



YAEP Members' Booklet

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**Yukon Association of Education Professionals
Association des professionnels de l'éducation du Yukon**

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Introduction

This YAEP Members' Booklet has been developed to provide our members with helpful information on the following topics:

- YAEP membership
- YAEP as an organization
- Code of Ethics and the discipline process
- The Collective Agreement
- Professional Development options
- Education Leave
- YAEP Administered Programs
- YAEP Awards
- YAEP Post-Secondary Scholarships

Please note that this is a first edition of this booklet and we encourage feedback!

Additional sources of information about YAEP and its activities:

- Our **website**, www.Yaep.ca also provides up-to-date information on the Associations activities and other matters of interest to our members. Most website information is available publicly and does not require a log-in. Sensitive information is available only to YAEP members with log-in information. Please contact our office for help if needed.
- The **YAEP Policy Manual** provides detailed information on the legislation, Bylaws and policies that govern and guide YAEP's work. The manual is available on our website or a hard copy can be found in each school.
- Our **staff and Executive Committee members** in our office are an excellent source of information and are open to your ideas and suggestions about the organization.
- Your school's **YAEP Representatives** are also available to provide you information about the Association and to ensure your voice is heard within the YAEP.

Main contact information:

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YAEP Membership

Membership is open to any person who is a member of the bargaining unit and who has paid membership dues in the current school year.

Only members may vote, run for, or hold office in the Association and only indeterminate employees are eligible to run for the office of President, Vice President, or Professional Development Chair.

Membership Duties

The YAEP was set up to serve and provide a voice for its members. However, to be most effective, it is important for Members to respect YAEP's policies, and to participate in their development as well as other organizational activities.

As outlined in YAEP's policy on Membership and Duties, all members shall:

- a) Be aware of and adhere to the Code of Ethics.
- b) Lend their support to their professional organization. If views are at variance, members first seek changes from within the organization.
- c) Not make individual representation to a government or any of its departments or to any other body, concerning matters that should be dealt with by the Association.
- d) Honour commitments made on their behalf when the Association represents them at their request.
- e) Respect duly constituted picket lines at their work sites.
- f) Not undertake any duties performed by non-YAEP personnel during strike action at educational sites nor will they expect students to perform these duties.
- g) Regard as their first duty the effective education of their students and maintain professional competence in their teaching.
- h) Recognize, as a professional responsibility, service to the Association at the local and professional levels.
- i) Seek the advice of the Association concerning any problem relationship with colleagues that cannot be resolved by personal discussions.
- j) Be free to take employment within the various school areas during negotiation and conciliation procedures, except in an area which has been declared by the Yukon Association of Education Professionals to be "in dispute". Members shall not apply for, or accept, positions in an area which has been declared to be "in dispute" and, furthermore, all members who have made application shall request the return of their application forthwith. Members who knowingly accept positions may be subject to disciplinary action.

Membership Fees

Members pay an annual fee (also called union dues). This is deducted from the member's salary and forwarded to the YAEP by the Department of Education.

Membership Year

For members, the membership year for the Association shall be from the date of the member's hiring until the beginning of the following school year. For subsequent school years, the membership shall be from the beginning of the member's school year until the beginning of the following school year.

How to Get Involved!

Members are also encouraged to **get involved in YAEP** by:

- Participating in and voting at the Annual General Meetings and Special General Meetings;
- Reading information distributed by YAEP, including this booklet, and providing feedback;
- Responding to YAEP surveys to provide input on negotiations and other YAEP business;
- Providing feedback and ideas to your school's YAEP Representatives;
- Putting your name forward to sit on a committee, be a YAEP Representative or sit on the Executive Committee.

Overview of the Yukon Teachers' Association (YAEP)

Objectives of YAEP

The Yukon's *Teaching Profession Act* outlines the following objectives for the Association:

- (a) to advance and promote the cause of education in the Yukon;
- (b) to co-operate with other organizations and bodies in the Yukon, Canada, and elsewhere having the same or like aims and objects;
- (c) to increase public interest in the importance of education and public knowledge of the aims of education, financial support for education, and other education matters;
- (d) to improve the teaching profession
 - (i) by promoting and supporting recruitment and selection practices which ensure capable candidates for teacher education,
 - (ii) by promoting and supporting adequate programs of pre-service preparation, internship, and certification and by co-operating with the Minister and School Boards in facilitating the training and supervision of student teachers,
 - (iii) by promoting the establishment of working conditions that will make possible the best level of professional service,
 - (iv) by organizing and supporting groups which tend to improve the knowledge and skill of teachers and the development and promotion of teacher education programs,
 - (v) by meetings, publications, research, and other activities designed to maintain and improve the competence of teachers, and
 - (vi) by advising, assisting, protecting, and disciplining members in the discharge of their professional duties and relationships;
- (e) to advance, promote, and safeguard the interests of the teaching profession and its members;
- (f) to provide advice, assistance, legal protection, and discipline to members in their professional duties and relationships; and
- (g) to promote the continuous improvement of professional competence and of conditions of learning and of teaching.

The Yukon Association of Education Professionals also bargains collectively for salaries and working conditions on behalf of members. This right is defined and described in the *Education Act* and the *Education Labour and Relations Act*.

History of YAEP

In the spring of 1955, a group of teachers in Whitehorse, led by Mary Gartside, formed the Whitehorse Teachers' Association. Later that year the first Teachers' Institute was held in the Yukon in an attempt to organize a professional Association for all Yukon teachers. As a result of the meeting, the Yukon Association of Education Professionals was formed on October 4, 1955 with sixty charter members. Alice Homewood Elston became the first president. The society was registered under the Societies Act of Yukon almost four years later on June 26, 1959.

Additional notable dates:

- 1960 The YAEP fought and won the right to negotiate with the YTG on matters of salary. Also, a program was established to help teachers gain further education through government allowances to cover fees, textbooks and travel, and by providing educational leave.
- 1962 The right of tenure was written into the Education Ordinance.
- 1964 The Yukon teachers entered a pension scheme when the Federal Civil Service Retirement Plan was made available to them.
- 1969 The YAEP became a full member of the Canadian Teachers Federation.
- 1970 Provision was made for the appointment of a part-time secretary and a permanent office.
- 1971 The Central Council was established to provide for a wider representation and to serve as a steering body of the Association.
- 1971-74 The YAEP adopted a Code of Ethics, established two student scholarships, provided for the development of specialist groups within the Association and attained the right to Joint Consultation meetings with the Department of Education.
- 1977 The President of the YAEP was granted half-time leave from teaching duties to devote to Association business.
- 1980 The Presidency became a full time position.
- 1985-90 The Association was actively involved in the preparation of a new *Education Act* that was proclaimed in 1990 along with a *Teaching Profession Act*, which the Association had worked for since 1974. With these new Acts, Yukon teachers gained the abilities to negotiate working conditions and to develop their professional rights and responsibilities more fully. The *Teaching Profession Act* also set out the framework for the YAEP (its objectives and structure). It was no longer governed by the *Societies Act*.
- 1991 In August, YAEP moved into their newly purchased office building at 2064 Second Avenue.
- Early 90's The inclusion of paraprofessionals and aboriginal language instructors made the YAEP unique among the CTF affiliates.
- 1996 The Association hired its first Executive Director.
- 1998 A group of retired YAEP members founded the Yukon Retired Teachers' Alumni (YRTA).

