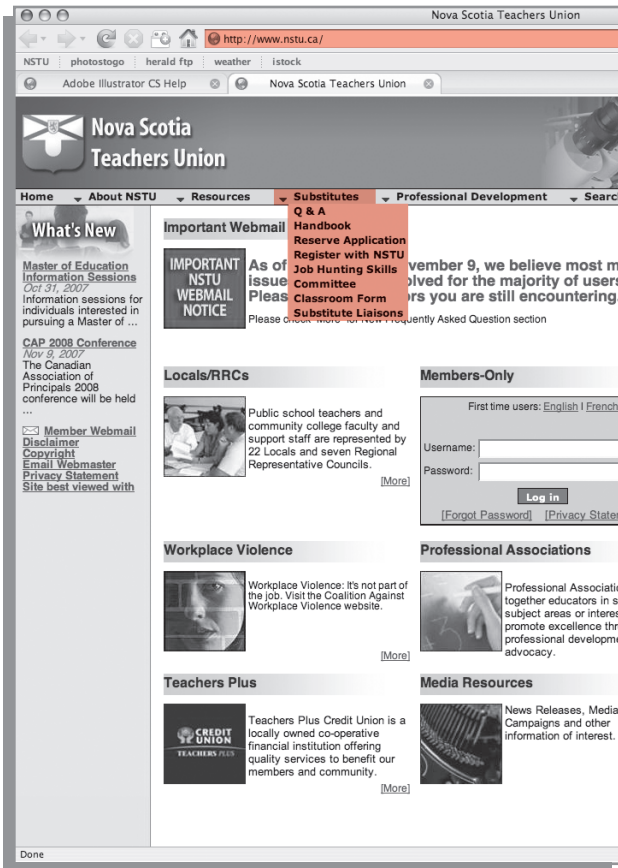


## WEBSITE ADDRESS



## IMPORTANT REMINDERS

- have you completed necessary forms
- have you requested a principal's evaluation for your portfolio
- have you reported any violent incidents to the school principal
- have you received your NSTU e-mail account as part of your NSTU reserve or active reserve membership

## IMPORTANT FORMS

- a) **The Reserve Membership Application Form** is to be filled out by substitutes wishing to apply for regular or active reserve membership with the NSTU. It must be filled out on a yearly basis.
- b) **The Classroom Information for Substitute Teachers Form** is to be filled out by the regular classroom teacher and left for the substitute.
- c) **The Substitute Teacher Contact Information Form** is to be filled out by substitute teachers to assist the NSTU in providing them with critical information.
- d) **The NSTU Standing Committee Application Form** is to be filled out by substitute teachers who are active reserve members and who wish to serve on the Substitute Teacher Committee.
- e) **The Substitute Report to Teacher Form** is to be filled out by substitute teachers at the end of their work day.
- f) **The Substitute Report to Principal Form** is to be filled out by substitute teachers at the end of their work day.



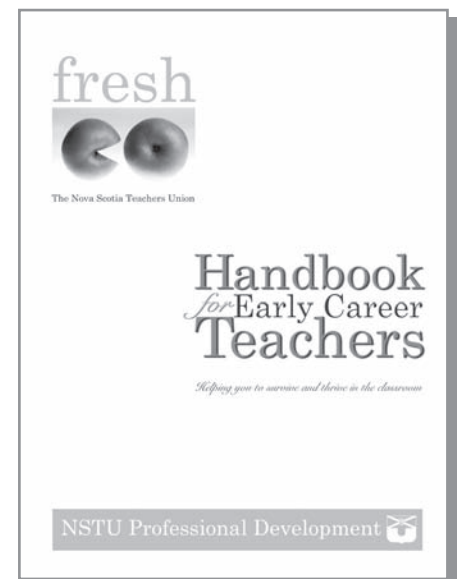
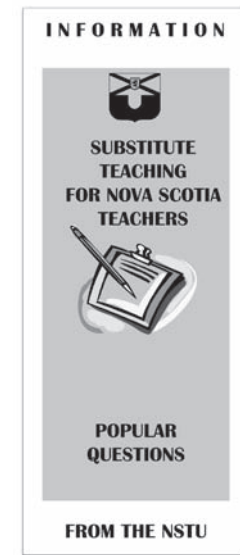
## SUBSTITUTE TEACHER COMMITTEE

### Mandate

The mandate of the Substitute Teacher Committee shall be:

- i. to advise the Provincial Executive on issues affecting and of concern to substitute teachers; and
- ii. to consider such resolutions as may be referred by Annual Council and make appropriate recommendations; and
- iii. to participate as required in the NSTU Policy Review Process by providing recommendations for the Provincial Executive's consideration.

## IMPORTANT RESOURCES



## BENEFITS OF RESERVE & ACTIVE MEMBERSHIP

### REGULAR RESERVE MEMBERSHIP:

**Fee:** \$10.00 per year (expires July 31st of each year)

#### Benefits:

- The right to benefits as provided through the NSTU as bargaining agent.
- The right to apply for legal assistance in instances resulting from problems arising in the performance of duties.
- The right to attend Council as an observer, or as an associate delegate, when nominated by a professional association.
- The right to attend meetings of a designated Local, as an observer.
- The right to membership in professional associations.
- The right to membership in the NSTU Group Insurance Plan, in accordance with the provisions of the plan.
- The right to receive NSTU publications through web access on the NSTU website.
- The right to professional counselling within education.
- The right to access the NSTU Members Only material on the NSTU website.
- The right to an NSTU web mail account.

### ACTIVE RESERVE MEMBERSHIP:

**Fee:** \$32.00 per year (expires July 31st of each year)

\*You must be a substitute and have taught 15 days in the current or previous school year to apply for this membership option.

#### Benefits are those of Regular Reserve found above plus:

- The right to vote at the local and/or provincial level.
- The right to proxy vote in any provincial or regional vote.
- The right to attend Council:
  - a) as a voting delegate, when nominated by a Local;
  - b) as an associate delegate, when nominated by a Local;
  - c) as an observer.
- The right to membership on NSTU committees.

When you have completed 5 or 14 days of substitute service depending on your membership, please contact the NSTU with pay-stub documentation of this service and your membership fee will be refunded.

## CONTACT INFO

Gérard Cormier

gcormier@nstu.ca

phone (902) 477-5621

fax (902) 477-3517

1-800-565-6788

[www.nstu.ca](http://www.nstu.ca)

Nova Scotia Teachers Union  
3106 Joseph Howe Drive, Halifax,  
NS B3L 4L7



LOCAL \_\_\_\_\_

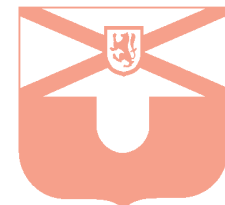
Substitute Liaison \_\_\_\_\_

Local President \_\_\_\_\_

## IMPORTANT INFORMATION

FOR

SUBSTITUTE  
TEACHERS



NOVA SCOTIA  
TEACHERS UNION