental Insurance contributions.
15. (g)	Union Dues	Union dues - $20.00 [MTA] and $21.04 [QPAT] (2026/2027).
19.	No. of Days Left in Bank	Indicates days left in the current year's sick-leave allocation (insofar as processed), as well as non-moneyable days remaining from the 6-day allocation given when first engaged.
20. (a)	Total Taxable	Gross taxable pay (the total of the positive and negative revenues itemized as part of the "Earnings of period" columns (13)).
20. (b)	Deductions	This is the total of the amounts itemized under "Deductions" – column (15).
21.	10 Months Accum. Adjust.	This is the amount accumulating to cover pay periods with fewer than 10 working days (e.g., when the pay period includes statutory holidays or vacation days) including the Christmas break, March break and the Summer holiday.

SAMPLE PAYCHEQUE



1. Saturday of the pay period ending.
2. Pay period number.
3. Date when money will be deposited.
4. Cheque number.
5. Employee number.
6. Employee's name, function code, description of function code, and step for salary purpose.
7. Bank information.
8. School/Centre/Department code and description.
9. Salary information (rate 1/200th of annual salary & 1/260th of annual rate for teachers only)
10. Percentage of time worked.
11. Personal federal and provincial tax exemptions and additional tax deductions.
12. Message from school board to employees.
13. Description of payments and absences, number of units paid and salary amount paid in pay period.
14. Description of deductions.
15. Amount of deduction per pay period.
16. Year to date deduction amount.
17. Bank of days description.
18. No. of bank of days.
19. Number of days left in bank.
20. Summary of earning (taxable and non-taxable), deductions and net amount for the pay and year to date totals.
21. 10 months Accum. Adj.

SALARY SCALE AND PAYMENT SCHEDULE

The pay dates for this school year start on September 3rd, 2026 and every second Thursday thereafter until August 19th, 2027. Below is the salary scale for regular teachers and teachers on contract, indicating the current yearly salary, as well as the increase to the yearly salary effective April 6th, 2027 (the 141st workday of the school year).

STEP*	CURRENT YEARLY SALARY	YEARLY SALARY AS OF APRIL 6TH, 2027
1	$54 178	$56 074
2	$57 798	$59 821
3	$63 212	$65 424
4	$65 705	$68 005
5	$68 297	$70 687
6	$70 989	$73 474
7	$73 789	$76 372
8	$76 698	$79 382
9	$79 725	$82 515
10	$82 867	$85 767
11	$84 673	$87 637
12	$88 273	$91 363
13	$92 026	$95 247
14	$95 935	$99 293
15	$100 010	$103 510
16	$105 542	$109 249

* A teacher shall be granted the step corresponding to their current year of experience, increased by:
2 steps if their schooling is evaluated at 17 years;
4 steps if their schooling is evaluated at 18 years;
6 steps if their schooling is evaluated at 19 years or more, but without a 3rd-cycle doctorate;
8 steps if their schooling is evaluated at 19 years or more, and with a 3rd-cycle doctorate.

	CURRENT HOURLY RATE	HOURLY RATE AS OF APRIL 6th, 2027
ADULT AND VOCATIONAL RATE (NO LEGAL QUALIFICATION)	$78.69	$79.38
ADULT AND VOCATIONAL RATE (WITH LEGAL QUALIFICATION)	$88.86	$85.76
OCCASIONAL SUBSTITUTE RATE (NO LEGAL QUALIFICATION)	$54.11	$56.07
OCCASIONAL SUBSTITUTE RATE (WITH LEGAL QUALIFICATION)	$63.21	$65.42

CLASSIFICATION ACCORDING TO YEARS OF SCHOOLING

To be properly classified for salary purposes, a teacher must provide the School Board with a complete record of all studies completed and attested to by diplomas, certificates, degrees, official transcripts of marks, etc. (The teacher must also provide documentation to get credit for previous experience with other employers, but under this title we are only dealing with the schooling component of classification.)

Provisional Classification

The School Board then provisionally classifies the teacher according to its interpretation of the "Manuel d'évaluation", which is a compendium of rules made by the *Ministère de l'Éducation et de l'Enseignement Supérieur* about the value, in years and partial years, of courses of study taken almost anywhere in the world. The School Board then begins to pay the teacher using this provisional classification of years of schooling as part of establishing the teacher's placement on the salary scale.

MTA Intervention

At this point the MTA is entitled to make observations about any individual teacher's provisional classification if the teacher is dissatisfied with their provisional classification and if there is reason to believe that the School Board has misinterpreted the Manuel d'évaluation. The School Board is free to change a teacher's provisional classification if it agrees with any observations the MTA may make on behalf of the teacher.