- 2001 YAEP members voted in favour of job action. Rotating strikes began in late February and a tentative agreement was reached in early March.
- 2002 The Education Staff Relations Act (ESRA) arose from the scheduled ten year review of the Education Act. The ESRA effectively addresses the labour relations for the YAEP employees of the Department of Education.
- 2003 The Alice Elston Award was created as a special recognition to those who have given meritorious service to the YAEP and/or the teaching profession and education.
- 2005 The 50th anniversary scholarship was created. YAEP hosted a 50th anniversary reunion for all former members.
- 2010 YAEP hired its first General Secretary.
- 2012 YAEP Professional Development Chair increased from half time to full time position.
- 2013 The YAEP building was renovated to create internal access to upstairs.
YAEP bought vacant land, located at 151 Black St., in Whitehorse.
- 2018 Teachers On Call became members of YAEP
- 2019 All Executive positions became 2 year terms
- 2020 YAEP elected their first 2 year President.

Governing Documents

Teaching Professions Act

The Yukon's *Teaching Professions Act*, passed in the late 1980's, set out in legislation the objectives of YAEP, and a framework for its structure.

This Act defines the Association's powers, outlines its membership categories and how fees will be collected, identifies that Bylaws can be created by YAEP and specifies that membership meetings shall be held at least once a year.

The Act also put into law the requirement for YAEP to develop a Code of Ethics and establish a Discipline Committee.

The Act also requires that the Minister of Education consult with YAEP on any educational policy that affects YAEP members.

Education Act

The *Education Act* defines the roles and responsibilities of all partners involved in the education of Yukon students. The Act includes sections on: territorial administration; students and parents; school operations; Yukon First Nations; French language and separate school rights; school committees, councils and boards; appeals; teachers; finances; and bargaining agent.

The act identifies the following roles for YAEP:

- YAEP has a seat on the Teacher Qualification Board and helps select a professional educator for this same board;
- YAEP nominates two people to Teacher Certification Board;
- YAEP will be involved in any review of the *Education Act*;
- YAEP is the bargaining agent for teachers.

For a copy of the Act, visit www.gov.yk.ca/legislation/acts/education_c.pdf

Education Labour Relations Act

This act establishes the Yukon Teachers Labour Relations Board and defines a number of things related to collective bargaining. This includes information on how bargaining rights are acquired and terminated; what collective bargaining involves; how disputes are dealt with; how grievances will be adjudicated; and parameters for strikes and lockouts.

This Act affirms that YAEP is the current bargaining agent for teachers.

For a copy of the Act, visit www.gov.yk.ca/legislation/acts/

YAEP Bylaws

YAEP has Bylaws that further govern how it operates. The Bylaws include sections on the following matters:

- Membership
- Finances
- Meetings
- Executive
- Conflict of Interest
- Indemnification
- Central Council
- Officers & Duties
- Committees & Sub-Associations
- Elections & Voting
- Limitation of Power
- Discipline

The Bylaws can only be amended by the membership at General Meetings by extraordinary resolutions. Such resolutions require 21 days notice to members and at least 75% of members voting at the meeting must approve the resolution.

