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**Public School Administrators Employment Relations Regulations**  
**made under Section 14 of the**  
***Public School Administrators Employment Relations Act***  
**S.N.S. 2018, c. 1, sch. B**  
**O.I.C. 2018-209 (effective August 1, 2018), N.S. Reg. 146/2018**

**Table of Contents**

Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.

[Click here to go to the text of the regulations.](#)

Citation

Definitions

Temporary return to classroom at administrator's request

Temporary return to classroom at employer's direction

Association membership during temporary return to classroom

Salary

Base salary for administrators other than senior staff

Administrative allowance for administrators other than senior staff

Salary for administrator who is senior staff

Recognition and calculation of service

Loss of salary or service

Deferred salary leave plan

Travel expenses

Benefit Plans

Insurance

Union Life and AD&D Policy

NSTU Total Care Policy

Optional extended dental benefits

Long term disability insurance premiums

Deduction of contributions and premiums

Contributions and premiums during temporary assignment

Notification of family or marital status change

Personal liability insurance

Insurance for transporting students

Indemnity

Additional benefits provided by Association

Leave

Leave entitlement

Pregnancy leave allowance

Parental leave allowance

Schedule A: Definitions for Schedules A1 and A2

Schedule A1: 2018-2019 Salary Scale

Schedule A2: 2019-2020 Salary Scale

Schedule B1: Administrative Allowances

Schedule B2: Administrative Allowances

**Citation**

- 1 These regulations may be cited as the *Public School Administrators Employment Relations Regulations*.

## **Definitions**

- 2 In these regulations,

“Act” means the *Public School Administrators Employment Relations Act*;

“Conseil” means the Conseil scolaire acadien provincial established by the *Education (CSAP) Act*;

“employer”, in relation to a regional executive director, means the Minister and, in relation to any other administrator, means the education entity employing the administrator;

“principal” means the principal of a public school under the jurisdiction of a regional centre under the *Education Act* or appointed by the Conseil under the *Education (CSAP) Act*;

“school academic year” means the school academic year established by subsection 8(1) of the *Education Act*;

“senior staff”, in relation to a regional centre for education, means senior staff as defined in the *Ministerial Education Act Regulations* made under the *Education Act* and, in relation to the Conseil, means senior staff as defined in the *Ministerial Education Act Regulations* made under the *Education (CSAP) Act*;

“superintendent” means the superintendent of the Conseil under the *Education (CSAP) Act*.

## **Temporary return to classroom at administrator’s request**

- 3 (1) In this Section, “temporary return”, in relation to an administrator, means a temporary return of the administrator to a classroom teaching position at the administrator’s request under subsection (2).
- (2) An administrator may request the approval of the employer to return to a classroom teaching position on a temporary basis for a period of no longer than 2 years.
- (3) A temporary return may be extended to a period longer than 2 years if both the administrator and the employer agree to the extension.
- (4) An administrator whose request for a temporary return is approved by the employer must receive a salary for the first year of the temporary return of at least the amount the administrator would have received had the administrator not returned to a classroom teaching position, including any administrative allowance under Section 7.

- (5) Subject to subsection (6), at the conclusion of a temporary return an administrator must return to the assignment the administrator held immediately before the temporary return, unless any of the following occurs:
- (a) the administrator provides notice in writing to the employer of the administrator's election to return to a classroom position on a permanent basis in accordance with subsection 22(3) of the Act;
  - (b) the employer reassigns the administrator to a classroom teaching position under Section 16 of the Act;
  - (c) the administrator is assigned to another position as determined by the employer after consultation with the administrator.
- (6) If the temporary return of an administrator who makes an election in accordance with subsection 22(3) of the Act concludes on a date earlier than the last day of the school academic year in which the election is made, the employer may direct the administrator to return to or take up 1 of the following until the date the election takes effect in accordance with subsection 22(5) of the Act:
- (a) the position the administrator held with the employer immediately before the temporary return;
  - (b) a classroom teaching position;
  - (c) another position, as determined by the employer after consultation with the Administrator.

#### **Temporary return to classroom at employer's direction**

- 4 An administrator who is assigned by the employer to a classroom teaching position on a temporary basis other than as requested by the administrator under Section 3 must receive a salary for at least the first year of the temporary assignment of at least the salary the administrator would have received had the temporary assignment not been made, including any administrative allowance under Section 7.

#### **Association membership during temporary return to classroom**

- 5 For greater certainty, during the temporary return of an administrator to a classroom teaching position, the administrator remains an administrator and a member of the Association and must pay any required membership fees to the Association in accordance with the Act and the Association's bylaws.

