



## APPLICATION FOR A VARIANCE TO THE INSTRUCTIONAL DAY

### REQUIREMENTS FOR TEACHERS APPLYING FOR A VARIANCE

1. Teachers applying for a variance must include a rationale statement addressing all of the following criteria:
  - a) The course(s) could not be offered during the instructional day,
  - b) The course(s) is a provincially or locally developed course where students are enrolled. i.e. cannot be a “drop in” or tutorial session,
  - c) The course(s) is multi-grade AND it is educationally sound/appropriate to run it as a multi-grade course, and
  - d) If not multi-grade, the course(s) may be a fine arts foundational course (such as Jazz 8)
2. Teachers must be in a continuing assignment at a school with regular hours (D.22.1.d). The variance agreement does not apply to schools on an extended day schedule and variances will not be considered for such schools.
3. Teachers can apply for a maximum of 2 variances for any one school year.
4. Each variance must be on a separate application.
5. Each application must clearly indicate the times of the variance. Variances will not be considered if the time is during the lunch break.
6. Each variance must be reviewed at a Staff Committee Meeting and approved by the Staff Committee Chair.
7. The minutes of the Staff Committee must be attached to each variance application and must include the name of the teacher seeking a variance and the course that is to be taught.
8. A copy of the school’s regular bell schedule must be attached to each variance application.
9. Teachers will receive an email from the STA by January 25, 2019 of acceptance or denial of their variance application.
10. If a variance application is denied by the STA Executive Committee, the member may appeal the decision by calling the STA and asking to be added to the agenda of an upcoming STA Executive Committee meeting to provide further information in support of their application.
11. The deadline for variance applications is **November 15, 2018**.



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### VARIANCE APPLICATION CHECKLIST

Please use this checklist to ensure you have included all the required documentation for processing your variance application.

Application form fully completed, signed and dated.

Dated signature of Staff Committee chair.

Rationale statement that indicates how the variance meets each of the criteria listed at the bottom of the application form.

Copy of the school's bell schedule.

Copy of the Staff Committee minutes for the meeting at which the variance application was approved. The minutes must include both the name of the teacher and the course to be taught.

Entire application package submitted to the STA office, attention Mark Keelan, by November 15, 2018.

**Note:** It is not necessary to submit this checklist with your application.

For all other inquiries, please contact Mark Keelan at [grieve2@surreyteachers.org](mailto:grieve2@surreyteachers.org) or call the STA office at (604) 594-5353.



## APPLICATION FOR A VARIANCE TO THE INSTRUCTIONAL DAY

### APPLICANTS MUST BE IN CONTINUING ASSIGNMENTS

This application for a variance to Article D.22.1.d of the 2013-2019 Collective Agreement (Length of the Instructional Day) must be received by the Surrey Teachers' Association (the "STA") Office on or before **3:00 P.M. on November 15, 2018** for the 2019-2020 school year. Applications will not be considered unless SECTIONS 1 and 2 have been fully completed by the teacher and the application is supported by a copy of the school timetable, staff committee minutes and a rationale statement. If the application is not received by **November 15, 2018** it will not be considered.

**SECTION 1 - TO BE COMPLETED BY THE APPLICANT:** Please use a separate application for each course applied for.

At \_\_\_\_\_ (School). The regular instructional day is from \_\_\_AM to\_\_\_ PM.

(Schools with Extended Hours do not qualify for variances under Article D.22.1.d)

(Please attach a copy of the regular student timetable, showing times of period changes.)

I, \_\_\_\_\_ (Please Print Name) would like to apply for a variance in order to teach \_\_\_\_\_ (course) from \_\_\_ AM/PM to \_\_\_AM/PM on \_\_\_\_\_(days of week).

(Please complete and submit a rationale statement that addresses the criteria for approval of Variance applications.)

In signing this form, I agree that the STA may vary the length of my instructional day. This agreement is given of my own free will and voluntarily. I was not asked to agree to this schedule as a condition of employment.

(Signed) \_\_\_\_\_ on \_\_\_\_\_, 2018

### SECTION 2 - TO BE COMPLETED BY THE STAFF COMMITTEE CHAIRPERSON

The Staff Committee has considered this request for a variance to the Collective Agreement. The attached minutes of the Staff Committee meeting shows that the Staff Committee Concur/Does Not Concur with this request.

(Signed) \_\_\_\_\_ on \_\_\_\_\_, 2018

### RATIONALE STATEMENT

Please indicate how your application meets the following criteria:

- a) The course(s) could not be offered during the instructional day;
- b) The course(s) is a provincially or locally developed course where students are enrolled. i.e. cannot be a "drop in" or tutorial session;
- c) The course(s) is multi-grade AND it is educationally sound/appropriate to run it as a multi-grade course; and
- d) If not multi-grade, the course(s) may be a fine arts foundational course (such as Jazz 8).