

**LANGLEY TEACHERS' ASSOCIATION
POLICIES
2025 09 17**

AFFILIATION

Affiliation with BC Federation of Labour

Policy: That the LTA Executive continue to affiliate with the BC Federation of Labour and New Westminster & District Labour Council.

Policy Date: 96 11 20 EC Mtg.

Policy: That the LTA withdraw from the Langley Chamber of Commerce.

Policy Date: 06 09 12 EC Mtg.

Policy: That LTA executive review and determine participation in the BCFed convention subject to the limits of the LTA budget.

Policy Date: 23 02 07 EC Mtg

Policy: That the LTA executive review and determine participation in the CLC convention, subject to the limits of the LTA Budget.

Policy Date: 23 02 07 EC Mtg

AGM ELECTIONS

Length of speeches

Policy: That length of speeches for table officers be up to 3 minutes and for all others up to 2 minutes.

Policy Date: 02 05 08 Special EC Mtg.

Question period

Policy: That the question period for table officers be up to 10 minutes with 1 minute responses from the candidates and 5 minute question period for all other positions with 1 minute responses from the candidates.

Policy Date: 02 05 08 Special EC Mtg.

General Meeting

Policy: That three chairpersons plus an alternate for General Meetings be elected at the previous years AGM.

Policy Date: 2018 10 09 EC meeting

That two notetakers be elected at the previous years AGM.

Policy Date: 2022 01 25 EC Mtg.

AMALGAMATION

Opposition to reductions resulting from amalgamation

Policy: That the LTA oppose any reduction in educational funding and services as a direct or indirect result of amalgamation.

Policy Date: 95 12 13 EC Mtg.

APPEAL PROCESS

Grievances

Policy: Any member who wishes to appeal a decision regarding a grievance which directly affects him/her/them, will appeal first to the Table Officer directly involved, then to the Executive. Such an

appeal should be communicated in writing and the President shall take any available steps to preserve time limits on a without prejudice basis while the appeal to the Executive is pending. If still unsatisfied, then the member will be advised of the options available to him/her/them including recourse under the Labour Code.

Policy Date: 96 09 11 EC Mtg.

Policy: Any member who wishes to appeal a decision or process used by a union committee or officer, then to the Executive. If still unsatisfied, then the member may appeal to a General Meeting.

Policy Date: 96 09 11 EC Mtg.

BARGAINING

Objection to BCPSEA imposed language

Policy: That the LTA objects to BCPSEA trying to impose language that neither the Langley School Board nor the LTA has agreed to.

Policy Date: 96 12 18 EC Mtg.

Opposition to BCPSEA in Local Matters

Policy: That the LTA inform the Board that the Langley Teachers' Association wish to preserve the present working relationship with the Board, and that, in our assessment the interference of the BC Public Sector Employers' Association in Local Matters has a potentially negative effect on that relationship.

Policy Date: 96 02 21 EC Mtg.

BCPSEA

Policy: That the LTA protest the interference of BCPSEA in local negotiations.

That the LTA raise concerns regarding the invitation by the Executive Director of BCPSEA to involve PAC's in the bargaining process. That this involvement:

- will have a negative effect on parent teacher relationships,
- may prolong negotiations,
- may result in protracted, difficult negotiations that may result in job action.

Policy Date: 96 01 31 EC Mtg.

Letters of Understanding

Policy: That the Bargaining Chair be responsible for reviewing all local LOUs by May 15th to present to the LTA executive to be determine whether they should be revised or re-signed for the following school year.

Policy Date: 23 02 07 EC Mtg

BUDGET

Policy: That the LTA Executive on the advice of the auditors, cap the Capital Fund Equipment Acquisition Fund at \$30,000.00 for the following year.

Policy Date: 2014 11 18 EC Meeting

Policy

That the LTA Executive approve the Audited Financial Statements as presented for the Langley Teachers' Association and the numbered company 347675 B.C. Ltd. By November 30th each year to be presented at at the next General Meeting for review. A summary of the audited statements can be made available for a members if requested.

Policy Date: 2022 01 25 EC Mtg.

COMMUNICATIONS

Policy: That the LTA EC use electronic means to distribute EC materials and any other related documents when possible.