### **Salary**

#### **Base salary for administrators other than senior staff**

- 6 (1) Effective August 1, 2018, an administrator other than senior staff of an education entity must be paid a base salary in accordance with the 2018-2019 Salary Scale set out in Schedule A1, as applicable to the administrator's class of teacher's certificate or permit and the experience and position held by the administrator.
- (2) Effective August 1, 2019, an administrator other than senior staff of an education entity must be paid a base salary in accordance with the 2019-2020 Salary Scale set out in Schedule A2, as applicable to the administrator's class of teacher's certificate or permit and the experience and position held by the administrator.

#### **Administrative allowance for administrators other than senior staff**

- 7 (1) Effective August 1, 2018, an administrator, other than senior staff of an education entity, is entitled to an administrative allowance based on the administrator's position and the number of regularly employed teachers in the administrator's area of responsibility in accordance with Schedule B1.
- (2) Effective August 1, 2019, an administrator, other than senior staff of an education entity, is entitled to an administrative allowance based on the administrator's position and the number of regularly employed teachers in the administrator's area of responsibility in accordance with Schedule B2.
- (3) For the purpose of calculating an administrative allowance under this Section,
- (a) a "regularly employed teacher" means a full-time teacher or a term contract teacher prorated to full time equivalency, but does not include a teacher who is on leave for the full school academic year; and
- (b) the number of regularly employed teachers must be determined as of last teaching day of September of the school academic year.

#### **Salary for administrator who is senior staff**

- 8 (1) For greater certainty, an administrator who is senior staff of a regional centre for education is entitled to compensation calculated in accordance with the compensation framework for senior staff of regional centres set out in Sections 70 to 79 of the *Governor in Council Education Act Regulations* made under the *Education Act*.
- (2) For greater certainty, an administrator who is senior staff of the Conseil is entitled to compensation calculated in accordance with the compensation framework for senior staff of the Conseil set out in Sections 69A to 69J of the *Ministerial Education Act Regulations* made under the *Education (CSAP) Act*.

#### **Recognition and calculation of service**

- 9 For the purpose of calculating an administrator's salary increment for a school academic year, an administrator's total service must be recognized and calculated in the same manner and on equivalent terms and conditions as for the service of a unionized teacher employed by the

administrator's education entity.

### **Loss of salary or service**

- 10** An administrator must not suffer a loss of salary or service accrual for any period of leave or absence if a unionized teacher engaged by the administrator's education entity would not suffer a loss of salary or service accrual for the equivalent leave or absence under the terms of a professional agreement.

### **Deferred salary leave plan**

- 11** An administrator employed on a permanent basis may enter into an agreement with the employer for a deferred salary leave plan for a 6-month or 1-year pre-paid leave of absence.

### **Travel expenses**

- 12** The employer must reimburse an administrator for kilometres travelled in the performance of the administrator's duties in accordance with the *Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations* made under the *Civil Service Act*.

## **Benefit Plans**

### **Insurance**

- 13** In accordance with the Act and the *Teaching Profession Act*, an administrator is entitled to participate on the same terms and conditions as a unionized teacher, with necessary changes, in benefit plans, services and programs established, sponsored or otherwise provided for the benefit of unionized teachers, including all of the following:
- (a) Union Life and AD&D Policy;
  - (b) NSTU Total Care Policy;
  - (c) Extended Benefits (Dental) provisions of the NSTU Total Care Policy;
  - (d) Long Term Disability Insurance Policy;
  - (e) any other benefit plan, service or program established, sponsored or otherwise provided for the benefit of unionized teacher by the Union or the employer.

### **Union Life and AD&D Policy**

- 14** The employer must pay 100% of the monthly premium for the existing Union Life and AD&D Policy for coverage in the amount of \$50 000 for each administrator.

### **NSTU Total Care Policy**

- 15** The employer must pay 100% of the monthly premium of the existing NSTU Total Care Policy for each administrator who holds the single or family policy.

### **Optional extended dental benefits**

- 16** (1) An administrator may elect or decline to add Extended Benefits (Dental) provisions to their NSTU Total Care Policy.
- (2) The employer must pay 65% of the monthly premium for an Administrator who has elected to add the Extended Benefits (Dental) provisions to their NSTU Total Care Policy.
- (3) An administrator is entitled to only the approved benefits under the Extended Benefits (Dental) provisions of the NSTU Total Care Policy to which a unionized teacher is entitled under a professional agreement.