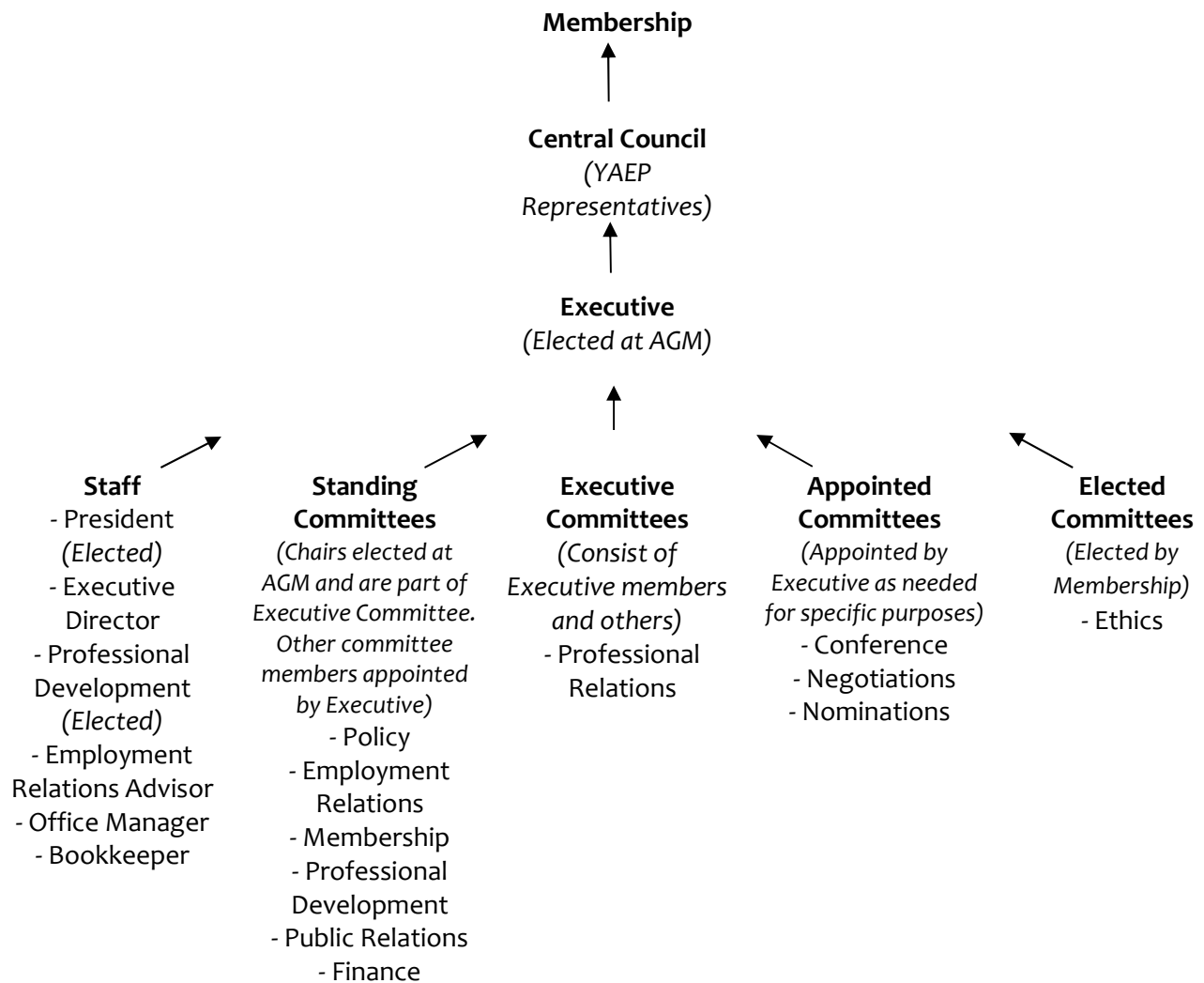
Policy & Procedures

Much of YAEP's business is guided by policies and procedures. These cover topics such as: the structure and duties of committees; travel and accommodation rates; financial matters; standing rules for General Meetings; legal services; and other organizational matters.

These policies are generally developed by the Executive Committee to assist in the management of the organization. Policies can also be developed and approved by Central Council and by the membership at General Meetings.

All of the governing documents can be found in the YAEP Policy and Procedures Manual on the YAEP website or can be requested by email. A hard copy will be made available in each school.

Reporting Structure



YAEP is also involved in a number of external or joint YAEP/Yukon committees such as E-1 (Department/YAEP Issues Committee), Joint Consultation, Group Insurance-benefits and the Joint Trust Fund Management Committee (PD).

Executive Committee

As noted in the Bylaws, the Executive Committee exercises all the powers of the Association, the direction and supervision of its business, and the conduct of the affairs of the Association. Its decisions, however, are subject to any decisions made at general meetings of the membership or Central Council.

Members of the Executive Committee are the President, Vice President, a Past President, the Treasurer, and the Chairs of the following Standing Committees: Employment Relations; Policy; Professional Development; Membership; and Public Relations.

Some of the general duties of the Executive Committee include:

- Establish Executive Committees and appoint members to all YAEP committees except for those elected by members at an AGM (see YAEP Bylaws);
- Ensure the financial health and accountability of YAEP;
- Appoint or dismiss non-elected staff;
- Hire legal support as needed.

Committees

YAEP has a number of committees that help it carry out its business and provide services to members.

Chairs of the following committees are elected by the membership: Employment Relations, Membership, Policy, Professional Development, Public Relations, and Finance (Treasurer). Except for the Ethics Committee, all other committee chairs and members are appointed by the Executive Committee.

For more information on the duties of each Committee, please see the *YAEP Policy & Procedures Manual*.

Central Council

As outlined in YAEP's Bylaws, the Central Council is made up of the Executive Committee and representatives from each school or work site. The number of representatives depends on the size of the school (see formula in the YAEP Bylaws).

The representatives are elected by members of the designated schools and act as a liaison between members in their respective schools or areas and the Central Council.

The Central Council meets at least twice a year. Its main responsibility is to consider any question affecting the Association (upon its own discretion or at request of the Executive) and direct the Executive accordingly.

For more information on the duties of the Central Council representatives, please see the *YAEP Policy & Procedures Manual*.

Membership Meetings

The membership meets at least once a year in an Annual General Meeting. Special General Meetings may also be called. The Bylaws specify how these meetings are called.

Through these General Meetings, the membership:

- Elects members of the Executive (except the President) and members of the Ethics Committee;
- Adopts the Code of Ethics;
- Amends the YAEP Bylaws;
- Adopts reports of the standing committees.

The YAEP Bylaws set out the details for how an AGM is organized and run. The AGM is held once a year, usually in the fourth week of April. It is a time for active members to review the business and finances of the association, elect the Executive Committee, make any changes to the Bylaws and conduct other needed business.

The Executive Committee can decide to hold a Special General meeting or one will be held if requested in writing by 20% of the active membership. Appropriate notice must be given to members, along with a clear statement of purpose. Such meetings may be called in order to determine policy, which cannot wait until the next AGM.

Code of Ethics & the Administration of

1. MEMBERS - STUDENTS

- 1.1 Members shall deal justly, considerately, and appropriately with each student.
- 1.2 Members regard as confidential, and do not divulge, other than to appropriate persons, information of a personal or domestic nature concerning either students or their homes.
- 1.3 Members do not encourage complaints and criticisms from students about other members.
- 1.4 A member recognizes that a privileged relationship exists between the member and his/her students and shall never exploit this relationship.

2. MEMBERS - COLLEAGUES

- 2.1 A member does not criticize the professional competence or professional reputation of a colleague, except to proper officials and then only in confidence and after the colleague has been informed of the criticism.
- 2.2 When unfavourable criticism of the professional activity of a member is necessary, it is made in confidence to the proper officials and only after the member concerned has been informed, except in the case of suspected child abuse where the official protocol shall be followed.
- 2.3 Members responsible for internal administration inform member colleagues immediately of the nature and source of any criticism regarding the professional or personal conduct of the member.

3. MEMBERS - EMPLOYMENT

- 3.1 Members do not apply for a specific Member's position that is not yet vacant.
- 3.2 Members do not make representation for existing positions which are not posted.
- 3.3 The member neither applies for nor accepts a position which is included in an Association in-dispute declaration

4. MEMBERS - ASSOCIATION

- 4.1 Members adhere to collective agreements negotiated by the professional organization.
- 4.2 A member, or group of members, does not make unauthorized representation to outside bodies on behalf of the Association or its local branches.
- 4.3 A member does not refuse to follow Association directions under a legitimate job action
- 4.4 Members do not act in a manner harmful or prejudicial to the interests of the Association.

5. MEMBERS - GENERAL PUBLIC

- 5.1 Members do not engage in activities outside of their regular contract that adversely affect professional duties.

- 5.2 Members at all times conduct themselves in order that no dishonour may befall the profession.

Administration of the Code of Ethics Policy

1) Ethics Committee

- a) The AGM shall elect and the Association shall maintain a committee of twelve members of the Association, from a slate of candidates, not to include members of the Executive, to be known as the Ethics Committee. Members shall be elected for three year terms and shall serve from July 1 in the year they were elected until June 30 in the year in which their term expires or until the completion of a current case.
- b) In the circumstance that a vacancy occurs, Central Council shall appoint an interim member, from a slate of candidates submitted by the Ethics Committee.
- c) The term of the interim member(s) shall be until the next AGM, or until the completion of a Hearing not concluded by the date of the AGM.
- d) At the beginning of each school year, the Executive shall make a motion appointing all members of the Ethics Committee as potential investigating Officers with the Committee given discretion to appoint the individual officer for each case.

