



# **TEACHING STAFF HANDBOOK**

January 2022

## INTRODUCTION

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Welcome to the Frontier School Division.

This reference handbook is designed to give you a brief introduction to Frontier School Division and provide you with a summary of the main features of the benefits provided by the Division.

This handbook does not confer or create any contractual right. All rights with respect to benefits provided are given in the plan texts. For full particulars of plan rules and benefits, consult the plan documents.

In the event of any variations between this handbook and the provisions of the plan texts, the plan texts will prevail. Where questions arise regarding interpretation, the plan texts will govern.

If you are in doubt as to the accuracy of the materials, please contact one of the individuals listed below.

If you have any questions, or if you would like to talk to someone about the plans, or if you wish to receive paper copies of any benefit booklets please call:

**Lisa Knight**  
**Pension & Benefits Specialist**  
**204-258-2724**

Or

MTS Benefits Representative  
Phone: 204-888-7961  
Toll Free: 1-800-262-8803

Benefit booklets are available online at <https://www.fsdnet.ca> and [www.mpsebp.ca](http://www.mpsebp.ca)

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## HUMAN RESOURCES CONTACT LIST

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### **Janina Goldenstein - Human Resources Manager**

Phone: 204-258-2733

Email: janina.goldenstein@fsdnet.ca

- Collective Agreement Interpretation
- Employee and Labour Relations
- Human Resources Policies and Processes

### **Lisa Hepworth - Human Resources Assistant**

Phone: 204-258-2720

Email: lisa.hepworth@fsdnet.ca

- Appointment Forms
- Course Allowances - Support staff
- Job Postings
- Performance Evaluations
- Salary Administration
- Service Awards
- Seniority
- Teacher Certification

### **Lisa Knight - Pension & Benefits Specialist**

Phone: 204-258-2724

Email: lisa.knight@fsdnet.ca

- Benefits Inquiries (Blue Cross, Life Insurance)
- Pension Inquiries (Plan Enrolment/Termination, Pension Statements, Retirements)
- Long Term Leaves of Absences (LTD, Maternity & Parental Leaves)
- WCB Claims

### **Fern Janzen - Human Resources Secretary**

Phone: 204-258-2721

Email: fern.janzen@fsdnet.ca

- General Inquiries
- New Employee Documentation
- Employee Absence Entry and Reporting

**Human Resources Confidential Fax Number** 204-258-2068

## GENERAL INFORMATION

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### PAYROLL INFORMATION

Frontier School Division deposits your pay directly into your bank account. You may request to have the pay deposited into a maximum of two separate accounts.

Salaries for teachers are outlined in the Collective Agreement between Frontier School Division and Frontier Teachers' Association. Classification and years of experience for placement on the scale is determined by Manitoba Education Professional Certification.

The Division does not provide pay advances.

Make sure you check your pay stub to ensure you are paying for the correct benefits.

#### Payroll Contact List:

##### **Diane Baudru – Payroll Administrator - Teacher Payroll**

Phone: 204-258-2753

Email: [diane.baudru@fsdnet.ca](mailto:diane.baudru@fsdnet.ca)

##### **Nicole Joseph – Payroll Administrator - Substitute Teacher Payroll**

Phone: 204-258-2745

Email: [nicole.joseph@fsdnet.ca](mailto:nicole.joseph@fsdnet.ca)

### ATTENDANCE

Division Policy E.1.1 – Employee Attendance states, “Good employee attendance enables the Division to achieve its goals and objectives, to operate effectively, and to successfully meet its obligations to provide quality education for the Division’s students.”

While employees are expected to attend to personal matters outside of working hours, there will be occasions where an absence from work will be necessary. To report absences teachers are to use the Request for Leave form which can be found on the Division website

(<https://www.fsdnet.ca/About/Departments/HR/Documents&Forms/Pages/default.aspx>).

### DRESS CODE

Although there is no official dress code, all employees are expected to dress appropriately for the school or office and project a professional image.

### PERFORMANCE EVALUATIONS

All teaching staff are to be evaluated utilizing the Supervision for Growth model annually as well as participating in the appropriate performance evaluation cycle.