Policy Date: 2009 03 10 EC Meeting

Communications Committee Policy

In the event of a concern surrounding any print or online material coming from the LTA sources, the following protocol shall be adhered to:

1. The LTA President, LTA Vice-President or the LTA Communications Chair must be notified verbally and followed up by email.
2. Once the information has been received, the LTA President will call an emergency meeting including, the LTA Table Officers and the LTA Communications Chair in order to evaluate the issue.
3. Once each member at the Emergency meeting has given feedback and counsel on the matter, the LTA president will make a decision and inform the Executive Committee.
4. At the next EC meeting, the LTA Chair of Communication will present the reasons for the initial concern(s) on the article(s) and run through the process that was followed.
5. In the event the recommendation is to cancel the distribution of the information, the final decision will be made by the EC.

Policy Date: 2011 09 27 EC Mtg

Advertisement Policy

Policy: That members advertisements will not be a part of any communications sent out by the LTA.

Policy Date: 96 10 23 EC Mtg.

LTA Bulletin Board

Policy: Each School will have a LTA Bulletin board for Staff Rep contact chart and LTA information.

Policy Date: 96 10 23 EC Mtg.

Editorial Policy for newsletters

Policy: Articles contained herein reflect the view of the authors and do not necessarily express official policy of the Langley Teachers' Association. Letters and/or articles may be edited for reasons of legality, taste, brevity and clarity. To be considered for publication they must be signed.

Policy date: 2022 01 25 EC Mtg.

LTA Privacy Policy

The Langley Teachers' Association (LTA) is committed to protecting the privacy and confidentiality of our members' personal information.

The LTA is committed to complying with the British Columbia *Personal Information Protection Act*, S.B.C. 2003, C. 63 (PIPA). This includes managing the collection, use, disclosure, storage, and ultimate disposition of our members' personal information in ways that safeguard the privacy of our members.

Definitions

Personal Information - for the purposes of this policy means information about an individual. It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business e-mail address, or business telephone number of an individual. Examples of personal information include home address and phone number, social insurance number, and medical information of an individual.

Privacy Officer - means the individual(s) designated responsible for ensuring that the LTA complies with this policy and PIPA. Unless otherwise appointed, the privacy officers will be the full time table officers.

Personal Information Collected

The LTA collects personal information to fulfill its obligations to members and in the course of providing a variety of services. The types of information collected include:

- your name
- home address and telephone number
- social insurance number
- birth date
- gender
- home email address

Additional information may be collected to fulfill our obligations to you or to provide specific services.

Purposes for collection, use and disclosure

We collect and use personal information for the purposes of fulfilling our obligations to you as a member, including the constitution and by-laws, to provide specific services as required, and to fulfill our role as the bargaining agent representing members. The purposes for which LTA collects and uses personal information include:

- to identify you
- to communicate with you
- to confirm your eligibility for services
- to comply with various professional legal and regulatory requirements
- to provide services related to the Salary Indemnity Plan, legal services, grievances, Workers' Compensation Board (WorkSafeBC) advocacy, and pension plan advocacy and assistance
- to conduct research

Protection of personal information

The LTA is committed to protecting your personal information from unauthorized use or disclosure. Our commitment means that:

- We will use your personal information only for the purposes we have identified.
- We will not disclose your personal information without your permission unless we are required or authorized by law to do so.
- We will employ appropriate security measures to ensure only authorized individuals have access to your personal information.
- We will keep your personal information only as long as required.
- When your personal information is no longer required we will destroy it in a confidential, secure method.

Individual access

Individuals have the right to request access to their personal information under the control of the LTA. The Privacy Officers will assist them with their access requests.

Access requests must be submitted by completing the LTA Access Request Form. You may request a form by sending an e-mail to the LTA Privacy Officer at mail@langleyteachers.com and returning the form by mail to LTA, #100, 5786 Glover Road, Langley BC V3A 4H9, Attention Privacy Officer. In certain situations, further to privacy legislation, we may not be able to provide access to certain personal information that we hold about an individual. Examples of where we may not provide access include, but are not limited to, the following:

- where provision may reveal personal information about another individual;
- where the information is subject to solicitor-client privilege;
- where the information was collected in relation to an investigation or a contravention of a federal or provincial law; or
- where provision could reasonably be expected to threaten the health or safety of an individual.

If access cannot be provided, the LTA will notify the individual making the request, in writing, of the reasons for the refusal. Where access has been provided and where the information is demonstrated to be inaccurate or incomplete, the LTA will amend the information as required.