#### **Long term disability insurance premiums**

- 17** (1) Except as provided in subsection (2), the employer must pay 50% of the monthly premium of the NSTU Long Term Disability Policy for each administrator who obtains the policy.
- (2) If the employer was obligated to pay 70% of the monthly premium of the NSTU Long Term Disability Policy for an administrator immediately before the effective date of these regulations, the employer must pay 70% of the monthly premium for the administrator.

#### **Deduction of contributions and premiums**

- 18** On receipt of written authorization from an administrator to deduct any of the following amounts, the employer must deduct the amount from the salary of the administrator and remit the amount deducted to the appropriate authority:
- (a) the administrator's portion of contributions and premiums in respect of a benefit plan referred to in these regulations;
  - (b) payments due to the Teachers Plus Credit Union;
  - (c) Canada Savings Bonds payments.

#### **Contributions and premiums during temporary assignment**

- 19** The contributions and premiums payable by an administrator under a benefit plan during a temporary assignment or temporary return to a classroom teaching position must be calculated based on the salary the employee is receiving during the temporary assignment or return.

#### **Notification of family or marital status change**

- 20** For the purpose of determining the contributions and premiums for an administrator under a benefit plan, an administrator must immediately notify the employer and the Association of any material change in their marital or family status.

#### **Personal liability insurance**

- 21** (1) An education entity must obtain personal liability insurance coverage for an administrator while the administrator is acting as an agent of the education entity and within the scope of the administrator's responsibilities.

- (2) A personal liability insurance policy must provide an administrator with coverage in an amount and on terms and conditions equivalent to the personal liability insurance coverage provided by an education entity for unionized teachers.

### **Insurance for transporting students**

- 22 An administrator must be included under an education entity's insurance policy providing protection for teachers and administrators using a personal vehicle to transport students with the approval of the education entity.

### **Indemnity**

- 23 (1) The employer must indemnify an administrator from a civil action or other proceeding brought against the administrator that arises from the administrator's lawful performance of their duties or a duty that the administrator, acting in good faith, reasonably believed to be lawful.
- (2) The indemnity in subsection (1) includes the legal costs actually and reasonably incurred in defence of the action or proceeding, on terms and conditions equivalent to those that apply to the employer's indemnity of a unionized teacher in equivalent circumstances.
- (3) Subsection (1) does not apply in respect of any of the following:
  - (a) a criminal proceeding brought against the administrator, unless the employer agrees in advance to pay some or all of the legal costs associated with the proceeding;
  - (b) any action or proceeding between the employer and the administrator in respect of the administrator's employment;
  - (c) costs or expenses associated with an appeal by the administrator of a decision in relation to a proceeding or action, unless the costs or expenses were undertaken with the prior approval of the employer.

### **Additional benefits provided by Association**

- 24 In addition to the benefits referred to in these regulations, an administrator is entitled to any benefits and services provided by the Association, at the expense of the Association or the administrator, in accordance with the bylaws.

## **Leave**

### **Leave entitlement**

- 25 (1) An administrator is entitled to periods of leave with or without pay for the same periods and on the equivalent terms and conditions as a unionized teacher engaged by the same education entity, with necessary changes.
- (2) For greater certainty, an administrator is entitled to the following categories of leave, which must be granted for periods and under terms and conditions in accordance with



subsection (1):

- (a) pregnancy leave;
- (b) adoption leave;
- (c) parental leave;
- (d) leave for birth of a child for a non-birth parent;
- (e) leave for injury on duty;
- (f) compassionate care leave;
- (g) sick leave;
- (h) bereavement leave;
- (i) leave of absence without pay up to one year;
- (j) education leave;
- (k) leave to attend retirement seminars;
- (l) other or special leave, as applicable to a unionized teacher employed by the same education entity as the administrator.

### **Pregnancy leave allowance**

- 26 (1)** The employer must pay the following allowance to an administrator taking pregnancy leave in accordance with these regulations:
- (a) 75% of the administrator's weekly pay rate for the 1-week employment insurance waiting period imposed by the Government of Canada, less any other income received by the administrator during that waiting period;
  - (b) for up to 5 consecutive weeks after the 1-week employment insurance waiting period, an amount equal to the difference between the administrator's weekly employment insurance benefit and 93% of the administrator's weekly pay rate.
- (2)** An administrator is entitled to payment of the pregnancy allowance on terms and conditions equivalent to those that apply to a unionized teacher entitled to a pregnancy allowance under a professional agreement.