The Supervision for Growth Handbook can be found on the Division website (<https://www.fsdnet.ca/About/Departments/HR/Documents&Forms/Pages/default.aspx>).

## **GENERAL INFORMATION**

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### **STAFF CONDUCT (POLICY E.1.B.1)**

One of the primary responsibilities entrusted to the Frontier School Board is to nurture, protect and provide for the safety and well-being of its students. To fulfill this trust, it is the Board's expectation that both on and off-duty conduct of all Division staff shall set a positive example for students, parents, and the communities it serves.

### **CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS (POLICY E.1.D)**

Frontier School Division is committed to providing a safe learning and working environment for all students and staff. Therefore, the Division requires all current and prospective employees who are or will be employed with the Division, to obtain Criminal Record Checks (CRC) and Child Abuse Registry Checks (CARC) by the appropriate agencies.

Only Criminal Record Checks and Child Abuse Registry Checks completed within the previous six (6) months of hire date will be accepted.

### **SMOKING ON SCHOOL DIVISION PROPERTY (POLICY E.1.N.1)**

The health and wellness of students and staff is a priority in Frontier School Division. In addition, staff and other adults are role models who encourage students to develop healthy practices. Therefore, there shall be no smoking or use of electronic smoking products by staff and user groups at any time on Frontier School Division property. Property includes all buildings, grounds, vehicles and parking lots but does not include housing.

### **AWARDS PROGRAM (POLICY E.1.P)**

Your service with the Division is valued and is recognized at the following milestones with your choice of gift.

- 10 year
- 15 year
- 20 year
- 25 year
- 30 year
- 35 year
- 40 year
- Retirement

### **RESIGNATION**

Teachers who wish to resign from the Division must provide the appropriate amount of notice, in writing, prior to the deadline specified in their contract (issued at the time they were hired). If a teacher is unsure of the date(s) that applies to them they can contact Human Resources.

Any requests to resign outside of the timelines specified in the contract must be forwarded to the Area Superintendent for consideration and response.

## GROUP HEALTH CARE SUMMARY

(MANITOBA PUBLIC SCHOOL EMPLOYEES MANITOBA BLUE CROSS)

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**Eligibility:** Compulsory for permanent full-time and part-time teachers and term teachers employed on a Limited Term Teaching Contract for at least 60 consecutive teaching days (minimum .30 FTE).

The plan covers the employee, legal or common-law spouse and dependent children.

**Who Pays?** Employee pays 100% of premium.

**Definitions:** **Spouse:** The person with whom you are legally married or have continuously resided with for a least one year in a conjugal relationship. Separated or divorced spouse ineligible.

**Dependents:** All natural children, legally adopted children, stepchildren and children for whom you are the legal guardian. Children of the person with whom you are living in a conjugal relationship are also eligible, provided such children are living with you. All children must be unmarried, under the age of 21 and dependent upon you for support or unmarried and under the age of 25 and in full-time attendance at an accredited educational institution, college or university. The age restriction does not apply to a physically or mentally incapacitated child whose incapacitation commenced while they satisfied the definition of a dependent child, as described above.

**Enrollment:** New teachers become eligible for benefits on their date of employment.

You must enroll according to your true family status, listing all eligible dependents (single or family).

You must add your spouse to your plan when they become eligible (date of marriage or one year from the date of cohabitation). If the change is reported within 90 days of the date of eligibility (date of marriage or one year from date of cohabitation), coverage for the spouse and dependent children (if any) will commence on the date of eligibility. If not reported within 90 days of the date of eligibility, coverage for the spouse and dependent children (if any) will commence one year from the date of eligibility.

You can waive enrollment in this plan if you are covered under another plan. When you lose coverage under the other plan, you can enroll in this plan within 90 days. Benefit restrictions may apply if you enroll after 90 days. **Once you are a member of this plan, you cannot cancel coverage, unless you obtain coverage elsewhere.**

**GROUP HEALTH CARE SUMMARY**  
(MANITOBA PUBLIC SCHOOL EMPLOYEES MANITOBA BLUE CROSS)

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**Extended Health Benefits**

No deductible; 80% reimbursement of eligible expenses

**Ambulance** Full payment of reasonable and customary charges for services provided within the province. Air ambulance paid up to the amount equivalent had the services been provided by ground ambulance.