Questions or concerns regarding LTA's privacy procedures

An individual may direct their general questions regarding privacy at LTA, as well as any questions or concerns regarding LTA's compliance with this policy, by mail to the LTA at #100, 5786 Glover Road, Langley, BC V3A 4H9, Attention Privacy Officer.

The LTA will investigate any complaints received in writing. If a complaint is found to be justified, the LTA will take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. An individual will be informed in writing of the outcome of the investigation regarding his or her complaint.

Policy Date: 2011 03 15 EC Mtg.

Collective Agreement

Policy: Every LTA member should be notified that the updated Collective Agreement can be accessed online when a new version is available and if a hard copy is requested they will be made available. Also each staff representative will receive a hard copy of the Collective Agreement.

Policy date: 2022 01 25 EC Mtg.

DONATIONS

Donations on behalf of LTA member

Policy: that a standard donation of \$50.00 be presented by the LTA on behalf of any LTA member who dies.

Policy Date: 97 01 15 EC Mtg.

Policy: That the LTA make donations using the following criteria as policy:

a) that donations be budgeted as a line item in the annual LTA budget. Any decision to exceed the budget allocation requires approval by the Executive Committee through a vote . Any funds remaining at fiscal year end will be returned to general revenue.

b) that donations be made for the following purposes:

- i. condolences or contributions to charities to honour members who have passed away while in service.
- ii. support to BCTF locals.
- iii. support to Langley School District CUPE locals.
- iv. support to organizations advancing public education issues in BC
- v. community social groups working on behalf of children and families.
- vi. national and international educational and social groups working on behalf of teachers, children, and families.

c) that in granting charitable donations to outside secular organizations, the Executive Committee be guided by the following criteria:

- i. priority will be given to those requests that deal with matters related to teachers, education, and children.
- ii. the organization has a district, provincial, national, and/or international profile.
- iii. the work of the organization has a positive impact on teachers and/or students.
- iv. the donation does not address the need for adequate funding within the public education system.
- v. the donation is not used for operating expenses such as wages or utilities.
- vi. the goals and actions of the organization are not in conflict with policies of the LTA or the BCTF.

Policy date 07 02 27 EC Mtg.

EXECUTIVE

Grievances

Grievance Committee

Policy: That a Grievance Committee be established composed of Table Officers and two other executive members to be determined at the planning session prior to the start of the year. The

committee will be released a minimum of one time per month as determined by the Grievance matters.

Policy Date: 2022 01 25 EC Mtg.

Grievance

Policy: That the LTA continue with three members in attendance for the Step 3 Grievance Committee.

Policy Date: 96 08 28 EC Mtg.

Payments/Reimbursements/Expenses

Payment beyond regular work year for LTA business

Policy: That a member who is requested by the President and agrees to work on behalf of the Association beyond the regular work year shall receive at the member's option:

- a) payment at the rate of 1/189th of the Teacher's annual salary for each day worked, or
- b) the equivalent release time during the regular work year.

Policy Date: 92 09 02 EC Mtg.

Mileage beyond regular work year for LTA business

Policy: That the President receives \$305.00 mileage claim for the business travel incurred in the two summer months, July and August.

Policy Date: 2022 04 12 EC Mtg.

Mileage Reimbursements for Table Officers

Policy: That the President receives \$ 305 per month mileage claim for the business travel incurred in the ten months of the school year.

Policy: That the 100% Vice-President receives \$305 per month mileage claim for the business travel incurred in the 10 months of the school year.

Policy: That the 60% Vice-President receives \$183 per month mileage claim for the business travel incurred in the 10 months of the school year.

Policy: That the 40% Vice-President receives \$122 per month mileage claim for the business travel incurred in the 10 months of the school year.

Policy Date: 22 04 12 EC Mtg.

Mileage explanation that resulted in the above claims

Policy: That the LTA mileage rate be equal to the CRA reasonable travel allowance rate.

Policy date: 22 04 12 EC Meeting

Policy: The LTA President and Vice Presidents receive mileage expense while on Association business on the following basis:

- a) mileage in excess of the normal route to and from work, at the CRA reasonable travel allowance rate, or
- b) a flat monthly rate calculated at 500 km multiplied by the CRA reasonable travel allowance rate;
- c) insurance cost difference between 'to and from work' category 'to business' category
- d) That the LTA President received a mileage claim for the business travel incurred in the two summer months of July and August.