2) Duties

The duties of this committee are:

- a) To appoint annually a Chair from its membership prior to the last teaching day in June;
- b) To hold regularly scheduled meetings, a minimum of three each year to review procedures and guidelines;
- c) As required appoint from its membership a Screening Panel of three members;
- d) Subject to the Teaching Profession Act and any policy made by the Executive, to regulate the convening, notice, place, management and adjournment of meetings and of its hearings, the appointment of a vice-chairperson, the mode of deciding questions, the transaction and management of business and procedure relating to the conduct of its hearings;
- e) When necessary nominate, three members from their membership, and submit the names to the YAEP Executive for appointment to a Disciplinary Committee;
- f) To appoint when necessary from their membership an investigating officer(s);
- g) To prepare a slate of candidates for Central Council when a vacancy occurs on the Ethics Committee;
- h) To maintain confidential records of all proceedings;
- i) The Screening Panel and the Disciplinary Committee shall ensure that procedural fairness and the principles of natural justice are applied in all proceedings for which they are responsible.

3) Conflict of Interest

- a) In the event of a conflict of interest by members of the Ethics Committee which would prevent a case from being heard, the Ethics Committee shall request that the Executive

appoint additional members to hear and advise on the decision of the case before the Ethics Committee.

- b) The Executive may on the recommendation of the Discipline Committee temporarily appoint additional members to the Discipline Committee to deal with a specific case in the event that currently appointed members of the Discipline Committee cannot fulfill their duties.

4) Initial Protocol

- a) A complainant should exercise their right to file a complaint in a timely manner. Complaints shall be directed to the designated office personnel (Reviewers).
- b) At any stage of the administration of the Code of Ethics, the Ethics Committee may elect to postpone the processing of a complaint should the defendant, in that complaint, be contending with legal action or employment discipline.
- c) Receipt of Information or Complaint
 - i) Information and/or complaints regarding conduct of members shall be received by the Executive Director (Reviewer).
- d) Reduction to Writing

In consultation with the Reviewer, a complainant shall be required to:

 - i) submit the complaint and/or information in writing, and;
 - ii) notify the defendant of the concern in writing.

The Reviewer will request a written response from the defendant.
- e) Upon receipt of all documentation, the matter shall be referred in writing, by the Reviewer, to the Ethics Committee Chair, with a copy of the names of the parties involved sent to the Executive.
- f) The Ethics Committee Chair shall convene a meeting of the Ethics Committee to appoint a 3 member screening Panel and an investigator(s).

5) Screening Panel

- a) Voluntary Resolution

Depending on the nature of the complaint, the Screening Panel may recommend informal processes to resolve a complaint. With the agreement of the parties, resolution may be sought through:

 - i) Both parties meeting to discuss and resolve the issue(s).
 - ii) Exchange letter to clarify and resolve the issue(s).
 - iii) Professional Relations Committee.
 - iv) Voluntary agreement to be bound by a mediator's recommendations.
- b) Formal Resolution

The Screening Panel shall:

 - i) Cause to be served on the person whose conduct is the basis for the complaint and upon the complainant, a notice setting forth the date, place, time and subject matter of the Panel meeting. This notice shall be registered. In setting the time,

place and date of such meeting, regard shall be taken to the convenience of the Panel and all parties concerned.

- ii) Require reports from the Reviewer(s).
 - iii) Require the names of witnesses, if any, from both parties.
 - iv) Require written statement from witnesses.
 - v) Maintain a record of its proceedings.
- c) The Screening Panel may:
- i) Prescribe mediation and request the Ethics Committee appoint a mediation team;
 - ii) Order a report by an investigator(s) whose findings shall be reported to the Screening Panel for possible further action;
 - iii) Refer the matter back to the Chairperson of the Ethics Committee with a recommendation that the YAEP Executive appoints a Disciplinary Committee to conduct a full hearing on the complaint, or;
 - iv) Dismiss the complaint and provide written reasons for such dismissal.
- d) When a hearing is ordered and the allegations are of a serious nature and/or the circumstances extraordinary, the Screening Panel may appoint an individual (not a member of the Ethics Committee) to carry the Association's interests before the Disciplinary Committee.

6) Formal Complaint

- a) The Executive before referring the matter to Disciplinary Committee may demand from any person or group lodging a written charge of unprofessional or unethical conduct, the sum of \$500.00, as a deposit to offset the necessary costs and expenses. In a case where the complaint is found to be frivolous or vexatious, the deposit may be so applied; otherwise the deposit shall be returned to the person or group making the complaint.
- b) In the event that the YAEP Executive appoints a Disciplinary Committee, the three-member Disciplinary Committee shall conduct a full hearing of evidence related to the allegation(s).
- c) Where practicable within 30 instructional days of the receipt of the formal complaint and documentation from the Screening Panel, the Disciplinary Committee shall have established a date for the formal hearing/meeting of the Disciplinary Committee.
- d) At least fourteen days before the hearing, a notice shall be served upon the person whose conduct is the subject of the inquiry. The notice shall embody a copy of the allegation(s) made against him/her, or a statement of the subject matter of the inquiry, and shall also specify the time and place of the hearing. The notice shall be sent by registered letter.
- e) The meeting of the Disciplinary Committee shall be held at the time and place determined by the Disciplinary Committee, taking into consideration the convenience of all parties.

- f) Following the hearing, the Disciplinary Committee shall deliberate, in private, and render a verdict, including written reasons for the verdict which shall be reported to the Parties.
- g) The Disciplinary Committee will report to the YAEP Executive the verdict, written reasons for its verdict and their recommendations on a penalty and publication, if any, including the manner and substance of such publication.
- h) The Disciplinary Committee shall maintain a record of its proceeding.
- i) The minutes of the proceeding, the evidence adduced, and all exhibits produced or copies thereof, shall be submitted to the Executive and kept in a confidential file with the Reviewer.
- j) The Executive shall ensure that the decisions of the Disciplinary Committee are followed to the extent and spirit of the Disciplinary Committee's authorities.

7) Attendance of Witnesses

For the purpose of procuring the attendance of any person as a witness before the Disciplinary Committee, the Disciplinary Committee or any member thereof, may cause to be served on such person, a notice requiring him/her attend before the Disciplinary Committee and to produce such documents as he/she would be compelled to produce at the trial of an action at law. Such notice shall be served in the same way, shall have the same effect as a notice requiring the attendance of a witness at the hearing of a trial at law, and the penalties in the case of disobedience to any such notices shall be as provided by the Teaching Profession Act.

8) Legal Counsel

The Ethics Committee may, at the expense of the Association, employ legal counsel who shall assist in the presentation of evidence and shall advise the Disciplinary Committee upon questions of procedure and law, but who shall not be present during the Disciplinary Committee's determination of the guilt or innocence of the accused.