**Medical Van** Non-emergency charges by a participating medical transfer service are covered up to lifetime maximum of \$500 per person.

**Prescription** Unlimited to person's Pharmacare deductible.

**Drugs Dispensing Fee**

Dispensing fees for prescription drugs are covered to a maximum of \$7.00 per prescription.

**Paramedical** Combined total of \$850 per person per year (up to the paramedical maximums)

**Practitioners**

Athletic/Physiotherapy	Naturopath
Audiologist	Osteopath
Chiropractor	Podiatrist/Certified Foot Care Nurse
Massage Therapist	Registered Dietician
Occupational Therapist	Speech Therapist
Clinical Psychologist	

**Assisted Care** (Home Care, Health Care Aid, Homemaker) up to \$30 per day for maximum of 14 days per illness or injury. Services must be prescribed by the attending physician or nurse practitioner and be provided within 12 months following discharge from hospital as an in-patient.

**Cardiac Rehabilitation** Lifetime maximum benefit of \$500 for patients with diagnosed cardiac disease requiring the services of a recognized cardiac rehabilitation program when prescribed by the attending physician or nurse practitioner.

**Foot Orthotics** With prescription up to \$500 per person per calendar year.

**Hearing Aids** Charges for the purchase or repair of hearing aids when prescribed by an otologist or audiologist to a maximum of \$2,000 per person during any 5 consecutive year period. Charges for regular maintenance, batteries or recharging devices are not eligible.



**GROUP HEALTH CARE SUMMARY**  
(MANITOBA PUBLIC SCHOOL EMPLOYEES MANITOBA BLUE CROSS)

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<b>Private Duty Nurse</b>	Charges for private duty nurse or home visits by a professional registered nurse (not a relative) either in the hospital or home when prescribed by the attending physician or nurse practitioner, up to an annual maximum benefit payment of \$3,000 per person per calendar year.
<b>Vision Care</b>	Maximum of \$300 per person during any 24 consecutive month period following the actual purchase date of the first vision care item claimed.
<b>Travel Health Care</b>	Charges for medical, surgical, and hospital services resulting from an accident or illness while traveling out of the province (unlimited). Coverage is for 90 days for those under 65 years of age and 60 days for those over 65 years of age.
<b>Prosthetic Appliances, Remedial Equipment &amp; Medical Appliances</b>	<b>For details, please contact Lisa Knight, Pension &amp; Benefits Specialist</b>

## DENTAL PLAN SUMMARY

(MANITOBA PUBLIC SCHOOL EMPLOYEES MANITOBA BLUE CROSS)

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**Eligibility:** Compulsory for permanent full-time and part-time teachers and term teachers employed on a Limited Term Teaching Contract for at least 60 consecutive teaching days.

The plan covers the employee, legal or common-law spouse and dependent children.

**Who Pays?** Employee pays 50% of premium, Division pays 50%.

**Definitions:** **Spouse:** The person with whom you are legally married or have continuously resided with for a least one year in a conjugal relationship. Separated or divorced spouse ineligible.

**Dependents:** All natural children, legally adopted children, stepchildren and children for whom you are the legal guardian. Children of the person with whom you are living in a conjugal relationship are also eligible, provided such children are living with you. All children must be unmarried, under the age of 21 and dependent upon you for support or unmarried and under the age of 25 and in full-time attendance at an accredited educational institution, college or university. The age restriction does not apply to a physically or mentally incapacitated child whose incapacitation commenced while they satisfied the definition of a dependent child, as described above.

**Coordination of benefits:** where employee is insured under more than one plan, benefits are paid from each plan. Coverage will not exceed treatment costs.

**Enrollment:** New teachers become eligible for benefits on their date of employment. You can waive enrollment in this plan if you are covered under another plan or have Treaty status.