Policy Date: 22 04 12 EC Mtg.

EXPENSES

Expenses for Association Business

Policy: That Expenses for Association business be subject to the limits of the LTA budget, or the budget of a committee, and the Association will reimburse members for out of pocket expenses involved in carrying out the official business of the Association as defined herein.

Policy Date: 88 08 31 EC Mtg.

Childcare Expenses

Policy: 1. That reasonable childcare costs will be reimbursed for the purpose of attending:

- a) Executive meetings;
- b) Staff representative meetings;
- c) Committee meetings;
- d) Meetings held out of normal school hours at which the member is acting as an official representative of the Association.

2. Childcare services will be provided at general meetings of the Association to promote high levels of attendance.

Policy Date: 88 08 31 EC Mtg.

Mileage (General Business)

Policy: Mileage reimbursement at BCTF rates shall apply on the following basis:

- a) mileage in excess of the normal route to and from work on school days;
- b) all mileage on non-school days.

No mileage reimbursement may be claimed for meetings held within the district on school days.

Policy Date: 88 08 31 EC Mtg.

Mileage (Executive on Non-working Days)

Policy: That LTA reimburse Executive member who attend meetings on non-working days for mileage to and from meetings to home.

Policy Date 06 10 10 EC Mtg

Expenses for Association Business

Policy: That the Executive may approve reimbursement for other expenses.

Policy Date: 88 08 31 EC Mtg.

Cell Phones

Policy: That the LTA provide cell phone for the President and Vice Presidents to conduct LTA business.

Policy date: 2022 01 25 EC Mtg.

Meal Expenses

Policy: All members of the Executive including shared chairs shall receive a BCTF meal per diem for attending the duration of each bi-weekly executive meeting and all emergency Executive meetings.

- This policy will extend to invited guests who attend Executive meetings.
- Special event meeting such as the December holiday meeting, end of year wrap up and Summer planning meetings will be exempted from this policy as full meals are provided.
- Per diem payments will issued to Executive members in December, March and June based upon the attendance sign in sheets at each meeting.
- Policy Date: 22 01 25 EC Mtg.

Executive Members

Executive to visit school two times yearly

Policy: That the Langley Teachers' Association Executive adopt a policy of visiting all schools and work sites at least twice during each school year as a means of increasing direct communication with the membership and developing and maintaining membership support.

Policy Date: 92 10 27 EC Mtg.

BCTF Summer Conference

Policy: That we adopt the following as policy for selection of LTA candidates to attend the BCTF Summer Conference. Preference will be given to candidates in the following order:

- *will be a member of the LTA Executive next school year
- *workshop is most directly related to area of Executive responsibility
- *contests resolved by secret ballot of Executive members.

Policy Date: 93 09 15 EC Mtg.

Executive Release Time

Policy: to increase table officer release time from 3.2 to 3.8 FTE

Policy Date: 2025 04 16 Special General Mtg.

Policy: that the breakdown for released Vice President's be as follows:

VP - 1.0; VP2 - 1.0; VP3 - 0.6; VP4 - 0.2

Policy Date: 2025 04 16 Special General Mtg.

Policy: That we continue without a hierarchy of Vice President's and identify them according to their percentage of release. VP1; VP2; VP3; and VP4

Policy Date: 2025 04 01 EC Mtg.

Release Time

Policy: That the Langley Teachers' Association amend the policies to compensate the incoming, full-time released Vice President of the Association each year for work required during the first week of July, and the last week of August an amount equivalent to 1/20 of their current salary, as well as associated mileage.

Policy Date: 25 02 18 EC Mtg.

Policy: That Executive committee members or other members of the Association continue to be released, as necessary and that at the discretion of the President, to carry out the business of the Association.

Policy Date: 94 05 09 EC Mtg.

District Committee Appointments

Policy: That Teachers will fill out a curriculum vitae form as a part of the application process; That the LTA EC will review Teacher application forms and make recommendations to the Executive Committee; That the EC will appoint Teachers to serve as LTA representatives on District Committees; A full time Table Officer will meet with Teachers appointed to district committees prior to the beginning of their work in order to review their roles as LTA representatives; Where the district does not provide adequate time for Teacher selection as per LTA policy, an Executive Committee member will sit on the District Committee until such time as the selection process is completed.