### **Parental leave allowance**

- 27 (1)** The employer must pay the following allowance to an administrator on parental or

adoption leave in accordance with these regulations:

- (a) 75% of the administrator's weekly pay rate for the 1-week employment insurance waiting period imposed by the Government of Canada, less any other income received by the administrator during that waiting period;
  - (b) for up to 10 consecutive weeks after the 1-week employment insurance waiting period, an amount equal to the difference between the administrator's weekly employment insurance benefit and 93% of the administrator's weekly pay rate.
- (2) An administrator is entitled to payment of the parental allowance on terms and conditions equivalent to those that apply to a unionized teacher entitled to a parental allowance under a professional agreement.

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**Schedule A: Definitions for Schedules A1 and A2**

- 1 In this Schedule, a reference to a Teacher's Certificate is to a Teacher's Certificate granted under the *Teacher Certification Regulations* made under the *Education Act*.
- 2 The following definitions apply in Schedules A1 and A2:
  - “ATC1” means Advanced Teacher's Certificate 1;
  - “ATC2” means Advanced Teacher's Certificate 2;
  - “ATC3” means Advanced Teacher's Certificate 3;
  - “ITC” means Initial Teacher's Certificate;
  - “TCM” means Teacher's Certificate Class M;
  - “TC1” means Teacher's Certificate Class 1;
  - “TC2” means Teacher's Certificate Class 2;
  - “TC3” means Teacher's Certificate Class 3;
  - “TC4” means Teacher's Certificate Class 4;
  - “TC5” means Teacher's Certificate Class 5;
  - “TC6” means Teacher's Certificate Class 6;

“TC7” means Teacher’s Certificate Class 7;

“TC8” means Teacher’s Certificate Class 8;

“VTCI” means Vocational Teacher’s Certificate Class I;

“VTCII” means Vocational Teacher’s Certificate Class II.

**Schedule A1: 2018-2019 Salary Scale**

(subsection 6(1), *Public School Administrators Employment Relations Regulations*)

**Effective August 1, 2018**

Vocational Teacher’s Permit		Teacher’s Certificates							
Position on Scale	Salary (\$)	Year of Service	TCM TC1 TC2 Salary (\$)	TC3 Salary (\$)	VTCI TC4 Salary (\$)	VTCII TC5 ITC Salary (\$)	VTCIII TC6 ATC1 Salary (\$)	VTCIV TC7 ATC2 Salary (\$)	TC8 ATC3 Salary (\$)
1	47278	1	48101	48101	47279	53011	59287	64523	69489
2	49504	2		48101	49505	55843	62 428	67 662	72628
3	51 728	3		48101	51729	58673	65567	70802	75769
4	53953	4		48101	53954	61505	68706	73941	78908
5	56179	5		48101	56180	64337	71846	77081	82048
6	58403	6		52283	58405	67168	74985	80222	85187
		7			60630	69998	78126	83360	88328
		8				72829	81265	86500	91468
		9+				75660	84405	89639	94607

**Schedule A2: 2019-2020 Salary Scale**

(subsection 6(2), *Public School Administrators Employment Relations Regulations*)

**Effective August 1, 2019**

Vocational Teacher’s Permit		Teacher’s Certificates							
Position on Scale	Salary (\$)	Year of Service	TCM TC1	TC3 Salary	VTCI TC4	VTCII TC5	VTCIII TC6	VTCIV TC7	TC8 ATC3

			<b>TC2 Salary (\$)</b>	<b>(\$)</b>	<b>Salary (\$)</b>	<b>ITC Salary (\$)</b>	<b>ATC1 Salary (\$)</b>	<b>ATC2 Salary (\$)</b>	<b>Salary (\$)</b>
1	47514	1	48342	48342	47515	53276	59583	64846	69836
2	49752	2		48342	49753	56122	62740	68000	72991
3	51987	3		48342	51988	58966	65895	71156	76148
4	54223	4		48342	54224	61813	69050	74311	79303
5	56460	5		48342	56461	64659	72205	77466	82458
6	58695	6		52544	58697	67504	75360	80623	85613
		7			60933	70348	78517	83777	88770
		8				73193	81671	86933	91925
		9+				76038	84827	90087	95 080

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**Schedule B1: Administrative Allowances**

(subsection 7(1), *Public School Administrators Employment Relations Regulations*)

**Effective August 1, 2018**

**Directors and Subsystem Supervisors**

**Base Rate**

**Number of Teachers in  
Area of Responsibility**

**Administrative Allowance**

50 or under	\$21 881
51–100	\$21 881 plus \$123 for each teacher in excess of 50 to a maximum of \$28 359
101–200	\$29 938
201–350	\$32 241
351–500	\$34 550
501–650	\$36 842
651–800	\$39 149
801–1000	\$41 456
1001–1200	\$43 752
over 1200	\$46 068

**Directors**

At least 70% of the base rate or \$793 more than the Director would make if the Director were principal of the largest school in the Director's system, whichever is greater.