**Benefits:** Basic and Major dental benefits are subject to a combined maximum of \$1,500 per person per calendar year. If you commence employment after July 1<sup>st</sup>, benefits will be limited to a maximum of \$750 for the remainder of that year.

You will be reimbursed:

- 100% of eligible expenses for “Basic” dental services
- 50% of eligible expenses for “Major” dental services
- 50% of eligible expenses for “orthodontics” (braces) to a lifetime maximum of \$1,500 for dependent children up to the age of 21 or up to the age of 25 if in full-time attendance at an accredited educational institution, college or university.

## **DENTAL PLAN SUMMARY**

(MANITOBA PUBLIC SCHOOL EMPLOYEES MANITOBA BLUE CROSS)

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### **Pre-Treatment Authorization:**

If the cost of all treatments planned is expected to exceed \$500, Blue Cross must approve the work in advance. Your dentist will submit your claim form, with supporting x-rays directly to Blue Cross. A notice of assessment will be issued to you and your dentist.

### **Basic Services:**

- Complete examination, once every 3 calendar years
- Recall or oral examinations covered twice in each calendar year.
- Full mouth x-rays, periapical x-rays or panorex x-rays once every 2 calendar years if necessary
- Cleaning twice in each calendar year
- Extractions. Uncomplicated procedures for the removal of teeth which are beyond restoration.
- Fillings made of amalgams, silicates, plastics and synthetic porcelains.
- Periodontics. The usual procedures for treatment of the diseases of the tissues and bones supporting the teeth.
- Root canals

### **Major Services:**

- Inlays and onlays (one per tooth every 5 calendar years)
- Jackets, crowns and bridges to rebuild and replace missing teeth (Only one procedure per tooth every 5 calendar years)
- Partial or complete upper and lower dentures provided by a dentist or licensed denturist. Each procedure limited to once every 5 calendar years. Allowances include all adjustments.

**Exclusions:** please refer to the Dental booklet for exclusions and limitations

**EDUCATOR ASSISTANCE PLAN**  
(MANITOBA TEACHERS' SOCIETY)

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- Eligibility:** Compulsory for all teachers.
- Purpose of EAP:** To provide confidential and voluntary professional counselling  
To provide help and intervention at an early stage of difficulty
- Enrollment:** New teachers become eligible for benefits on their date of employment
- Common Issues:**
- Addictions
  - Family Violence
  - Parenting Skills Development
  - Financial Stress
  - Fertility Issues
  - Chronic Pain and Illness

**To Access Services Please Contact:**

McMaster House  
191 Harcourt Street  
Winnipeg, MB R3J 3H2  
204-837-5801 or 1-800-378-8811

OR

Room 28  
144 – 6<sup>th</sup> Street  
Brandon, MB R7A 3N2  
1-800-555-9336

## **GROUP INSURANCE PLAN SUMMARY**

(Manitoba Public School Employees Group Life Insurance Plan)

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- Eligibility:** Basic life insurance is compulsory for permanent full-time and part-time teachers and term teachers employed on a Limited Term Teaching Contract for at least 60 consecutive teaching days.
- Who Pays?** Basic life insurance - Employee and Division share premium costs.  
Optional life insurance – Employee pays 100% of premium.
- Enrollment:** New teachers become eligible for benefits on their date of employment
- Benefits:** Provides a lump sum payment to your beneficiary or beneficiaries in the event of your death. Available at 200%, 300%, 400%, 500%, 600% and 700% of annual earnings.
- Coverage ends:** On the earliest of the following dates:
- The end of the month following the date of termination of employment or retirement, or on August 31st if your termination or retirement occurs at the end of the school year in June;
  - The end of the period for which the last premium is paid for your insurance;
  - The date the policy terminates.

## **FAMILY LIFE INSURANCE PLAN**

(Manitoba Public School Employees Group Life Insurance Plan)

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- Eligibility:** Optional for permanent full-time and part-time teachers and term teachers employed on a Limited Term Teaching Contract for at least 60 consecutive teaching days.
- Who Pays?** Employee pays 100% of premium.
- Enrollment:** New teachers become eligible for benefits on their date of employment.
- Benefits:** In the event of your spouse's death you receive a lump-sum benefit of \$20,000.
- In the event of your child's death you receive a lump-sum benefit of \$10,000.