Policy date: 2015 01 18 EC meeting

Policy: That the Curriculum Vitae forms include a section that states "How will you represent teachers' interests on this committee?"

Policy date: 2005 12 05 EC Mtg.

Committee Reports

Policy: That each Standing Committee produce a one page information sheet for the year highlighting goal/objectives and other important information at their convenience.

Policy Date: 03 09 09 EC Mtg. / 03 10 06 Gen. Mtg.

Executive Meetings Protocol

Policy: That cell phones be turned to vibrate mode during EC meetings.

Policy date: 2005 09 13 EC Mtg.

Policy Date: 89 08 30 EC Mtg.

LOCAL REPRESENTATIVES

Alternate LRs

Policy: That the alternate LR exercise the voting rights of LR when:

- a) a LR does not attend the Representative Assembly
- b) a LR does not attend a session of the Representative Assembly
- c) a LR leaves for the duration of a session of the Representative Assembly prior to its adjournment.
- d) the pPresident is an alternate LR

Policy Date: 88 01 20 EC Mtg

Vice President attending RAs

Policy : That the Vice President , determined by the Table Officers, will have the opportunity to attend BCTF RAs at local expense.

Policy Date 06 10 10 EC Mtg.

Policy: That the LTA cover the cost of LR elect to attend Spring RA expense coverage is within the limits of the LTA budget.

Policy date: 88 08 31 EC Meeting

Policy: That the LTA encourage membership engagement by inviting and electing members to attend Rep Assemblies and BCTF AGMs as decided by the Executive at the locals expense within the limits of the LTA Budget.

Policy Date : 2016 12 16 EC Mtg.

LIAISON

CUPE Liaison

Policy: That we hold liaison meetings with CUPE locals as needs arise.

Policy Date: 96 09 25 EC Mtg.

LPVPA, DPAC, Trustees Liaison

Policy: That we meet LPVPA, DPAC and School Board Trustees as needs arise.

Policy Date: 96 09 25 EC Mtg.

PROFESSIONAL DEVELOPMENT

Local Specialists Associations (LSA's) Grants

Policy: That notice be given to Langley LSA's that for the next school year they will be required to provide a copy of their constitution and a list of paid up members to the Pro-D Committee prior to receiving the per capita grants.

Policy Date: 97 01 15 EC Mtg.

Guidelines for Forming an LSA

Policy: Should a group of Teachers wish to form a Langley Specialist Association, then the group:

- a) elects officers
- b) writes a constitution consisting of: i) name ii) objectives iii) base of operation iv) By-laws which include membership, fees and financial records, officers, committees, duties, meetings, and representation to outside agencies.
- c) informs the Langley Pro-D Chairperson who, upon receiving the above a) and b), seeks endorsement from the LTA Executive.

Policy Date: 93 11 24 Exe. Mtg.

Pro-D funds not to support conferences contravening BCTF/LTA policies

Policy: That Pro-D funds as established in Article 89: PROFESSIONAL DEVELOPMENT, not to be used to support attendance at conferences which contravene the directions and policies of the BCTF and /or LTA.

Policy Date: 95 10 25 EC Mtg.

Purpose of the Professional Development Committee Funds

Policy: The intent of the Professional Development Committee is to encourage all teachers to participate in Professional Development. Professional Development Committee Funds will be used to fund:

- *attendance at workshops
- *TTOC time for technological training
- *attendance at conferences
- *visits to classrooms/programs

Professional Development activities shall not contravene BCTF and LTA policy.

Policy Date: 95 10 11 EC Mtg.

Policy: That the LTA approve distribution of Joint Professional Development Committee minutes through the chair to the trustees and that the copy distributed be a redacted copy. This copy should be provided to the chair of the board as well as the Joint Pro-D Chair.

Policy date: 95 10 11 EC Mtg.

RETIREMENT/INDUCTION DINNER

Restriction of attendees

Policy: That we [LTA] restrict the retirement ceremonies to teachers, spouses, retired teachers, and BCTF guests.

Policy Date: 03 08 27 EC Mtg.

Retirement Gifts

Policy: That we increase the individual retiree gift amount from \$100 to \$125.

Policy Date: 2018 05 08 EC Mtg.