Attestation of Schooling and Appeal Procedure

Schooling dossiers are then sent for external evaluation. Eventually (usually within the same school year) the School Board issues an Attestation of Schooling. A formal appeal (called a revision request) may be lodged if the teacher feels the Attestation of Schooling is incorrect or incomplete. At this point the MTA office should be contacted in order to help the teacher with the revision request and to advise him/her as to the basis on which the appeal should be made.

The appeal is made to the Revision Committee, a committee of three, one of whom is appointed by QPAT, one of whom represents the *Ministère de l'Éducation et de l'Enseignement Supérieur*, and one of whom is a Chairperson jointly chosen by QPAT and the employer group. A decision of the Revision Committee is final and binding. If the effect of its decision is to change an Attestation of Schooling, then a new one is issued and the teacher is paid accordingly. The Revision Committee, however, cannot render a decision which has the effect of changing a rule appearing in the Manuel d'évaluation.

The process described above is repeated every time a teacher takes new courses in order to better their classification; that is, the School Board provisionally reclassifies and then issues an updated Attestation of Schooling, which may be revised if need be.

Timelines

In order to be reclassified as of the mid-point of a given school year (which is the only reclassification date possible), the courses must be completed by January 31st and the appropriate transcripts of marks must be submitted to the School Board by the following March 31st at the latest.

Courses Recognized as Schooling

It perhaps should be noted that a teacher may add to their recognized years of schooling either by entering programs to obtain a diploma, certificate or degree, or by pursuing what are called "courses without evident orientation" (courses taken by a teacher who is not enrolled in a program). Please note, however, that some courses are not recognized for classification purposes, whether or not they are taken as part of a program or as courses without evident orientation. Many language courses, for example, fall into this category. If in doubt, the teacher should contact the MTA office.

SICK DAYS, SALARY INSURANCE, LONG-TERM DISABILITY INSURANCE

SICK DAYS

Moneyable Days

Teachers receive 6 sick days each school year to cover illnesses during that school year. Unused days are moneyable at the end of each year. Days accumulated under previous collective agreements (i.e., prior to 2016/2017) are moneyable upon resignation or retirement, at the salary rate applicable then.

New Teachers

Any teacher who signs a new full-time contract receives the 6 new days referred to above plus **an extra 6 non-moneyable days.** These non-moneyable days are banked for use during a year when the total of all moneyable days gets used up. Teachers signing part-time contracts receive the appropriate proportion of the 6 new and 6 non-moneyable days. In their case, the unused moneyable days get paid at the end of the year.

Use of the Bank of Days

One day is removed from the sick-leave bank of days at the rate of 1 day per working day missed, **up to a maximum of 5 days for any one period of illness**. If a teacher runs out of sick-leave days during a school year and can no longer cover the first 5 days of a subsequent illness, then either unused days accumulated under previous collective agreements will be used or, if none, the teacher loses salary for the days that cannot be covered.

SALARY INSURANCE

Starting on day 6 of a period of illness, a teacher no longer uses up their bank of days, since they automatically receive 75% of salary by virtue of the salary insurance provisions of our collective agreement. Medical evidence is always required by the Board as of this point. The 75% salary coverage continues for up to 52 weeks after the first day of illness, provided satisfactory medical evidence can continue to be supplied.

As of the 53rd week of a period of illness, a teacher starts to receive 66 2/3% of salary, instead of 75%. The 66 2/3% coverage continues for up to another 52 weeks, provided satisfactory medical evidence can be supplied.

After 104 weeks of a period of illness, there is no further salary insurance provided through the collective agreement, unless the teacher is covered by the Industrial Alliance long-term disability salary insurance that takes over at that point. (see next page)

Definition of a Period of Illness

A succession of absences without the teacher ever returning to work for at least 8 consecutive days of actual full-time work or availability for full-time work is considered automatically be one period of illness.

For example, if a teacher is away for 12 days (and therefore starts to receive 75% of salary as of day 6), then returns to work for **7 days** and then is away again for 3 more days, the 3 days of the second absence would be considered as days 13, 14 and 15 of the same period of illness as the earlier absence, because the teacher has not returned to work for at least 8 days. They would get 75% of salary for the latter 3 days and no additional days would be deducted from the sick leave bank of days. This is usually an advantage for the teacher.