9) Reports to The Executive

After holding an inquiry, the Disciplinary Committee shall report to the Executive its verdict, reasons for its verdict, recommended penalty and recommended publication if any. The report will be signed by members taking part in the inquiry and concurring in the report. Such a report, if signed by the majority of the members taking part in the inquiry, shall be deemed to be the report of the Disciplinary Committee.

10) Penalties

- a) The Executive shall consider the decision of the Discipline Committee, the recommendation made by the Discipline Committee on the penalty to be given, and any representation made on behalf of the member, and may thereupon:
 - i) Expel the member from the Teachers' Association;
 - ii) Suspend the member from the Teachers' Association for any period of time it considers proper;
 - iii) Recommend to the Minister that the Minister suspend or cancel the teaching certificate of the member;
 - iv) Require the member to pay a penalty;

- v) Require the member to pay a sum of money calculated by the Disciplinary Committee as the costs of the hearing; or,
- vi) Discipline the member in any other reasonable way YAEP considers proper.
- b) The publication, if any, of the decision, will take into consideration the interests of the party whose position was confirmed by the Hearing.

11) Appeal Process

- a) A person who is found guilty of unprofessional or unethical conduct may appeal, within 14 days from the date of the person's receipt of the decision to the Minister who shall appoint a Teaching Profession Appeal Board to hear and make a determination of the appeal.
- b) The grounds for appeal will generally but not exclusively include:
 - i) That the appellant was denied a fair hearing process by the Disciplinary Committee;
 - ii) That the appellant has new evidence which was not, and could not, reasonably have been available to the appellant at the hearing before the Disciplinary Committee;
 - iii) That the Disciplinary Committee erred in its interpretation of a provision of the Code of Ethics;
 - iv) That the Disciplinary Committee erred in the application of a provision of the Code of Ethics or the Administration of the Code of Ethics Policy, to the facts as determined by the Disciplinary Committee;
 - v) That the penalty imposed by the YAEP Executive was not reasonably commensurate with the gravity of the breach found by the Disciplinary Committee.

12) Other

- a) Records of ethics investigations shall not be open to the general membership or public.
- b) The Executive shall follow the YAEP discipline procedure outlined in the Teaching Profession Act before publicly alleging unethical conduct by a member or members.

Ethics Complaint Form

Yukon Association of Education Professionals: Code of Ethics – Complaint

Date Complaint Submitted: _____

Complainant:

Respondent:

Name: _____

Name: _____

School: _____

School: _____

Phone: _____

Email: _____

I, (Complainant's Name[s]), do allege that (Respondent's Name) breached the Code of Ethics of the Yukon Association of Education Professionals as specified below and request that this complaint be received and processed in accordance with the Administration of the Code of Ethics Policy.

Section 1 - Alleged breach of Code of Ethics ("copy and paste" this Section 1 for each alleged breach)

What clause of the Code of Ethics Policy do you allege the Respondent has breached (eg. 3.2.1):

What has the Respondent said or done to give rise to your complaint? It is important that you provide all possible information and details regarding:

- i. Where & when - where and when did the conduct the subject of the complaint occur including dates, time of day and physical location?

- ii. Words used - what words were said or written by the Respondent?
- iii. Actions taken - what actions were effected by the Respondent?
- iv. Identity of any witness - who do you consider was materially involved and/or may have witnessed the conduct giving rise to your complaint?

Important: List and attach any additional material or evidence you consider relevant to substantiating your complaint such as emails, letters, witness statements and/or documents.

Section 2 - Alternate resolution opportunities

Please provide background and information regarding the steps taken between the Complainant and Respondent to attempt to resolve the issues or concerns giving rise to an Ethics complaint.

Have you:

- attempted to meet with the Respondent to attempt to discuss your concerns and a possible resolution of the issue(s)?
- exchanged correspondence as an attempt to resolve the issue?
- worked with a 3rd party (ie RWO, mediator) or has a 3rd party been involved in any process in which there is an agreement to be bound by their recommendations?

Please provide all relevant details including:

- Words spoken and used - what words were said or written by you and/or the Respondent?
- Actions taken - what actions were affected by you and/or the Respondent in an attempt to resolve your complaint?

YAEP Collective Agreement

YAEP bargains collectively for salaries and working conditions on behalf of its members. The *Education Labour and Relations Act* outlines the process and scope for bargaining.

The Collective Agreement, negotiated by YAEP and the Government of Yukon (the employer), sets out the terms and conditions of employment related to salaries and working conditions of YAEP members.

The Code of Ethics stipulates that members must adhere to collective agreements negotiated by the YAEP.

A copy of the current agreement is available on the YAEP website.

Negotiating Committee

The Negotiating Committee is appointed by the Executive Committee. The Negotiating Committee must include the members of the Bargaining Team, and the YAEP President or their designate. It also must be reflective of the diversity of the members of the Association.

The Committee is charged with preparing a negotiations package which the Executive approves. During the member ratification process, the Committee must also prepare information that includes the proposed amendments of the agreement and summarizes the tentative agreement for members.

The Committee, along with the Executive, hosts an open forum for members to discuss the Tentative Agreement, prior to a vote by the members of the Bargaining Unit. At the end of the bargaining process, the Committee provides a final report to the Executive.

For more information on the Committee's duties, please see the *YAEP Policy & Procedures Manual*.

Professional Development (PD)

Overview

Professional Development (PD) provides a great opportunity for YAEP members to build on their knowledge and expertise. It helps to improve professional growth and competence which in turn supports student learning.

YAEP's PD program is based on the basic principle that educators' professional growth should be designed and facilitated by educators. We encourage members to invest in their own learning and development by accessing our funding.

Objectives of the PD Program

- a) To provide an opportunity for professional growth of YAEP members;
- b) To help members acquire new pedagogical knowledge and skills;
- c) To improve the quality of teaching through career-long professional development.

Where we get our funding

The Professional Development Fund is determined by YAEP's Collective Agreement. For example, in 2015 Yukon Education contributed \$460,000 to the fund. This includes funding for the full-time PD Coordinator.

The Fund is managed by a Joint Trust Management Committee which has two YAEP members and two members from Yukon Education. Each year, this committee approves priorities for the fund.

How to apply

Online application forms are found on the YAEP website. Application deadlines vary depending on the type of PD being applied for.

YAEP's PD Committee reviews each application that is received before the deadline. The PD Chair will send a letter within two weeks about the status of an application. If approved, a member would then apply to the Employer for a leave of absence (if applicable).

Successful applicants will receive information on how and when to submit their eligible expenses.

Who is on the PD Committee?

The PD Committee is primarily made up of members of YAEP. The Chair of the committee is elected at our Annual General Meeting and is a paid to coordinate the program. The Chair then looks for volunteers to sit on the committee and the Executive approves final participants. A representative of Yukon Education sits on the committee as well, as well as the YAEP President.