## **ACCIDENT INSURANCE (formally Accidental Death and Dismemberment Insurance)**

(Manitoba Public School Plan Employees Group Life Insurance Plan)

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<b>Eligibility:</b>	Optional for permanent full-time and part-time teachers and term teachers employed on a Limited Term Teaching Contract for at least 60 consecutive teaching days. Coverage may include employee, spouse and dependents.
<b>Who Pays?</b>	Employee pays 100% of premium.
<b>Enrollment:</b>	New teachers become eligible for benefits on their date of employment.
<b>Benefits:</b>	<p>Provides a lump-sum payment in the event of death or loss of a limb, sight, hearing, etc. resulting from an accident.</p> <p>Employee chooses the amount of insurance (called the principal sum) in units of \$18,000 to a maximum of \$360,000.</p> <p>If you die, the benefit is paid to your designated beneficiary or beneficiaries or to your estate if you do not have a beneficiary. If you suffer a covered loss, the benefit is payable to you. You are the beneficiary if your spouse or eligible dependent children die or suffer a covered loss. The maximum amount paid for all losses to an insured person resulting from any one accident is the principal sum. Refer to benefit booklet for more details.</p>

## **SHORT TERM DISABILITY PLAN SUMMARY**

(MTS DISABILITY)

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<b>Eligibility:</b>	Compulsory for all teachers (no age restriction).
<b>Who Pays?</b>	Employee pays 100% of premium.
<b>Enrollment:</b>	New teachers become eligible for benefits on their date of employment.
<b>Benefits:</b>	Provides income of 60% of pre-disability earnings (non-taxable) after accumulated sick leave is exhausted, up to the 80th working day, whichever is longer.

## **LONG TERM DISABILITY PLAN SUMMARY**

(MTS DISABILITY)

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- Eligibility:** Compulsory for all teachers with more than 0.3 FTE (full time equivalent) and have a contract length of more than 40 days.
- Who Pays?** Employee pays 100% of premium.
- Enrollment:** New teachers become eligible for benefits on their date of employment.
- Benefits:** Provides income of 80% of pre-disability net earnings (non-taxable) after accumulated sick leave is exhausted, up to the 80th working day, whichever is longer.
- Maximum Benefit Period: For employees who are contributors to the Teachers' Society Staff Pension fund, until the end of the school year following age 60 or the accumulation of 30 years of pensionable service, whichever occurs later, but in no event past the employee's 65<sup>th</sup> birthday.
- Benefit paid for first 15 months of disability if unable to perform the regular and customary requirements of that occupation.
- After the initial assessment period, if the employee continues to be unable to work, the benefit will continue if unable to be gainfully employed in any occupation that provides at least 60% of pre-disability earnings. Availability of work is not considered when assessing disability.

## **TEACHERS' RETIREMENT ALLOWANCES FUND**

(MTS)

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Your TRAF pension is a valuable asset and is designed to provide you with retirement income during your lifetime.

Contact:

Teachers' Retirement Allowances Fund  
Johnston Terminal  
330-25 Forks Market Road  
Winnipeg, MB R3C 4S8  
Phone: 204-949-0048 Fax: 204-944-0361  
Email: [info@traf.mb.ca](mailto:info@traf.mb.ca)  
Website: [traf.mb.ca](http://traf.mb.ca)

**GROUP REGISTERED RETIREMENT SAVINGS PLAN (RRSP) or  
TAX FREE SAVINGS ACCOUNT (TFSA)  
(GREAT WEST LIFE)**

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- Eligibility:** Optional for full-time and part-time employees.
- Who Pays?** Employee pays contributions by payroll deduction.  
No minimum contribution required.  
Maximum determined by Revenue Canada.
- Enrollment:** Employees can enroll, cancel, and re-enroll at any time.
- Benefits:** Member and Spousal RRSP contributions.

**For details, please contact Lisa Knight, Pension & Benefits Specialist**