If, however, that teacher had been away for 12 days, had then returned to work for **8 days** and then had been away again for 3 more days, the 3 days of the second absence would be considered as days 1, 2 and 3 of a new period of illness (even if the absences were really related), because the teacher had returned to work for the requisite 8 days. The latter 3 days would have to be covered by the teacher's bank of days. In the case where an absence exceeds 3 working months, then the teacher must return to work for at least 35 consecutive days of actual full-time work or availability for full-time work in order for that period of illness to be considered as terminated for salary insurance purposes.

Related or Unrelated Illness

On the absentee form teachers are asked to fill out upon their return to work, a teacher may **choose** to have the absences considered as **unrelated** by ticking the appropriate box. It is usually a **disadvantage** to the teacher to do so, since more days are then deducted from the teacher's bank of days. It is almost always better to leave the box blank, unless the teacher has a large bank of non-moneyable days which are being used up, thereby giving 100% salary instead of 75%.

LONG-TERM DISABILITY INSURANCE (L.T.D. INSURANCE)

Salary insurance is available to cover absences of longer than 2 years (104 weeks) duration (the first 2 years being covered as explained above). This is compulsory insurance, except in certain cases listed below. The yearly cost is 1.8598% (2026) of annual salary (including 9% tax).

Elimination Period and Duration of Protection

Industrial Alliance benefits will commence after the end of benefits provided under the Collective Agreement (104 weeks) and are payable monthly until the member's 65th birthday or until they are eligible for a pension of 78% of their salary, whichever occurs first.

Amount of Protection

Subject to the coordination of this insurance with other revenues, the benefit payable is fifty percent (50%) of the gross salary or ninety percent (90%) of the net salary (whichever is lower), as determined at the onset of the disability. This benefit is **non-taxable**.

Indexation of Benefits

The benefit is indexed annually to the cost of living up to 3% maximum, computed as at October 31st, and coming into effect on the following January 1st.

Definition of Disability

A state of incapacity resulting from sickness, including a surgical procedure directly relating to family planning, an accident or complication of pregnancy, requiring medical care and which, during the first 36 months of disability, completely prevents the protected employee from carrying out the normal duties of their employment or any comparable employment with similar remuneration offered to her or him by the employer and, **after the first 36 months of disability,** completely prevents the protected employee from carrying out any remunerative work for which they are reasonably prepared as a result of their education, training and experience and this, without regard to the availability of employment.

Possibility of Withdrawal from the Compulsory Long-Term Disability Insurance Plan

A teacher who fulfills one of the following conditions may be exempt from this compulsory insurance:

- they participate in the RREGOP pension and are 53 years old or over; or
- they are under part-time contract.

A teacher who wishes to exercise their right to withdraw from the compulsory long-term disability insurance must complete the appropriate form through the EMSB (contact Cecile Gudsuz - cgudsuz@emsb.qc.ca).

SPECIAL LEAVE PROVISIONS SUMMARY (Sections 5-14.02.100 to 5-14.02-103)

Any day away from work that is not a sick day is a special leave day.

All teachers working full-time are entitled to a maximum of EIGHT special leave days per school year. If you are working part-time, the number of days listed below is pro-rated to the % of your contract. i.e. 60% contract = 4.8 special leave days.

For this article, “child” and “children” include “stepchild” and “stepchildren”.

Special Leave Entitlements 5-14.02.100

Leave or event	Entitlement	Key conditions and definitions
Death in the immediate family	Up to 7 consecutive days, whether workdays or not	· Parents, parents-in-law, siblings, siblings-in-law, children, children-in-law, spouse, grandparents, grandchildren, and anyone domiciled in the teacher’s home at the time of death. The leave may start on the date of death or be scheduled to include the commemorative service, at the teacher’s option. · If the teacher’s workday has already ended when the death occurs, the leave starts on the next day. · If leave starts on the date of death, 1 day may be retained for a later commemorative service. · If leave starts later and excludes the date of death, no day may be deferred or retained. · A teacher is not eligible while not actively working during summer break. · If the death occurs within 7 days of the scheduled July or August return date, a pro-rated bereavement leave applies under the current rules. · When an immediate family member is receiving end-of-life care and medical assistance in dying as defined by Quebec law, leave may begin the day before the death · The teacher must notify the Board in writing as soon as possible. · For bereavement related travel of more than 240 kms: 1 additional day. · For bereavement related travel of more than 480 kms: 2 additional days. · Supporting documentation is required.
Death in the extended family	1 workday	· Extended family means an aunt, uncle, niece, or nephew.
Christening, baptism, or brith	Day of the event	· Applies to the teacher’s child or grandchild.
Marriage or civil union of a family member	1 workday	· Applies to the teacher’s father, mother, brother, sister, child, or grandchild.
University graduation	Day of the event; maximum 1 day per year	· Applies to the teacher, the teacher’s spouse, or the teacher’s child or children.