Types of PD

Our PD program supports a wide range of PD initiatives. These are summarized in the table on the next page.

For more information please contact the PD office at YAEP

Types of PD funded by YAEP (updated on February 23, 2021)

* Members have **up to 30 days** after the conclusion of a PD to submit their proof of completion and receipts for reimbursement.

Description	Application Criteria / Considerations	Expenses YAEP Covers & Deadlines
Yukon PD -		
<p>Yukon PD refers to PD events hosted by the YAEP or other Yukon organizations in the Yukon.</p> <p>It does not include in-services or events hosted by Yukon Education.</p>	<ul style="list-style-type: none"> • Deadline: you need to apply for funding at least 14 days before the start of the event. • Relevance of training to current or anticipated assignment will be considered. • Members must not be supervising students for any part of the events 	<ul style="list-style-type: none"> • 75% of event fee, to a maximum of \$200.00 per day • Travel costs • Accommodations and meal allowances. • Teacher-on-Call (TOC) costs
Virtual Learning		
<p>Virtual Learning refers to a PD activity that is done on-line through an educational institution or organization. It could include virtual seminars, virtual conferences, digital certifications, and on-line non-credit courses.</p> <p>Examples: IT Certified training, BC Education Association Conferences, Educational Institute Courses, etc.</p>	<ul style="list-style-type: none"> • Deadline – apply up to 14 days after the course has started if no TOC is required. If a TOC is required, application must be submitted 14 days or more prior to the start of the event. • Relevance of training to current or anticipated assignment will be considered. • Members must not be supervising students for any part of the events 	<ul style="list-style-type: none"> • 75% of course or registration costs to a maximum of \$600/course and \$2400*/year • Teacher-on-Call (TOC) costs * increased for the 2020-2021 school year only
Non-Credit Courses		
<p>Non-Credit Course refers to course work that is done through an educational institution or organization that leads to a certificate of completion rather than a grade on a transcript. Courses do not need to be relevant to applicant’s assignment.</p> <p>Examples: Language courses, Outdoor Activity Courses, Canoe Courses, Forest School, Fitness Courses, ...</p>	<ul style="list-style-type: none"> • If - Course is not related to applicant’s assignment – Deadline – you have up to 14 days after the course has started to apply for funding must not occur during school hours. • If - Course is related to the applicant’s assignment and a TOC is required – Deadline – apply up to 14 days prior to the start of the course. • If – Non-credit courses occurs during the summer, applicant must be returning to a position with Yukon Education the following year. • Applicant must provide a proof of completion – certificate or YAEP completed form – Link to Form 	<ul style="list-style-type: none"> • 75% of the cost of the course, GST, & course fees • A maximum of \$2400*/ year • Teacher-on-Call (TOC) costs * increased for the 2020-2021 school year only
Credit Courses		
<p>Credit Course refers to course work that is completed through an accredited educational institution (University – College) that leads to a</p>	<ul style="list-style-type: none"> • Deadline – Apply up to 14 days after the course has started • Course work must not occur during work hours. 	<ul style="list-style-type: none"> • 75% of the cost of tuition, GST and course fees (exclusive of student

<p>grade on a transcript. See Accredited Institutions Policy - https://bit.ly/YAEPCCAcc</p> <p>Examples: Master's degree courses, Educational Assistant Certificate Courses, Additional Qualification Courses</p>	<ul style="list-style-type: none"> • In the case of summer credit courses, applicant must be returning to a position with Yukon Education the following year. • Must have selected a course that relates to a teaching field or to a relevant degree. 	<p>council, resources, and registrar fees)</p> <ul style="list-style-type: none"> • Cumulative Max. per school year: • Undergrad - \$3600* • Master's - \$5100* • PhD/Doctor - \$6600* <p>* increased for the 2020-2021 school year only</p>
<p>Action Research</p>		
<p>This category of PD was created to assist members undertaking an action research project either through an academic institution, their administrator, or Yukon Education.</p>	<ul style="list-style-type: none"> • Application must be reviewed before any costs are incurred. • Must be a YAEP member for the duration of the project • Must be part of a supervised action research project • A separate Yukon PD application must be submitted at least 14 days if any TOC time is required. 	<ul style="list-style-type: none"> • 4 Teacher-on-Call (TOC) days for gathering or analyzing data, or for collaboration between team members • Educator supplies to a maximum of \$1000
<p>Visitations and Collabs</p>		
<p>Visitations are a form of PD where a YAEP member visits another member's classroom or visits a person's workplace for the day.</p> <p>Collabs is a form of PD where members get together to work on a special project or initiative that benefits the school community.</p>	<ul style="list-style-type: none"> • Relevance of training to current or anticipated assignment will be considered. • The host member(s) and the Principal of the host school must give prior permission to the visitor's participation. 	<ul style="list-style-type: none"> • Travel costs • Accommodations and meal allowances. • Teacher-on-Call (TOC) costs
<p>Mentorship</p>		
<p>The Mentorship program was designed to assist beginning teachers (under 5 years of experience), or teachers new to the Yukon, in familiarizing themselves with the Yukon education system.</p> <p>Beginning teachers are matched with mentor teachers, and participants are invited to workshops that are held in Whitehorse or on-line throughout the year.</p>	<ul style="list-style-type: none"> • Complete the following form if you are interested in participating as a mentor or protégé. • All participants receive resources, PD, and opportunities to connect and collaborate 	<ul style="list-style-type: none"> • Travel costs • Accommodations and meal allowances. • Teacher-on-Call (TOC) costs
<p>Cultural PD</p>		
<p>This category relates to the Cultural Inclusion Standards in All Schools as Defined by the First Nation Education Commission.</p>	<ul style="list-style-type: none"> • Deadline: Applicant must apply at least 45 days before the event. • Must not be considered training for which YE is responsible. • This category can be used to support Wilderness First Aid Courses 	<ul style="list-style-type: none"> • Travel costs • Accommodations and meal allowances. • Teacher-on-Call (TOC) costs • 75% of registration costs up to 600\$
<p>School or Yukon Education Based PD</p>		

