



Joint Memo

November 29 2024

### **GUIDELINES FOR REPORT CARD WRITING**

The Bruce Grey Elementary OECA Unit and the BGCSB wish to remind members that our most recent Collective Agreement has provided for a change to the location where Teachers may work on the February and June PA Days which are designated for writing report cards.

#### **New LOU - Release Time for Assessment and Report Cards**

On the two (2) Professional Activity days that are designated for the purposes of assessment and completion of Report Cards the Teacher may elect to work from home. The Teacher shall inform their Principal or Designate of their plan to do so.

Teachers shall provide the Principal with their contact information and ensure that they are available to the Principal for any questions that may arise throughout the day.

The parties agree to develop a Joint Memo outlining the expectations to be followed. This Joint Memo will be issued prior to each Professional Activity Day designated for the purpose of report cards.

Teachers may choose to work at their regular school/site on the PA Day, or they may choose to work from home. If a Teacher chooses to work from home they must notify their Principal/Supervisor of their worksite location 2 days prior to the PA day. Teachers will need to provide contact information to the Principal such as a preferred email address or phone number where they can be reached should questions arise. If you choose to work from home, follow the attached health and safety guidelines.

The expectation is that Teachers will remain at their designated location (for the duration of the work day) and are actively working with the exception of their 40 minute lunch period. It is expected that you will honour your school's regular working hours.

Please note: The Board does not provide materials or additional equipment to support work from home on report card writing days. If staff are unable to meet their personal needs with regards to working from home on these days, they should work from their school or work location.

We appreciate your cooperation and support as we work to provide a more flexible work environment.