

Part I General Principles

1.1 As of the 2011-2012 school year, a program designed to recognize value added and to assist in the assignment, recruitment and retention of teachers (hereinafter referred to as the "program") shall be set up, on the one hand, to recognize value added and, on the other hand, to allow the granting of incentive premiums for assignment, recruitment and retention.

1.2 Recognition supplements shall be granted for value added in assuming responsibilities in addition to the duties and responsibilities prescribed in the collective agreement.

The activities for which recognition supplements are granted are mainly the activities prescribed in subclause d) of clause 8-7.02 of the entente.

The projects for which recognition supplements are granted can be carried out individually, in a group or by school and may include, among others, sports, the arts or programs offered outside of the workweek (article 8-6.00 of the entente).

1.3 Incentive premiums are designed to recruit and retain qualified or experienced candidates, to facilitate assignment to positions deemed difficult or to recognize exceptional situations (for example, a group with a particularly high number of students in adult education).

1.4 This appendix applies to the recognition program negotiated by the provincial parties. The program is not designed to replace or cancel local recognition initiatives already in place, but rather is complementary, where applicable.

1.5 This appendix applies to all the teachers of the board.

Part II Roles and Responsibilities

Provincial Advisory Committee (PAC)

2.1 Under this appendix, the PAC's mandate shall be:

- a) to study any provincial matter concerning the program submitted to it by school boards or QPAT;
- b) to prepare guidelines allowing boards to report on the measures in place for the recognition of value added and assistance in assignment, recruitment and retention, the expected effects of the measures introduced, the allocation criteria, the number of persons concerned and the attainment of the expected effects;

- c) to receive the reports of school boards concerning the recognition program and to periodically evaluate the program;
- d) to submit, during the 2014-2015 school year, a final evaluation report, including recommendations, to the Ministère.

Board-level participating body of teachers

- 2.2 The board shall inform a board-level participating body of teachers¹ of the amount available to the board under point 3.1 of this appendix.
- 2.3 In keeping with this appendix, the mandate of a board-level participating body of teachers shall be:
- a) to recommend, on the basis of the amount available, to the board the portion to be allocated for incentive premiums and the allocation of that portion;
 - b) under point 3.4 and on the basis of the information obtained from school administrations, to prepare a report determining the total credits accumulated by each teacher so that the board may distribute, among the teachers, in accordance with point 3.7, the amount identified as recognition supplements;
 - c) to evaluate periodically the efficiency of the program on the recruitment and retention of qualified or experienced candidates and on the assignment to positions considered difficult;
 - d) to formulate recommendations to the board on any problem brought to its attention under subparagraph d) of point 2.5;
 - e) to report annually or upon request to the board. The report shall deal with the value-added recognition measures set up, the expected effects of the measures introduced, the allocation criteria and the number of persons concerned. The report shall also include an evaluation of the effects obtained.
- 2.4 Should the board refuse to apply the recommendations of a board-level participating body of teachers formulated under subparagraphs a) and b) of point 2.3, the committee must again address the issue.

School-level participating body of teachers

- 2.5 In keeping with this appendix, the mandate of a school-level participating body of teachers² shall be:
- a) in accordance with point 3.4, to make recommendations on the activities recognized under the program and to ensure the respect of the rules used by the school administration to assign credits;

¹ The membership and terms of reference of this body are determined under Chapter 4-0.00.

² The membership and terms of reference of this body are determined under Chapter 4-0.00.

- b) to periodically evaluate the efficiency of the program in the delivery of the activities concerned;
- c) to make recommendations to a board-level participating body of teachers concerning certain positions or classes considered difficult in their school;
- d) to report to a board-level participating body of teachers any difficulty in applying the program.

In carrying out its mandate, a school-level participating body of teachers shall take into consideration, where applicable, the school organization plan established under article 8-10.00.

Part III Distribution of Amounts

- 3.1 For each school year, the Ministère shall distribute equally, among the nine English-language school boards, 10% of the amount allocated for the program. The residual amount shall be distributed among the nine school boards in proportion to the number of teaching positions funded by the MELS in the three sectors.
- 3.2 The board shall deduct from the amount received under point 3.1 any amount paid during the school year as a result of any grievance that arose from the application of this appendix.

In the event that the program is withdrawn or not renewed under Part IV, the board must also provide a reserve to cover any amount that may be paid concerning any grievance that arose or will arise as a result of the application of this appendix.

- 3.3 Following the recommendations of the board-level participating body of teachers, the board shall determine the proportion of the annual funding that it intends to earmark for incentive premiums and shall allocate the amount in keeping with point 3.6.
- 3.4 No later than June 1 or on any other date agreed to by the board and the union, as a result of the work of the board-level participating body of teachers, the board shall pay the teachers concerned³, in keeping with point 3.7, the value-added recognition premium in proportion to the credits obtained by teachers during the school year based on the following principles:
 - a) Activities that are normally held at a frequency of once a week throughout the entire school year shall count as 30 credits—examples: stamp club, photography club, tutoring, mentoring.
 - b) Activities that are normally held at a frequency greater than once a week for part of the school year (approximately 30 sessions) shall count as 30 credits—examples: track and field team, badminton team, drama club, choral group.

³ Subject to point 3.2

- c) Activities that are normally held at a frequency greater than once a week throughout the entire school year shall count as 60 credits—examples: judo club, gymnastics club, swimming club.
 - d) Major activities including, among others, a school band, senior football team, senior basketball team, annual revue that are held frequently for part of the school year (approximately 60 sessions) shall count as 60 credits for the person in charge (head coach, band leader, etc.). These activities shall count as 45 credits for regular assistants.
 - e) Supervision of an intramural program shall count as one credit per session provided that each session lasts at least 30 minutes—examples: afternoon skating, school choir. A maximum of 60 credits may be granted per teacher for any one activity.
 - f) Other extracurricular activities shall be recognized at the rate of one credit per session provided that each session lasts at least 30 minutes. A maximum of 60 credits may be granted per teacher for any one activity.
 - g) As regards the maximums prescribed in subparagraph d), teachers accompanying students on overnight educational outings, which are approved by the board according to its policies, shall obtain 10 credits per night up to 30 credits per year.
- 3.5 Credits shall be granted for voluntary participation in activities approved by the principal after consulting the committee prescribed in point 2.5.
- 3.6 The annual incentive premium granted to a teacher, if need be, shall be limited to a maximum amount equivalent to 8% of his or her annual salary.
- 3.7 The annual recognition supplement granted to a teacher, if need be, shall be limited to a maximum amount equivalent to 8% of his or her annual salary.
- 3.8 Premiums and supplements shall not be pensionable earnings.

Part IV Program Evaluation and Follow-up

- 4.1 If the program does not achieve the expected effects or creates adverse effects, it shall be reviewed or withdrawn.
- 4.2 The final report prepared by the PAC under subparagraph d) of point 2.1 shall enable the Ministère to decide on which of the aforementioned measures will be removed or renewed.