Teacher's marriage or civil union	Up to 7 consecutive days, whether workdays or not	· The period must include the day of the wedding or civil union. · The absence must not immediately precede or extend the summer vacation period.
Unavoidable circumstance	Up to 2 workdays per year	· Covers an event such as a disaster, fire, flood, or snowstorm that requires the teacher to miss work. · A validation form will be available.
Religious vocation ceremony	Day of the event	· Applies when the teacher's child, brother, or sister takes the habit, is ordained, or takes perpetual vows.
Change of residence	1 workday	· Available for a move or change of residence.
Serious illness	Up to 2 days per year	· Applies to the serious illness of a spouse, child, parent, or person domiciled in the teacher's home. · Serious illness shall be defined as serious chronic illness, or hospitalization, or sudden or short-term serious medical condition. · The Board may request supporting documentation. · A validation form will be available. · Routine dental or orthodontic appointments, eye examinations, and medical checkups are not normally included. · The Board may review exceptions at its discretion.
Personal business (includes PLA, personal medical appointment, and personal observance/solemn observation) **Terminology note:** *"Personal observance" or "solemn obligation" replaces the expression "religious holiday."*	Up to 4 days per year; 1 must be at no cost to the Board Full-day or half-day increments	· Prior approval from the school administration is required. The request must normally be submitted at least one workday in advance. · Days are not normally consecutive unless the administration approves. · They may not be taken on the first scheduled workday of the school year. · No supporting documentation is required. · Days for personal observation or solemn obligation are automatically approved if sufficient days remain. · No additional approval, discretion, or conditions apply.
Exceptional circumstances	Human Resources approval	· Human Resources alone may approve additional leave requests based on exceptional circumstances. Please contact the MTA for more information.

Other Types of Special Leave

Provincial Entente and CNESST Labour Standards (Normes du Travail)

Leave or event	Entitlement	Key conditions and definitions
Sitting for official exams	As needed	· Must be in an educational institution recognized by the Ministere
Jury duty or witness	As required	· Must provide documentation.
Quarantine (ordered by health dept.)	As required	· Applies if someone in the dwelling has a contagious disease.
Medical exam at board request	As required	· The board pays for the examination fee.
Family obligations ***(health/education of child or dependent)***	Up to 10 days per year (can be used as half-days)	· Unpaid leave · Requires employer's permission · Must provide documentation · All sick days must be used first
Medical visit related to pregnancy	Up to 5 days per pregnancy (can be used as half-days)	· Must provide proof from a doctor or midwife. · No loss of salary

PROFESSIONAL DAYS

Clause 8-5.03 of the Provincial Collective Agreement stipulates that teachers in all sectors (Youth, Adult Education and Vocational Training) get more control over more of their professional days. 25% of the total number of professional days each year can be done at a location of each teacher's choosing, and 20% of that number of days are content of each teacher's choosing. Although this clause allows the Board to unilaterally determine the dates of these professional days, our new Local Agreement forces the EMSB to consult MTA prior to determining the dates.

YOUTH SECTOR

- There are 20 professional days for 2026-2027, 12 of which are fixed by the EMSB, and 8 that are determined by each school, after consultation of Teacher Council.
- Two of the 8 school-based days are conditional, one after February 15th and one after April 15th, only if no school days are cancelled due to unforeseen circumstances.
- Five out of 20 professional days may be taken at a location decided by each individual teacher (including telework if the teacher chooses).
    - Of these 5 days, each individual teacher determines the content for 4 days.
- The dates of the professional days with teacher-determined location and content are: 2 of the 4 professional days between August 26-31 (chosen by each school/centre), October 16 (QPAT Convention), and one professional day after June 24 (chosen by each school/centre)
- The date of the professional day with a teacher-determined location but with principal-directed content is October 5.
- The content of all remaining local school professional days is subject to consultation at Teacher Council.

