

# Administrative Guide to membership and fees

**2023–24**  
School Year

This is a general guide to assist you in deducting fees in various categories. We hope you find it useful, and also realize that this is a complex area. Questions may arise relating to situations that are not covered here, so please feel free to get in touch with the Member Records and Fees Department for the information you need.

All BCTF forms used by school-district Payroll and Human Resources staff can be found at <https://www.bctf.ca/AdminInfo>.

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## ***BCTF Administrative Guide to Membership and Fees, 2023–24***

### **Quick Notes**

#### **Fee deductions (details pp. 8, 9, B.2)**

- The fee for FT/PT Contract teachers remains the same for 2023–24, at 1.69%
- The TTOC fee rate remains the same at 1.59%.
- The SIP fee increases to 2.09% (up from 1.99%), with the split for long-term (LT) being 1.55% (up from 1.50%) and the short-term (ST) split being 0.54% (up from 0.49%).
- If a teacher has both contract and TTOC earnings in the same month, please report amounts and deductions for each with a separate entry.
- BCTF fees are to be remitted for employees who teach summer school. SIP fees, however, are not deducted on summer-school earnings.

#### **New electronic sign-up form (details p. 6, A.2)**

- The member sign-up form is now available in PDF-fillable format, with the Adobe e-sign function; please discontinue use of all previous versions of the sign-up form and use only the January 2023 revision (available at <https://www.bctf.ca/AdminInfo>). This electronic form complies with Labour Relations Board requirements regarding e-signature; a “typed-in” name on an electronic form does not meet LRB requirements. A hand-written signature on paper is acceptable.

#### **Enrolling new members (details p. 6, A.3)**

- The member sign-up form is now available in PDF-fillable format, with e-signature capability; please discontinue use of all versions of the sign-up form dated prior to January 2023.
- When a retired or resigned teacher, or a Teacher Teaching on Call (TTOC) who has not worked within the last 6 months, returns to employment, a new member sign-up form is required.
- Please review forms for completeness when you receive them; if you notice any blank fields, please request missing information before sending along to Member Records ([membership@bctf.ca](mailto:membership@bctf.ca)). Thank you for forwarding completed forms promptly rather than letting them accumulate.
- Please scan and email sign-up forms; an original is not required and sending once in any format is sufficient.

#### **Affiliate Administrative Membership (details p. 7, A.7)**

- Is optional.
- For any member who accepts a temporary administrator position and wishes to continue participating in the Salary Indemnity Plan (SIP), please ensure that the application and fee are received in our office within 30 days of appointment. If the fee will be paid through payroll in a remittance later than 30 days, please let us know in advance.
- If fee paid through payroll, please include it with the BCTF *dues* payment on its own separate line (not combined), rather than with the SIP payment. Also, please identify the payment as “Affiliate Administrator” on a separate line in the back-up documentation (e.g., Excel file, fee remittance summary) and include last name(s).

**Exemption from the long-term portion of SIP fees (details p. 10, B.6)**

- There are two circumstances where deduction of the LT SIP must be discontinued and one where a member may apply for it to be discontinued:
  - i. Automatic withdrawal by district payroll at age 65.
  - ii. Automatic withdrawal by district payroll when employee/member is retired and in receipt of pension payments from the BC Teachers' Pension Plan (TPP).
  - iii. Member may apply to withdraw at age 64, or when Factor 88 or Factor 90 is reached, or if in receipt of a pension other than BC TPP.

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## A. Membership

The requirements to join and pay fees to the British Columbia Teachers' Federation (BCTF/the Federation) and its constituent locals in all BC public school districts are found in the Provincial Collective Agreement (PCA) between the Federation and the British Columbia Public School Employers' Association (BCPSEA), as well as in the constitutions of the BCTF and the locals.

### 1. Fee payment

The Provincial Collective Agreement, covering all school districts, provides that the equivalent of the full BCTF/local fee is payable by every employee covered under the PCA, by payroll deduction. For fee rates, please see the table on p. 9.

### 2. New electronic sign-up form

The member sign-up form is now available in PDF-fillable format, with the Adobe e-sign function; please discontinue use of all previous versions of the sign-up form and use only the January 2023 revision (<https://www.bctf.ca/AdminInfo>). This electronic form complies with Labour Relations Board requirements regarding e-signature; a "typed-in" name on an electronic form does not meet LRB requirements. A hand-written signature on paper is acceptable.

### 3. Enrolling new members

All employees who are new to a school district and are covered by the PCA are required to become and remain active members of the BCTF and the local.

