



YCS Substitute Teacher Information

Updated: September 2, 2025

Welcome to substitute teaching and the Northwest Territories Teachers' Association! While you are substitute teaching, 1.5 percent of your substitute teacher pay goes to NWTTA dues. Therefore, you are represented by the NWTTA during the days you substitute teach.

The NWTTA believes in having an informed membership. As a substitute teacher, you are entitled to certain rights and responsibilities as outlined in the current YCS-NWTTA Collective Agreement. You are encouraged to read this document available at <https://nwtta.nt.ca/publications/collective-agreements>

Labour Relations and Legal Assistance

The NWTTA may represent or assist you when dealing with employer problems, working conditions or legal matters. The NWTTA interprets the Collective Agreement for its members. If there are concerns, please read Article 21 in the Collective Agreement regarding grievance procedures or contact the NWTTA Central Office at 867-873- 8501 or membership@nwtta.nt.ca

Protecting Yourself Against Allegations

- Avoid touching students.
- Avoid meeting with students outside of school.
- Avoid driving students in your personal vehicle. Don't drive students home. If absolutely necessary, have students sit in the back seat and drop off high-risk students first.
- Do NOT email students. Once the email message leaves your computer you no longer have any control over its contents and your address is no longer private.
- Avoid mixing socially with students, particularly if alcohol is involved. Teachers should never drink with students. Be aware that a number of high school students may be of legal drinking age and be in public recreational areas with you. You may be at community gatherings where underage students are in attendance.
- Never date students, even adult students.
- Avoid keeping a student alone in the classroom for long periods of time after dismissal. Always have students phone home if they are to stay after school.
- Do NOT cover the windows of your classroom door. If your door has no windows, leave it open.
- Avoid situations where you are alone with a particular student. Teachers should make it their habit to visit each other's rooms frequently. It is important to have the perception that your classroom is an "open" environment.
- Students should never be invited home nor should a teacher ever go home with a student. Suggestions include having a credible adult witness, having students visit in small groups, having clear expectations of when visits are appropriate.
- Avoid physical demonstrations of concern, such as hugs, unless in public view of colleagues or other students. Physical contact should be initiated by students only and should occur in the presence of other adults or students.

If you are accused of assault or other criminal offense related to your substitute teaching, please follow this process:

1. Call NWTTA Central Office immediately at 867-873-8501.
2. If President Rita Mueller, Executive Director Matthew Miller or Assistant Executive Director Sara McCrea are not available, or if this occurs after office hours, call Rita (867-446-2627), Matthew (867-678-5968) or Sara (867-688-7643) on their mobile phone and leave a message if they don't answer.
 - The RCMP are NOT your advocates. Their responsibility is to investigate the complaint. Do not speak prior to obtaining counsel.
 - Do not submit a written statement to the Principal or anyone else until you have first cleared it with a lawyer.
 - Record immediately the circumstances of the incident and continue to document all matters relevant to the matter.
 - Do not speak of the matter with anyone, especially the student and/or family, except NWTTA Central Office and our legal counsel.
 - Have courage; it may be a long process.

If you are assaulted or abused while substitute teaching:

- Inform the Principal/office staff right away.
- Document the incident as much as possible.
- Complete an NWTTA Incident Report—available on the front page of nwtta.nt.ca
- Report situation to the RCMP—lay charges if necessary.
- Complete a WSCC Worker's Report of Injury if appropriate

Urgent Member Assistance

Central Office: 867-873-8501

Matthew Miller: 867-678-5968 (mobile)
Executive Director

Sara McCrea: 867-688-7643 (mobile)
Assistant Executive Director

Rita Mueller: 867-446-2627 (mobile)
President

Substitute Pay and Allowances

You are entitled to the following pay and allowances. Please refer to the Collective Agreement for further clarification. Always double check your pay stubs—mistakes do happen.

Article 7—Substitute Teachers

7.01

Substitute teachers, who work five (5) or less consecutive days in the same position, shall be paid one-one hundred ninety-two (1/192) of category two (2) step zero (0) of the Salary Schedule stipulated in this agreement. Substitute teachers who work more than five (5) consecutive days in the same position, shall be paid one-one hundred ninety two (1/192) of the salary grade stipulated in accordance with a NWTTS assessment beginning on day six (6).

Substitute teachers submit proof of qualifications, for certification purposes, to the Department of Education, Culture and Employment. The TQS (Teacher Qualification Service) committee will decide appeals of placement on the Substitute Teacher Salary Grid.

Substitute teachers who only work a partial day will be paid one-half their daily rate of pay.

YCS Daily Substitute Rate for 2025-2026 is

\$348.57