YOUTH SECTOR – SCHOOL CALENDAR 2026/2027

Commission scolaire English-Montréal
English Montreal School Board

2026 - 2027
CALENDRIER SCOLAIRE - SCHOOL CALENDAR
ENSEIGNANT(E) S - TEACHERS
SECTEUR des Jeunes - Youth SECTOR
Répartition des jours de travail - Distribution of Work Days

JUILLET / JULY 2026

D/S	L/M	M/T	M/W	J/T	F/V	S/S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AOÛT / AUGUST 2026

D/S	L/M	M/T	M/W	J/T	F/V	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBRE / SEPTEMBER 2026

D/S	L/M	M/T	M/W	J/T	F/V	S/S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBRE / OCTOBER 2026

D/S	L/M	M/T	M/W	J/T	F/V	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBRE / NOVEMBER 2026

D/S	L/M	M/T	M/W	J/T	F/V	S/S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DÉCEMBRE / DECEMBER 2026

D/S	L/M	M/T	M/W	J/T	F/V	S/S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANVIER / JANUARY 2027

D/S	L/M	M/T	M/W	J/T	F/V	S/S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FÉVRIER / FEBRUARY 2027

D/S	L/M	M/T	M/W	J/T	F/V	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARS / MARCH 2027

D/S	L/M	M/T	M/W	J/T	F/V	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AVRIL / APRIL 2027

D/S	L/M	M/T	M/W	J/T	F/V	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAI / MAY 2027

D/S	L/M	M/T	M/W	J/T	F/V	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUIN / JUNE 2027

D/S	L/M	M/T	M/W	J/T	F/V	S/S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Holiday / Congés

Fixed Professional Days-School Board / *Journées pédagogiques fixes-Commission scolaire*

March Break / *Relâche scolaire*

School Year :	August 26, 2026 to June 30, 2027
First Day of Classes :	September 1, 2026
Last Day of Classes :	June 23, 2027
Spring Break :	March 1 to 5, 2027
Teaching Days :	180
Professional Days :	August 26, 27, 28, 31, 2026 June 25, 28, 29, 30, 2027
Fixed Professional Days :	October 16, 2026 (QPAT Convention)
Board-Wide Prof. Days :	2 + 1 (School Success Plan) TBD
Moveable Professional Days :	8 (6+2) TBD
(*) Non-Working Day for Teachers:	N/A

Année Scolaire :	Du 26 août 2026 au 30 juin 2027
Première journée de cours :	Le 1 septembre, 2026
Dernière journée de cours :	Le 23 juin, 2027
Relâche scolaire :	Du 1 mars 2027 au 5 mars 2027
Journées d'enseignement :	180
Journées pédagogiques :	Le 26, 27, 28, 31 août 2026 Le 25, 28, 29, 30 juin 2027
Journées pédagogiques fixes :	Le 16 octobre 2026 (Congrès APEQ)
Journées de perfectionnement :	2 + 1 (journée de planification) à déterminer
Journées pédagogiques mobiles :	8 (6+2) à déterminer
(*) Journée non-travaillée pour les enseignants	N/A

DENTAL INSURANCE

Participation

The teachers' group dental insurance plan is compulsory for all teachers except those who already have dental insurance (proof of which is required). It is not available to Adult and Vocational Education teachers who do not have full-time (automatically renewable) contracts. The insurer of this plan is Industrial Alliance.

Description of the Plan

Preventive Care
- examinations
- x-rays
- lab tests
- polishing + fluoride treatment
- anesthesia (in relation to surgery)

Basic Treatments
- fillings
- endodontics (root canal treatments)
- periodontics (gum disease treatments)
- repair and adjustment of removable dentures
- oral surgery

Major Treatments
- placement or replacement of fixed or removable dentures (subject to certain conditions
- inlays and onlays

Structure

- 80% reimbursement on Preventive Care and Basic Treatments
- 50% reimbursement on Major Treatments
- $2000.00 maximum per person per calendar year on Preventive Care and Basic Treatments
- Additional $2000.00 maximum per person per calendar year on Major Treatments

Cost (in effect for 2026)

- Individual: $24.91 (tax included) per pay
- Individual and dependent children: $43.58 (tax included) per pay
- Couple: $47.31 (tax included) per pay
- Family: $65.98 (tax included) per pay

Changing Your Coverage

You may **reduce** coverage from Couple or Family to Individual at any time.

You may **add** coverage for yourself (in the case where you lose coverage through your spouse) or for family members (in the case of a change in family or employment circumstances) if you apply within 60 days of the change and depending on the particularities involved.

To make changes, write to Cecile Gudsuz in the Human Resources Department (cgudsuz@emsb.qc.ca). She will send you the appropriate form.