This applies as well to Teachers Teaching On Call (TTOC) who haven't had earnings within the past six months, and re-hired retired or resigned teachers. Each should be provided with, complete, and return to the district office an Active BCTF Membership Sign-up form (F08-36) at the time of hiring.

As noted above (A.2, New electronic sign-up form), on a go-forward basis please use only the January 2023, PDF-fillable form, which can be completed electronically or printed.

Please check and ensure that all fields on the form are completed, including signature as required by the LRB, to prevent delays due to follow-up needed.

Completed forms are to be emailed by the district to the BCTF Member Records and Fees Department, [membership@bctf.ca](mailto:membership@bctf.ca); the relevant local should also receive a copy. To reduce processing time, please send forms as completed/weekly, if possible, rather than allowing them to accumulate. Those you receive on paper can be scanned and attached to an email; we do not require a hard copy.

The sign-up form, in English and French, and customized versions for districts with more than one local (English only), may be downloaded from the BCTF page, [bctf.ca/AdminInfo](https://www.bctf.ca/AdminInfo).

#### **4. Letter of Permission**

Individuals teaching in school districts pursuant to a Letter of Permission (LOP) should be treated the same as individuals who are fully certified by the BC Teacher Regulation Branch (TRB). All dues, fees, and assessments that would be deducted from certified members should be deducted from individuals teaching on an LOP.

#### **5. Teacher replacements**

In some districts, TTOCs who do not have a BC teaching certificate are covered under the PCA. They may also be under an LOP or be members by local practice or individual application. These employees should also use the Active BCTF Membership Sign-up form. The fee rate for this category is identical to that for certificated TTOC.

#### **6. Exclusions—Conflict of interest**

Individuals with positions that create a conflict of interest shall not be eligible for active membership in the Federation. These include Members of the Legislative Assembly, officials and employees of the Ministry of Education, employees of the British Columbia Public School Employers' Association, employees of the British Columbia School Trustees Association, employees of the British Columbia School Superintendents' Association, employees of the Principals' and Vice-Principals' Association, district superintendents of schools, superintendents of schools, assistant superintendents of schools, and administrative officers.

#### **7. Affiliate Administrative Membership for temporary administrators**

A BCTF member who accepts a position as a temporary administrative officer *has the option* to become a non-voting, affiliate administrative member, which enables them to continue to participate in the BCTF Salary Indemnity Plan (SIP) for up to 12 months, with payroll deduction of SIP fees.

The Affiliate Administrative Membership application must be received with payment within 30 days of appointment, to ensure continuity of coverage, and this time limit should be brought to the attention of members receiving administrative officer appointments. Please note that late or incomplete applications will be declined.

The Affiliate Administrative Membership application fee is \$100, payable directly to the BCTF by cheque, credit card, or by district payroll electronic funds transfer (EFT) at time of application.

If we receive the completed application form within the 30 days and are advised to expect the \$100 fee payment on the next remittance, this will be acceptable even if that remittance falls outside the 30-day timeline.

If remitted by payroll, please include with the BCTF *dues* payment, as a separate line item (with name and employee number), rather than with the SIP payment.

The current Affiliate Administrative Membership application form may be downloaded from [bctf.ca/AdminInfo](http://bctf.ca/AdminInfo).

Remember to resume appropriate BCTF and local fee deductions when (if) the individual returns to teaching and is again covered by the PCA.

## B. Membership fees

### 1. Definition of gross annual salary

BCTF and SIP fees are calculated as a percentage of gross annual salary. Salary means basic gross salary received from the employer, and includes salary paid for any purpose, including backpay and any allowance paid by the employer pursuant to the collective agreement as applicable to your school district. This includes the 2% special SIP allowance, and allowances paid for supervisory duties, administrative duties, and/or special qualifications. Mileage and expense allowances are excluded.

In general, if BCTF fees and pension contributions are deducted from payments not specified above, SIP fees should also be deducted.

### 2. Fee deductions: Percentage of salary, 2023–24

As noted in the definition in B.1, above, salary means basic gross salary received from the employer, and includes salary paid for any purpose, including backpay and any allowance paid by the employer pursuant to the collective agreement as applicable to your school district. Please see the table on p. 9 for a summary of fee deductions.

