

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 Executive Director Adrien Amirault, Assistant Executive Director David Murphy or President Fraser Oliver are not available, inform the Administrative Assistant of the allegation. If this occurs after office hours, call Adrien (867-446-8825), David (867-444-0253) or Fraser (867-447-3636) 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 nwttta.nt.ca
- Report situation to the RCMP—lay charges if necessary.
- Complete a WSCC Worker's Injury Report if appropriate

Urgent Member Assistance

Central Office: 867-873-8501
 Adrien Amirault: 867-446-8825 (mobile)
 David Murphy: 867-444-0253 (mobile)
 Fraser Oliver: 867-447-3636 (mobile)

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.

Salary A 1.08

1. Substitute Teachers will be paid the daily rate of the Substitute Teacher Salary Grid in Appendix D in accordance with their qualification and teaching experience.

2. Qualifications

- a) Level 1: Less than a post secondary degree.
- b) Level 2: University degree but not in education.
- c) Level 3: Education degree.

3. Teaching Experience

- a) Step 1: Less than 1 year of teaching experience.
- b) Step 2: 1 but less than 3 years of teaching experience.
- c) Step 3: Over 3 years teaching experience.

4. Substitute teachers submits 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.

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

APPENDIX D

Substitute Teacher Salaries

As of August 1, 2017 continuing to July 31, 2018

		Level	Level	Level
Step	Years of Experience	1	2	3
1	0	\$214.82	\$257.79	\$309.34
2	1-3	\$224.66	\$269.60	\$323.52
3	3+	\$234.51	\$281.41	\$337.69