More Information
A booklet giving a complete description of the terms and conditions of the plan is available on the QPAT website – www.qpat-apeq.qc.ca/insurance

To make a claim you may use one of the forms available from the QPAT website. When filling out the form, indicate **97001** as your policy number and 070 as your division number. Your certificate number is your Employee Number. Send your form to:

Industrial Alliance Insurance
Group Health and Dental Claims
P.O. Box 800, station Maison de la Poste
Montreal, QC H3B 3K5

Or

Make the claim through
the My Client Space on
The Industrial Alliance website
iac.secureweb.inalco.com

HEALTH INSURANCE

Participation

The teachers' group health insurance plan is compulsory for all teachers except those who are already similarly protected through their spouse's group health insurance. The insurance carrier is Industrial Alliance Insurance. It is also compulsory to cover family members if they are not already covered through one's spouse's insurance, because of Quebec's drug insurance law.

Those who have not joined the plan upon employment and wish to join later (if, for example, their spouse's insurance no longer covers them) and those who wish to increase their coverage from individual to family may be expected to show evidence of insurability for the new participants (medical attestations), depending on the circumstances and deadlines involved.

Coverage

This insurance plan is designed to cover most medical costs that may be incurred which are not covered by the public medicare system, including medical costs incurred while travelling outside Quebec. It is usually advisable for a teacher to check with the union office or QPAT if they incur **any** medical costs and do not know if such costs are covered by the plan. A complete description of the plan is available on QPAT's website, in the Insurance section.

There is a deductible of $25.00 per year for individual coverage and $50.00 per year for family coverage.

Cost (as of June 2026)

For those under age 65, the cost (9% tax included) of the plan is $87.12 per pay (individual), $119.12 per pay (individual with children), $165.34 per pay (couple), or $203.88 per pay (entire family).

For those aged 65 or over, who are covered for drugs by RAMQ rather than by our plan, the cost (9% tax included) of the plan is $42.22 per pay (individual), $74.22 per pay (individual with children), $75.55 (couple) or $114.09 (entire family).

Part-time teachers may choose to cover members of their family for drugs only, instead of for drugs and all the other things our plan covers. In that case the cost (9% tax included) of the plan is $87.12 per pay (individual), $97.19 per pay (individual with children), $133.04 per pay (couple), or $149.67 per pay (entire family).

The amounts above take into account the financial contribution by the employer of $150 per year (individual) and $300 per year (individual with children, couple, family).

Joining the Plan or Changing your Coverage

It is possible to join the plan at any time, if you no longer have coverage by a spouse's plan, subject to the conditions mentioned under ***Participation*** above. You can also change your coverage by adding or subtracting members of your family. Please write to Cecile Gudsuz at the EMSB Human Resources Department (cgudsuz@emsb.qc.ca) for the appropriate application form.

OPTIONAL INSURANCE PLANS

Life Insurance

There is an **optional** group life insurance plan available to teachers. Deductions are made directly from paycheques by the employer, again by virtue of the collective agreement. The insurance carrier is the Industrial Alliance Insurance.

Life insurance may be bought in units of $25,000 to a maximum of 6 units. The cost of each unit is **$1.98** (9% tax included) per pay. **It is term insurance, i.e., it expires upon retirement or resignation.**

AD&D Insurance (Accidental Death and Dismemberment)

Any teacher may also opt for even more life insurance (against **accidental** death only) at any time, with no proof of insurability required. It is relatively much cheaper than the above, because it insures against **accidental** death only. (There are also benefits in the case of loss of a limb, etc.) The cost is only $0.25 (9% tax included) per pay per unit of $25,000. A teacher may choose up to 14 units. Many teachers opt for some units of the “regular” life insurance and some units of the cheaper AD&D insurance.

Critical Illness

Teachers can also opt for coverage for critical illness diagnosis, which pays a lump sum in the event of a major diagnosis. This lump sum can be complementary to salary insurance/long-term disability insurance. Coverage is available in units of $25 000, to a maximum of $500 000. Coverage terminates on the first of the month following your 70th birthday, or upon retirement, whichever comes first. Teachers can also opt for this coverage for their spouse and dependents. Costs vary according to gender, age, and medical history. The insurance carrier is the Industrial Alliance Insurance.

More information on these optional insurances can be found in this document.

PARENTAL RIGHTS

When considering the parental rights of teachers, it is useful to think of four separate categories:

a) leaves for the mother only (preventive leave, leave due to pregnancy complications, leave for visits to the doctor, maternity leave);
b) leaves for the father/child's other parent only (paternity leaves);
c) adoption leave; and
d) extended parental leaves.

The outline which follows describes the rights prescribed in our collective agreement. Where there are differences between rights and definitions prescribed in our collective agreement and those of the QPIP (Quebec Parental Insurance Plan), then it is those of the collective agreement that prevail, because the collective agreement guarantees all the rights of the QPIP and adds to them in the context of the particular situation of teachers.