### **Subsystem Supervisors**

At least 75% of the base rate as determined by the employer based on the number of teachers in the subsystem supervisor's area of responsibility.

### **Principals, Vice-principals and Coordinators**

#### **Principals**

<b>Number of Teachers in School</b>	<b>Administrative Allowance</b>
1–5	\$6106
6–15	\$6106 plus \$735 for each teacher in excess of 5
16–30	\$13 459 plus \$554 for each teacher in excess of 15
31–45	\$21 780 plus \$112 for each teacher in excess of 30
Over 45	\$23 438 plus \$84 for each teacher in excess of 45

#### **Vice-principals**

50% of the rate for the principal of the vice-principal's school, based on the number of teachers in the vice-principal's area of responsibility.

#### **Coordinators**

Equivalent to the rate for a principal of a school with at least 18 teachers and no more than 30 teachers, based on the number of teachers in the coordinator's area of responsibility.

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### **Schedule B2: Administrative Allowances**

(subsection 7(2), *Public School Administrators Employment Relations Regulations*)

**Effective August 1, 2019**

### **Directors and Subsystem Supervisors**

#### **Base Rate**

<b>Number of Teachers in Area of Responsibility</b>	<b>Administrative Allowance</b>
50 or under	\$21 990

51–100	\$21 990 plus \$124 for each teacher in excess of 50 to a maximum of \$28 501
101–200	\$30 088
201–350	\$32 402
351–500	\$34 723
501–650	\$37 026
651–800	\$39 345
801–1000	\$41 663
1001–1200	\$43 981
over 1200	\$46 298

### **Directors**

At least 70% of the base rate or \$797 more than the Director would make if the Director were principal of the largest school in the Director's system, whichever is greater.

### **Subsystem Supervisors**

At least 75% of the base rate as determined by the employer based on the number of teachers in the subsystem supervisor's area of responsibility.

### **Principals, Vice-principals and Coordinators**

#### **Principals**

<b>Number of Teachers in School</b>	<b>Administrative Allowance</b>
1–5	\$6137
6–15	\$6137 plus \$739 for each teacher in excess of 5
16–30	\$13 526 plus \$557 for each teacher in excess of 15
31–45	\$21 889 plus \$113 for each teacher in excess of 30
Over 45	\$23 555 plus \$84 for each teacher in excess of 45

#### **Vice-principals**

50% of the rate for the principal of the vice-principal's school, based on the number of teachers in the vice-principal's area of responsibility.

#### **Coordinators**

Equivalent to the rate for a principal of a school with at least 18 teachers and no more than 30 teachers, based on the number of teachers in the coordinator's area of responsibility.

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## Legislative History Reference Tables

Public School Administrators Employment Relations Regulations  
Public School Administrators Employment Relations Act

N.S. Reg. 146/2018

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*Note: The information in these tables does not form part of the regulations and is compiled by the Office of the Registrar of Regulations for reference only.*

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### Source Law

The current consolidation of the *Public School Administrators Employment Relations Regulations* made under the *Public School Administrators Employment Relations Act* includes all of the following regulations:

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<b>N.S. Regulation</b>	<b>In force date*</b>	<b>How in force</b>	<b>Royal Gazette Part II Issue</b>
146/2018	Aug 1, 2018	date specified	Aug 17, 2018

The following regulations are not yet in force and are not included in the current consolidation:

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<b>N.S. Regulation</b>	<b>In force date*</b>	<b>How in force</b>	<b>Royal Gazette Part II Issue</b>
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\*See subsection 3(6) of the *Regulations Act* for rules about in force dates of regulations.

### Amendments by Provision

ad. = added  
am. = amended

fc. = fee change  
ra. = reassigned

rep. = repealed  
rs. = repealed and substituted

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**Provision affected****How affected**

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Note that changes to headings are not included in the above table.

## Editorial Notes and Corrections:

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Note	Effective date
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## Repealed and Superseded:

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N.S. Regulation	Title	In force date	Repealed date
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Note: Only regulations that are specifically repealed and replaced appear in this table. It may not reflect the entire history of regulations on this subject matter.