<p>School or Yukon Education based PD refers to a workshop that is planned by a school / department staff and is usually held on one of the school's non-instructional days.</p> <p>The YAEP encourages members to exercise their right to determine and plan programs for non-instructional days. Members are also encouraged to plan workshops in specialty areas, and in areas which meet unique local needs.</p>	<ul style="list-style-type: none"> • Deadline: Applicant must be received at least 45 days before the event. * • Applications are submitted using the PD Planner on the YAEP website. • Seats should be open to staff from other schools • Cost sharing when possible • Only 2 applications per year & school • <i>Organizers must ensure that participants submit Local PD applications when participant costs are to be covered by YAEP.</i> <p>* flexible during the 2020-2021 school year</p>	<p>YAEP will consider the following expenses:</p> <ul style="list-style-type: none"> • Resource person costs • Travel costs • Teacher-on-Call (TOC) costs
Territory-Wide Conferences		
<p>Territory-wide conferences are hosted by YAEP PD every two years, and usually occur in the fall of a year ending in an even number. All Yukon schools are closed for two days while YAEP members attend the conference.</p>	<p>All YAEP members attend the conference.</p>	<ul style="list-style-type: none"> • Travel costs • Accommodations and meal allowances.
Sub Association PD		
<p>All YAEP sub associations can plan for a specialised PD for their members.</p>	<ul style="list-style-type: none"> • Deadline – 45 days * prior to the event • Applications are submitted using the PD Planner on the YAEP website. <p>* flexible during the 2020-2021 school year</p>	<ul style="list-style-type: none"> • Resource person costs • Travel costs • Teacher-on-Call (TOC) costs
Out-of-Territory PD - * not available during the 2020-2021 School Year due to COVID		
<p>Out-of-Territory PD refers to conferences or events that occur outside the Yukon.</p> <p>It does not include credit or non-credit course work that takes place outside the Yukon.</p> <p>Participants are also expected to share their new skills and knowledge with other YAEP members.</p>	<ul style="list-style-type: none"> • Deadline – 45 days prior to the event • A member may access funding in their 3rd year as a YAEP member and every 3rd year after. • Relevance of training to current or anticipated assignment will be considered. • Availability of local or regional PD events must be considered first. • All Out-of-Territory participants must submit an online report summarizing the event within 30 days of the event. 	<ul style="list-style-type: none"> • A maximum of \$2500 will be reimbursed in addition to TOC costs. <p>Eligible expenses:</p> <ul style="list-style-type: none"> • 75% of event fee. • Travel costs • Teacher-on-Call (TOC) costs • Accommodations and meal allowances.

*** Members on Educational Leave are not able to access funds during their year on leave.**

*** TOC's, with an average of 40 hrs/mon (30 hrs at KLS & NBJ) can access 1 non-credit course per semester, 1 Yukon PD, 1 Virtual Learning PD event and 1 Action Research per year.**

Education Leave

Statement of Purpose

The purpose of educational leave is to provide an opportunity for members to improve their qualifications to the benefit of themselves and the Yukon educational system.

Criteria to apply

Employees with a minimum of five years of continuous service shall be eligible to apply for educational leave of one year. Candidates will have all of their temporary service in Yukon Education recognized for educational leave purposes. Those who have previously been granted and taken an Education Leave are not eligible to apply.

Selection criteria

Criteria	Maximum Points
<i>Years of continuous service, as referenced in Article 2, Section F of the Collective Agreement. (0.75 points per year – max. 10 years)</i>	7.5
<i>Years of continuous rural service (0.5 points per year – max. of 5 years.)</i>	2.5
<i>Seeking a single year certificate, diploma, bachelors', masters', or doctoral degree in an educational related field.</i>	1
<i>Currently enrolled with a letter of acceptance or transcripts into intended program of study. (Documentation from institution must be provided.)</i>	1
<i>Program enrolled in is more than one year (greater than 30 credits).</i>	1
<i>Course credits completed that apply to the intended program of study. (1 point per 6 credit course; 0.5 point per 3 credit course. If not clearly indicated, course will be scored as 3 credits.)</i>	3
<i>Relevance and benefits to professional goals and Department of Education. (See marking guide.)</i>	4
<i>Education leadership (contributions outside regular work expectations). (See marking guide.)</i>	5
<i>Two Written References</i>	Yes/No
Total Possible Points	25

The following criteria/ point system will be used in determining education leaves:

*** This information is current as of the printing date on this document's cover page.**

How to apply

The application needs to contain the employee's planned course of studies, the name of the institution, the period of education leave requested. It also needs to include an explanation of why and how the course of studies will benefit the education system and the employee.

The deadline to apply for Education Leave is November 1. Application forms are available from the YAEP office, on our website OR through the Department of Education.

If you're successful

An employee who is granted educational leave shall be entitled to receive a biweekly stipend equivalent to 70% of his/her salary. The successful candidate will also get the equivalent to a return economy airfare between Whitehorse and Edmonton or Vancouver. The employee however must complete their educational assignment and also return to teach for a two year period.

For more details on Educational Leave, please see the YAEP Collective Agreement, Education Leave, Article 16.

YAEP Supported Programs

Project Overseas

Project Overseas is a joint endeavour by the Canadian Teachers' Federation (CTF) and its member organizations to give professional assistance to fellow-teachers in developing countries. For over fifty years, Canadian teachers have been committed to making a difference in the professional lives of teachers, and the education of students in developing countries through this program.

Purpose

The purpose of Project Overseas is to improve the quality of education in Canada and the developing countries in which we work. Although the primary focus of Project Overseas is teacher professional development, the primary goal is improved teaching and learning for students around the world.

Overview of program

Canadian teachers involved with Project Overseas, are responsible for providing professional development to under or untrained teachers through an in-service program offered by one of CTF's overseas partner organizations. They are also expected to share what they've learned upon return in Canadian schools and communities.

Most opportunities occur during the months of July and August. The travel and living expenses of participants are covered by the contributions from CTF members (provincial or territorial teacher organizations) and by a grant from the Canadian International Development Agency.

It is not possible, because of the nature of the Project, for CTF to include any members of the participant's family in any of the arrangements.

Minimum Requirements

The minimum requirements for all applicants are as follows:

- a) Membership in a provincial or territorial teacher organization which is a member of CTF;
- b) An appropriate teacher's certificate;
- c) At least five years teaching experience in Canada;
- d) Canadian citizenship;
- e) Excellent health;
- f) Evidence of flexibility and mature judgment.

Application

You can get forms from the YAEP office. Applications must be returned by the first week of November. The final selection of teachers to participate in the project is made by the CTF from a list of names recommended by the YAEP Executive.

The Association tries to give as many of its members as possible an opportunity to participate, so any members who have been successful candidates in the past will only be considered if there are no suitable first time applicants.

When three or more applicants meet the above criteria, preference will be given to first time applicants. The length of service with Yukon Education and in-service planning and presentation experience will also be weighed.

YAEP Awards

Lifetime Contributor

Each year, in anticipation of the AGM, the Membership Committee will identify and select candidates as Lifetime Contributors in the Yukon Association of Education Professionals, from the records of retirements and resignations.

Central Council may be empowered to approve Lifetime Contributors and Honoured Individuals.