Expectant parents should reach out to Peter Sutherland at MTA as soon possible in order to get proper advice regarding their rights – psutherland@mta-aeem.com

LEAVES FOR THE MOTHER ONLY

i) **Preventive Leave:**

A pregnant teacher is entitled to preventive leave under the guidelines laid out by the CNESST, when the workplace represents a danger to the pregnancy and no reassignment is possible. In the case of teachers, such a danger is considered to exist if the teacher has no immunity to the 5th disease or if there is a physical risk, such as the presence of students with certain behavioral problems. In the former case, a medical test ordered by the teacher's attending physician determines the risk. **(The teacher goes on leave while awaiting the results.)** In the latter case, the risk must be reported by the teacher to their attending physician, who will fill out the necessary CNESST form if they deem it advisable.

During a preventive leave, the teacher receives full salary for the first 5 days, and then 90% of net salary thereafter until the beginning of the 4th week preceding the week of the birth date, at which point the maternity leave is deemed to begin. Teachers receiving CNESST benefits during a preventative leave receive these benefits directly from the CNESST.

ii) **Leave due to Pregnancy Complications:**

If there is a risk to the pregnancy because of a personal medical condition not related to the workplace, then the teacher may go on sick leave until the beginning of the 4th week preceding the week of the birth date. As with any other sick leave, the first 5 days are covered by the sick-leave bank of days at full salary, and 75% of salary is paid thereafter. The maternity leave is deemed to begin at the beginning of the 4th week preceding the week of the birth date.

iii) **Leave for Visits to Health Professional (doctor, nurse, midwife, etc.):**

The pregnant teacher is entitled to **5 days of special leave** without loss of salary for visits to their doctor during the pregnancy**.** These leaves may be taken as full-days or half-days. Note that these days are outside of the regular bank of up to 8 special leave days.

iv) **Maternity Leave:**

Under the collective agreement, a mother is entitled to **21 weeks of maternity leave**. During these 21 weeks, the mother will receive their QPIP benefit and the School Board will "top up" the revenues to bring the total to approx. 88% of normal gross salary. (Since your pension plan contributions are covered by the School Board during this period, the net salary is in fact equivalent to almost full salary.) If some of the 21 consecutive weeks happen to fall during the summer vacation period, then these weeks will be deferred and then recuperated at the end of the 21 weeks, with the same "top up" (to approx. 88%).

v) **In the event of miscarriage:**

In the event of a miscarriage before the 20th week, a teacher is entitled to salary insurance for the period of absence prescribed by the doctor. If the miscarriage occurs after the 20th week, the teacher is entitled to maternity leave as described in section iv above.

LEAVES FOR THE FATHER/CHILD'S OTHER PARENT ONLY

Paternity Leaves:

Under the collective agreement, the father/child's other parent is entitled to **5 days of leave related to the birth of the child, paid for entirely by the School Board**. These 5 days must be taken between the time that delivery begins and the 15th day following the return home of the mother or child. The father/child's other parent is then also entitled to choose **another 5 consecutive weeks of paternity leave from the School Board**, during which time they may receive up to 5 weeks of paternity benefit from the QPIP, with a top-up (to 100% of salary) paid by the School Board.

Adoption Leave

An adopting parent is entitled to paid adoption leaves which are the same as paternity leaves with pay.

An adopting parent may also take the same extensions of leave of absence as is the case following a maternity or paternity leave. (See Extended Parental Leaves below.)

EXTENDED PARENTAL LEAVES

After a maternity leave, paternity leave or adoption leave, a teacher may begin a further leave of absence. Let's call these further leaves "extended" parental leaves. They are without salary from the School Board (though one or other or both of a parental pair may still be entitled to some continuing QPIP benefits). Under our collective agreement there are basically **4 "paths**" for these extended leaves, which are adapted to the situation of teachers. Just prior to the end of a maternity, paternity or adoption leave, the School Board is entitled to know which path of extended leaves the teacher wishes to follow.

Option A: Full-time leave without salary

To the end of the current school year and for a maximum of two more school years.

Option B: Full-time leave without salary for a maximum of 52 consecutive weeks

The duration of the leave may vary from 1 to 52 weeks taken consecutively. It may begin on the date chosen by the teacher, but must end no later than 70 weeks following the birth of the child. The leave can occur at any time after the birth and does not have to immediately follow the maternity, paternity or adoption leave. **This can be useful for the father/child's other parent.**

Option C: Leave without salary for part of the year over a period of not more than two years This option allows the teacher to allow to take a leave for a given 6-month period (e.g., August to December, January to June) for a maximum of 2 years.
Option D: Part-time leave without salary Part-time work (part of the week or part of the day) for a maximum of two full years. If my leave without salary begins during the course of the year, I have to wait until the following year to begin part-time work. In the interim, I have the choice of full-time leave without salary or working full time.