SCHOLARSHIPS

Policy: Scholarship Guidelines:

Criteria:

- Registered as a student (full time or part time) in a BC public school
- Accepted to attend an accredited Ministry approved post secondary institution; to be verified by letter from the institution.
- Demonstrated involvement in Social Justice work
- Social justice work involves more than just course work, charity or short-term projects that provide "band aid" solutions. Social justice theory focuses on equity for all and its goal is to encourage systemic change. Applicants will have a demonstrated history of sustained involvement within the school and/or community in the areas of social justice, equity, leadership and/or social inclusion.

Criteria for Indigenous Students:

- Registered as a student (full time or part time) in a BC public school
 - Accepted to attend an accredited Ministry approved post secondary institution; to be verified by letter from the institution.
 - Demonstrated involvement in Social Justice work
 - Social justice work involves more than just course work, charity or short-term projects that provide "band aid" solutions. Social justice theory focuses on equity for all and its goal is to encourage systemic change. Applicants will have a demonstrated history of sustained involvement within the school and/or community in the areas of social justice, equity, leadership and/or social inclusion.
 - Identifies as an Indigenous person
- Pursuing a career in Education

Application Process:

Information packages will be distributed to secondary School Counsellors in early March. The application package will consist of:

- a one-page letter of introduction to the LTA Scholarship Committee telling us who you are, what has inspired your career path and what you have been doing in pursuit of your goals
- a completed application form
- two letters of reference from Teachers (one at the applicant's current school)
- a letter of acceptance from a post-secondary institution
- Application and letters of reference to be received at the LTA no later than April _____ at 4:00pm.

Logistics:

- Criteria will be distributed to all secondary School Counselors once approved by the LTA Executive Committee.
- The LTA scholarship fund will be divided equally between each of the thirteen Langley secondary schools, should all schools submit applications.
- LTA Scholarship fund for _____ will be set at \$19,500.00 to permit thirteen (13) scholarships of \$1500.00 each to be presented to a student at each secondary school that submits applications.
- Ten scholarships will be available for students in Langley schools, one scholarship for an Indigenous student, and up to two scholarships will be available for students in other districts with a parent who is an active LTA member.
- If a limited number of secondary schools submit applications, the remaining funds will be allocated at the rate of \$1500.00 per student. The remaining applications will be reviewed on a 'merit' based system.
- Scholarships awarded previously in memory of Langley Teachers will continue to be presented in their name.
- Scholarships are available for students for up to two years if the student chooses to take a gap year after high school. Students must provide proof of registration in a post secondary program in September _____ or _____ or January _____ or _____ in the years following their scholarship award, and then a cheque will be provided to each scholarship winner.
- Either a member of the LTA Executive, an LTA school based staff rep or a Teacher of the student's choice at each secondary school will present the award at their graduation ceremony.

Policy Date: 2025 04 15 EC Meeting

SETTLEMENT FUNDS

- That funds received from settlement agreements, unless otherwise specified, are not allocated to individual members. Use of funds to support members and students will be determined by the EC with recommendation by the LTA Finance Committee.

Policy Date: 2023 02 21 EC Meeting

SOCIAL MEDIA POLICY

A) General

- That the LTA social media is open to active members, retired Teachers, and other individuals as approved by the LTA Communications Committee hereinafter referred to as "participants".
- That the moderators shall be the LTA Released Officers and the Communications Chair
- That the LTA encourage the use of LTA social media for discussion by participants on the range of union and professional issues. Users of social media should be aware that all digital communication has the potential of being public beyond intended recipients.
- That LTA social media include the LTA website, LTA email lists, the LTA Facebook group, and the LTA Twitter account.

B) Guidelines for Suggested Use

- That comments on social media are the opinions of the participants who write them. Unless comments are from a released officer of the LTA, they should not be seen as necessarily the opinion of the LTA.
- That participants should use their real name in making comments
- That the LTA encourage open discussion and debate as long as it is professional and respectful
- That all participants of LTA social media are bound by the rules and enforcement provisions below.

C) Rules

- That participants of social media ensure all postings on LTA social media must respect legal and ethical bounds and must not violate the privacy rights of individuals. Particular care must be taken to avoid postings that identify particular students, with directly or indirectly, unless they are with appropriate approvals.
- That personal attacks, harassment of any kind, unsubstantiated allegations, or homophobic, racist, sexist, or other offensive language, are not allowed.
- That spam (multiple postings of the same content or message) is prohibited
- That forum "trolling" (posting inflammatory remarks, intentionally provoking other, or causing persistent distractions, etc.) is prohibited
- That the complaints about conduct of participants should not be posted in the forums, but concerns should be reported to the LTA social media moderators.
- That postings and discussions on sensitive internal issues, such as collective bargaining, shall not be forwarded to non-participants or moved into public media networks without consent of the LTA Communications Committee.