Criteria

To be eligible for YAEP Lifetime Contributor a member must:

- a) Have a minimum of 15 years membership in the Yukon Association of Education Professionals;
- b) no longer be a member, and no longer an employee of Yukon Education;
- c) Have conducted themselves in a manner respectful to the community and the Association.

Honoured Individual

Honoured Individuals shall be acknowledged at the AGM on the recommendation of Central Council on any person whom the Association wishes to honor for their dedication to education and/or the Association.

Honoured Individual nominations must be submitted to the Chairperson of the Membership Committee by January 15.

Nominations must be in writing and include a brief biographical statement.

Alice Elston Award

The Association created a special recognition award by which outstanding service to the organization could be recognized. Named in memory of Alice Elston, the award was first presented in 2004 to Glenna Howard.

The YAEP will present a special recognition award at such time as a deserving candidate(s) are identified. While not necessarily awarded annually, it will be presented at the YAEP Award Celebration ceremony to an individual or individuals, who had given meritorious service to the Yukon Association of Education Professionals and/or the teaching profession, and education.

Procedure:

Annually, the Membership Committee will invite nominations submitted in the manner prescribed in order to identify those individuals who should be considered for the award.

Nominations may be submitted by individual members or by a group i.e. a staff. Nominations should reach the YAEP office no later than February 1.

The committee will review all nominations in order to submit a recommendation to the Executive Committee for confirmation in advance of the YAEP Awards Celebration.

The nominations that do not result in an award will be kept on file for consideration in the two subsequent years.

Eligibility

Any person whose contributions to the Association or education warrant special recognition may be nominated. It is expected that such persons would have served education in at least one of the following:

- as an elected member of the YAEP Executive
- as a professional educator
- as staff of the YAEP or other territorial/provincial/national teacher organization
- as a community advocate for education or children's rights

Presentation

When the Award is given, it shall be presented at the YAEP Awards Celebration. The expenses of attendance of the recipient and one guest shall be borne by the YAEP.

The Award

The presentation will be in the form of a plaque and a special commemorative pin.

The Award will be communicated to the media and other agencies as are appropriate. Recipients will have their names recorded on a plaque displayed in the YAEP office.

Nominations forms are available at the YAEP office.

YAEP Post- Secondary Scholarships

YAEP has a number of post-secondary scholarships available to graduates of Yukon high schools: the *Doris Stenbraten*, *Mary Gartside*, *Elijah Smith* and YAEP 50th Anniversary scholarships

How students can apply

The Yukon Association of Education Professionals is pleased to offer several scholarship opportunities for recent Yukon graduates. These scholarship amounts will be sent to the registrar of the institution of the successful candidates. The recipient of these scholarships will be determined by the Scholarship Selection Committee based on the criteria listed below.

1. Applicants must already be accepted to a formal post-secondary program that will lead to the granting of a trades ticket, diploma, or degree.
2. Applicants need only apply once to qualify for all YAEP scholarships they are eligible for.
3. Applicants are only eligible to win one YAEP scholarship per year. Applicants will be screened for the Doris Stenbraten Scholarship first, then the Mary Gartside Scholarship, then the Elijah Smith Scholarship, and finally the YAEP 50th Scholarships.
4. Regardless of an applicant's possible post-secondary academic achievements or credits earned to date, it will only be the applicant's grade 12 marks on a Yukon high school transcript that will be considered (high school graduation within last 5 years) for the academic portion of the scoring.
5. Extra-curricular activities that do not have contact information for the leader/coach/mentor of the program will not be considered in scoring.
6. In the unlikely event of candidates having equal scores, the names of the tied candidates will be placed in a container and the winner will be drawn randomly.

Required Documentation:

1. Completed Application Form
2. Yukon High School transcript
3. Proof of acceptance to post-secondary institution. (Letter of Acceptance or Current Transcript.)

Required documentation must be received at the YAEP Office no later than August 31st, and can be found on the YAEP website: <http://Yaep.ca>

Send application to:

Yukon Association of Education Professionals
2064 2nd Avenue
Whitehorse YT Y1A 1A9

Completed applications may also be emailed to admin@Yaep.ca

Yukon Association of Education Professionals Scholarship Criteria

Doris Stenbraten Scholarship (\$750)

Doris Stenbraten was an English teacher at F. H. Collins and a former President of the Yukon Association of Education Professionals.

- Awarded to an applicant enrolled in an Undergraduate Education Program (B.Ed) that will lead to eligibility for Teacher Certification.
- Awarded based on:
 - Highest Grade 12 Average (Weight 100%)

Mary Gartside Scholarship (\$750)

Mary Gartside led a group of Whitehorse teachers in the formation of the professional organization, in the spring of 1955. This organization ultimately came to be called the Yukon Association of Education Professionals.

- Awarded to an applicant enrolled in an Undergraduate Education Program (B.Ed) that will lead to eligibility for Teacher Certification.
- Awarded based on:
 - Grade 12 Average (Weight 50%)
 - Participation in School-based Extra-Curricular Activities (Weight 25%)
 - Participation in Community-based Extra-Curricular Activities (Weight 25%)

Elijah Smith Scholarship (\$750)

Elijah Smith was a highly respected leader of Yukon First Nations. As an Elder, he taught many Yukoners about the traditional ways of living of Yukon First Nations. Elijah Smith tabled the first land claim in Ottawa on behalf of Yukon First Nations. The 1992 AGM established the Elijah Smith Scholarship.

- Applicants of Yukon First Nation ancestry will be considered first. If there are no Yukon First Nations applicants (as indicated on their applications), who also meet the criteria below, selection will be open to other applicants who meet the listed criteria.
- Applicants in a First Nations Studies program, or an Education program, or a Leadership Program (in that order) will be considered first.
- If there are no applicants who meet the first two considerations, the scholarship will be open to other applicants.
- Awarded based on:
 - Grade 12 Average (Weight 50%)
 - Participation in School Extra-Curricular Activities (Weight 25%)
 - Participation in Community-based Extra-Curricular Activities (Weight 25%)

YAEP 50th Anniversary Scholarships (\$500 x 2 Recipients)

The Yukon Association of Education Professionals, commemorating its 50th anniversary in 2005, established a bursary of \$500.00 with the intention of supporting two students pursuing a post-secondary education opportunity. This bursary amount will be sent to the registrar of the institution of the successful candidate. The recipient of this bursary will be determined by the Scholarship Selection Committee as follows:

- One recipient awarded to an applicant enrolled in academic studies.
- One recipient awarded to an applicant enrolled in a trades program.

Note: If no applicants enrolled in a trades program, second winner can also come from academic studies.)

- Awarded based on:
 - Grade 12 Average (Weight 50%)
 - Participation in School Extra-Curricular Activities (Weight 25%)
 - Participation in Community-based Extra-Curricular (Weight 25%)