For options "a)", "c)", or "d)", you may change your option, but only once, subject to certain conditions. The request must be made prior to June 1st of the preceding school year; the change must come into effect at the beginning of the school year and cannot result in extending the original duration of the leave.

These leaves are explained in greater detail in the document entitled **"My Parental Rights and QPIP"**, found in the "Publications" section on the QPAT website (www.qpat-apeq.qc.ca).

PROFESSIONAL IMPROVEMENT SYSTEM

A parity committee composed of MTA and EMSB representatives manages money for professional development that is granted by the government.

The bilingual PIC booklet is an essential tool for teachers wishing to make maximum use of these funds. The PIC booklet gives clear instructions about **how and when to apply for what** and contains application forms. The booklet is available on both the MTA website under the “Documents” section and on the EMSB portal in the Human Resources folder.

Eligibility for all funds: all active full-time or part-time EMSB teachers under contract, including teachers on deferred salary sabbatical leave, or any hourly paid adult education/vocational training teacher who has an assignment of 150 hours per semester.

Please refer to the booklet on our website for information pertaining to teachers who are on a leave.

Remember:

- A teacher does not need to ask the principal for "permission" to apply to the PIC! The Committee will review all refused absence requests.
- In cases where there is a limit of teachers that can be accepted for a given conference or workshop, applications are often granted on a first-come, first-served basis, so encourage people to apply early.
- Be sure that applications are sent out in plenty of time.
- PIC will only reimburse funds that have been approved by the committee beforehand. Applications that reach the PIC secretary after the monthly deadlines will not be accepted.
  Teachers are responsible for submitting their own applications.
- Teachers who have been approved for a workshop must contact the PIC secretary if there is any change in their status at the time it is supposed to take place. Examples of this are a teacher who becomes ill and is on salary insurance, or a teacher who is on CNESST. They become ineligible to receive funding at that point, and are not able to attend the workshop.
- Teachers with particular problems or questions should call the MTA.

FINANCIAL ASSISTANCE

There are two sources of financial assistance available to MTA teachers. A brief description follows:

(1) **MTA Contingency Fund**

The MTA Contingency Fund is one source of financial assistance. The Contingency Fund provides money either as a loan, or if circumstances warrant, as a direct grant to the teacher in distress. The following guidelines have been approved at an Annual General Meeting of the MTA:

(a) That the Contingency Fund be employed for the following purposes:

(i) to aid members in particularly distressing financial circumstances as a result of following the policies of the Association;

(ii) to aid a teacher who has suffered a loss of salary as a result of a dispute with the School Board which is the subject of an ongoing arbitration under the auspices of the Association;

(iii) to aid any representative or delegate of MTA who, by reason of their service to the Association, loses recourse to financial aid from some other source;

(iv) to take legal action on behalf of an MTA member in a criminal or civil case related to the performance of teaching duties, where other union or School Board sources of revenue do not apply, and where there is a perceived union interest;

(v) to provide interest-free emergency loans to MEPAF members and MEPAF alumni using the same guidelines and criteria used by the MEPAF Board of Directors, with the total amount used never to exceed the amount of assets transferred to the MTA Contingency Fund from the MEPAF.

(b) That these general guidelines for the use of the Contingency Fund be determined as the situation warrants, by the Executive.

(c) That the Contingency Fund Application Committee shall consist of the President, the Treasurer, and one other member of the Executive named by the Executive.

(d) That this resolution replace all others pertaining to the Contingency Fund therefore passed by the General Meeting.

Application inquiries for funds for sections i, iii, iv and v should be sent to mta@mta-aeem.com.

(2) **Caisse Desjardins de l'éducation Credit Union**

The Caisse Desjardins de l'éducation Credit Union also provides loans to teachers, but they are **not** interest-free.

The Credit Union provides another service to its members in that, if teachers wish to make savings, they can arrange an automatic salary check-off which will be deposited directly into a savings account at the Credit Union. Membership in the Credit Union costs $5.00.

For further information, contact the Credit Union at:

Caisse Desjardins de l'éducation
9405, rue Sherbrooke Est
bureau 2500
Montreal, QC H1L 6P3

Toll-Free: 1-877-442-3382
Fax: 514-351-1268