D) Enforcement

- That the LTA social media moderators reserve the right to remove any postings, or content of any other nature, from LTA social media platforms that they consider to be inappropriate or in violation of any of the rules.
- That the LTA social media moderators reserve the right to ban any participant in violation of the Guidelines and Rules.
- That after an initial ban the participant on their own accord may contact the LTA social media moderators to have their posting permissions reinstated and that any subsequent violation after that may result in a longer or permanent ban.
- That participants who believe that the Guidelines and Rules for LTA social media and forums are being violated may make a complaint to any of the LTA social media moderators for review.
- That appeals of bans will be heard by the LTA Communications Committee.

E) Privacy

- That the Langley Teachers Association (LTA) is committed to protecting the privacy and confidentiality of our member's personal information
- That the LTA is committed to complying with the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA) and the guidelines for teachers from the BC Ministry of Education Teacher Regulation Branch (TRB). This included managing and collection, use,

disclosure, storage, and ultimate disposition of our members personal information in ways that safeguard the privacy of our members.

Policy Date: 2022 01 25 EC Mtg.

STAFF REPRESENTATIVE MEETINGS

Staff Rep Chairs, elected first meeting of year

Policy: That chairpersons for the Staff Rep meetings be elected at the first Staff Rep meeting. The number to be determined at the meeting.

Policy Date: 89 08 03 EC Mtg.

Policy: That notetakers for the Staff Rep Meetings be elected at the first Staff Rep meeting of the year and the number of notetakers to be determined at that meeting.

Policy Date: 2022 01 25 EC Mtg.

Members

Teachers not to evaluate colleagues

Policy: That members be advised not to participate in monitoring activities that have the effect of teachers evaluating colleagues.

Policy Date: 89 05 17 EC Mtg.

Library, flexible scheduling

Policy: That the LTA supports the Langley Teacher-Librarians' Association's/Learning Commons commitment to flexible scheduling in all school libraries as determined by the Teacher-Librarian's educational program.

Policy Date: 89 05 17 EC Mtg.

Early Career Teachers/Teachers-Teaching-on-Call information on LTA staffroom bulletin board

Policy: That the Staff Reps be asked to post a "ECT/TTOC Information" sign on the LTA section of staffroom bulletin boards. Under the sign on a clip there will be posted all the LTA bulletins and information for ECT/TTOC to read. The most up to date information is to be placed on the front.

Policy Date: 89 10 18 EC Mtg.

Student teachers not to be used as teacher on call

Policy: That the Langley Teachers' Association is opposed to student teachers being used as TTOCs.

Policy Date: 89 11 16 EC Mtg.

Meet the teacher nights voluntary

Policy: That we recognize attendance at "Meet the Teacher" nights is voluntary as per Article 69.8 in contract. (Regular work for Teachers)

Policy Date: 91 09 25 EC Mtg.

Teachers not participate in budget in cutting staff

Policy: That school staff not participate in any decisions by local school boards or school based Administrative Officers which would result in:

- a) the reduction of teaching and/or support staff,
- b) the reduction of service levels.

Policy Date: 92 04 13 Staff Rep Mtg.

Honorary Life Membership

Policy: That we develop a policy for bestowing Honorary Membership in our Association.

Policy Date: 95 10 25 EC Mtg.

Policy: Granted by the AGM on recommendation of the EC for long and outstanding service to the LTA and education generally. Such nominations should be submitted, accompanied by supporting

brief, by March 31st. Honorary Life membership is granted only to those who have made a contribution recognized locally.

Policy Date: 22 01 25 EC Mtg.

STRIKE VIOLATION PENALTIES

Picket Line Discipline Policy

Policy: That the penalties for picket line violations assessed by the Executive Committee shall be limited to A,B,C,D,E,F.

A)Warning

B)Reprimand

C)Fines

D)Loss of rights to hold office

E)Loss of specified privileges

F)Appropriate publication

Policy Date: 90 05 14 Gen. Mtg.

Third party picketing

Policy: That in case of third party picketing we conduct hearings in cases of written complaints from that party.

Policy Date: 00 04 05 EC Mtg.