### 3. Notes on fees

The BCTF fee structure has three parts: (i) the BCTF membership fee; (ii) the SIP fee; and (iii) the local fee. Following are a few notes relating to each.

i. The BCTF membership fee:

- The first fee deduction should be made the first month the teacher is on the payroll.
- The last fee deduction should be made for the last month during which the teacher appears on the school board payroll.
- For purposes of the implementation of the BCTF fee schedule, the school year commences July 1 and ends June 30.
- Summer school forms part of the regular school year. Fees (except SIP fees) are remitted for employees who teach summer school.

ii. The SIP fee:

- The SIP fee cannot be claimed as a deduction for income-tax purposes.
- **Teachers who have received a Labour Relations Board (LRB) exemption from the requirement to pay BCTF dues are not eligible for SIP benefit coverage, either short-term (ST) or long-term (LT).**

iii. The local fee:

- The local fee is determined by each local.
- Most local fees change in September; some also change in January.
- In a few districts, local fees are deducted in two or three instalments instead of 10 monthly instalments.
- The local president or treasurer should keep you advised of the correct local fee and how to remit it.



**B.2 Table: Fee deductions: Percentage of salary, 2023–24**

Employment status	BCTF fees	Local fees	Total SIP fees – 2.09%	
			SIP LT	SIP ST
Full-time/Part-time contract teachers and associated professionals (including individuals teaching pursuant to a Letter of Permission) <sup>1</sup>	1.69%	Set by local	1.55%	0.54%
Adult educator—FT/PT contract employee <sup>1</sup>	1.69%	Set by local	1.55%	0.54%
Any other person employed by the district on a FT/PT basis who is covered by the PCA*	1.69%	Set by local	1.55%	0.54%
Any teacher or associated professional employed by the district for summer school <sup>2</sup>	1.69%	Set by local	Nil	Nil
Teacher Teaching On Call (TTOC) <sup>1</sup> (including uncertified members of the bargaining unit)	1.59%	Set by local	Nil	Nil
Adult educator—TTOC <sup>1</sup>	1.59%	Set by local	Nil	Nil
Retired teacher collecting TPP**, re-hired and returning to work	FT/PT–1.69%	Set by local	Nil	0.54%
	TTOC–1.59%			Nil
Retired Administrator (P/VP) collecting TPP, re-hired and returning to work in teacher role	FT/PT–1.69%	Set by local	Nil	0.54%
	TTOC–1.59%			Nil
Automatic withdrawal from LT portion of SIP (by SD): - member reaches age 65 - member in receipt of a BC TPP pension.	FT/PT–1.69%	Set by local	Nil	0.54%
	TTOC–1.59%			Nil
Approved withdrawal from LT portion of SIP (by member application and SIP approval): - age 64 - Factor 88 - Factor 90 - receiving a pension other than BC TPP.	FT/PT–1.69%	Set by local	Nil	0.54%
	TTOC–1.59%			Nil
Affiliate Administrative Member (see A.6, p. 7, for details)	\$100 application fee	Nil	1.55%	0.54%

\* Provincial Collective Agreement

\*\* Teachers' Pension Plan

<sup>1</sup> Where a part-time contract employee or adult educator contract employee is also working additional TTOC hours, FT/PT (1.69%) and SIP (2.09%) fees are deducted from salary earned for the contract portion of their assignment, and the applicable TTOC fees (1.59%) are deducted from the additional TTOC hours.

**Please note:** The regular FT/PT contract salary and fees and TTOC salary and fees *must be reported with a separate entry for each* (i.e., not combined into one figure).

<sup>2</sup> Employees teaching summer school are not eligible for SIP benefits; they do not receive the 2% special SIP allowance or contribute premium payments to the Plan.

#### 4. Correcting an over-deduction

If it appears that a member has been over-deducted for any of the above fees, the BCTF will communicate with the district to query the deduction.

When an over-deduction is confirmed:

- i. The district shall reimburse the member via next payroll adjustment or special payment.
- ii. The BCTF shall reimburse the district, after receiving appropriate documentation.

#### 5. Correcting an under-deduction

If it appears that a member has been under-deducted for any of the above fees, the BCTF will communicate with the district to query the deduction.

When an under-deduction is confirmed, a repayment schedule to correct the under-deduction shall be implemented.

#### 6. Exemption from the long-term portion of Salary Indemnity Plan (SIP) fees

All members covered by the PCA should have 2.09% (1.55% LT; 0.54% ST) of their gross salary remitted to the BCTF Salary Indemnity Plan, with three exceptions:

- i. Members 65 years of age or older are not eligible to participate in the long-term portion of the plan and should be remitting to the short-term plan only. *Please automatically remove all members age 65 and over from the LT deduction, effective the first of the month after their 65th birthday.*
- ii. Members who have applied for and been granted a pension from the Teachers' Pension Plan (TPP) of BC are also ineligible for long-term benefits and should be remitting to the short-term portion of the plan only. *Please automatically remove members in receipt of a BC TPP pension from the LT deduction.*
- iii. Members age 64, or who have reached Factor 88, or who are receiving a pension other than BC TPP, may apply to withdraw from the long-term portion of the Salary Indemnity Plan by submitting the requisite [application form](#) (more information [here](#)).

