



# **MEMORANDUM**

## **Programs and Services**

**June 19, 2020**

To All Members:

Today the Newfoundland and Labrador English School District (NLESD) issued a memo to all school administrators regarding the storage of materials for the summer. Since March 16, the NLESD and the Newfoundland and Labrador Teachers' Association (NLTA) have worked collaboratively with the aim of developing realistic expectations for teachers and administrators within safe working environments. It is clear from the memo that final decisions on programming for 2020-21 will be dependent upon public health directives.

The NLTA has received a number of inquiries from teachers and administrators following the release of the recent memo on storage of materials for the summer. There appears to be some misunderstanding among members regarding what expectations can be placed on teachers when it comes to year end preparation of classrooms and learning materials. In response to these inquiries NLTA provides the following guidance to all members:

- Teachers cannot be required to pack instructional materials or remove wall displays outside the normal workday. If asked to pack instructional materials, teachers are to clarify that this work will only be done during the workday and that other assigned duties may need to be adjusted or eliminated.
- Teachers who are medically unable to pack instructional materials or remove wall displays should notify their administration immediately.
- Instructional materials do not include school district owned furniture such as desks, bookcases, chairs, etc. Under no circumstance should teachers take responsibility to move these items as doing so could give rise to occupational health and safety risks. An injury sustained in the course of employment raises the potential of having to rely on reduced income through Workers' Compensation benefits.
- Teachers are not required to move packed boxes into storage. As noted previously, taking on such tasks may present occupational health and safety risks, including the potential of having to rely on reduced income through Workers' Compensation benefits.
- Teachers cannot be required to clean classrooms or any school facilities.

In relation specifically to the recent NLESD memo, teachers are advised to do the following:

- Request details of the 2020-21 school cleaning protocol prior to making decisions on which manipulatives to group together for storage for the coming school year.
- Take care to remove all personally owned items from the school.

Newfoundland and Labrador Teachers' Association

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The NLTA does not accept that the NLESD has no financial liability for personal belongings of teachers that are discarded or destroyed in situations where proper notice and opportunity to remove those items was not provided.

The Association has also advised the NLESD that teachers currently on leave must be advised of the District's position on personal items in schools and be provided the opportunity to make arrangements for their removal.

Any members who have specific questions regarding their individual situation/circumstances should contact an NLTA Administrative Officer in Programs and Services via [mail@nlta.nl.ca](mailto:mail@nlta.nl.ca).