Please refer all enquiries to the BCTF Income Security Division (ISD) (604-871-1921); [benefits@bctf.ca](mailto:benefits@bctf.ca). No other action is required from you, and you will be advised of successful withdrawal applications with a copy of the acceptance letter from ISD.

Members who have been approved for withdrawal should be remitting only to the short-term portion of the plan.

Please note that the 2% special SIP allowance continues as part of gross salary, even when LT SIP contributions cease.

#### 7. Fee deduction exemptions and clarifications

The fee is deducted monthly from the salary of every teacher or other employee covered by the Provincial Collective Agreement who is paid through the school board payroll. This includes those teachers on leaves of absence who are receiving school board payroll cheques, even when the school board is being reimbursed from some other sources, e.g., seconded teachers (see p. 7, A.6, *Exclusions—Conflict of Interest*).

The following table lists exemptions in addition to the SIP exemption from the long-term portion of the plan noted in B.6, above:

## Exemptions

Employment status	BCTF fee	Local fee	SIP fee
Deferred leave <sup>3</sup>	no fee	no fee	no fee
Member receiving Workers' Compensation Board (WCB) payments directly from WCB <sup>4</sup>	no fee	no fee	no fee
Exchange teacher from outside BC	no fee	no fee	no fee
Secondment to another employer that is in a conflict of interest <sup>5</sup>	no fee	no fee	no fee
Personal LOAs (leave of absence)	no fee	no fee	no fee
Unpaid sick leave	no fee	no fee	no fee

The following table clarifies some situations where **fees should continue to be deducted and remitted**:

### Clarifications—continue to pay fees

Employment status	BCTF fee	Local fee	SIP fee
Maternity/Parenthood Leave, receiving Supplemental Employment Insurance Benefits (SEIB)	deduct fee	deduct fee	deduct fee
Compassionate care leave, receiving SEIB	deduct fee	deduct fee	deduct fee
Paid educational leave	deduct fee	deduct fee	deduct fee
BCTF member on exchange outside BC	deduct fee	deduct fee	deduct fee
Secondment to another employer that is <i>not</i> in a conflict of interest	deduct fee	deduct fee	deduct fee
WCB payments if topped up as per local collective agreement <sup>6</sup>	deduct fee	deduct fee	deduct fee
Paid sick leave	deduct fee	deduct fee	deduct fee
Accommodation (partial LTD leave)	deduct fee	deduct fee	deduct fee

Please contact the Member Records and Fees Department regarding any situation not covered in the above tables.

<sup>3</sup> BCTF, local, and SIP fee deductions are taken from the pre-leave gross salary inclusive of the deferred portion, but not deducted while the member is in receipt of deferred salary.

<sup>4</sup> When a member receives WCB payments that are *not topped-up*, there should be no deductions and no reporting in the monthly back-up documentation. This also applies in a flow-through situation, generally when the school district continues to receive wage-loss payments from the WCB after entitlement to top-up has been exhausted but WCB has not yet redirected payment to the member. See also footnote 6.

<sup>5</sup> If a BCTF member's secondment to another employer places them in a conflict of interest, they will not pay BCTF fees (see p. 7, A.6, *Exclusions—Conflict of Interest*) and no reporting is required.

<sup>6</sup> If an employee is on leave due to a WCB claim and continues to receive salary from the school board as provided by their local agreement, then deductions should be made for BCTF, local, and SIP fees on the entire income-taxable amount paid to the member by the school district (WCB plus SD top-up).

If/when the member's top-up is exhausted, the school district should promptly alert WCB so that WCB can begin paying wage loss benefits directly to the member (i.e., not through payroll). This will help avoid the flow-through situation referred to in footnote 4.

## 8. Special deductions

If a BCTF levy or any other special local assessment is to be collected through payroll deduction, you will be notified in writing by the local or the BCTF. BCTF Member Records and Fees Department and the local must be advised of the amount and the month(s) in which it is deducted.

## C. Remittances

### 1. BCTF fees

In accordance with Article A.4 of the provincial collective agreement, fees will be remitted to the BCTF via electronic transfer from the district office where that is in place, or through inter-bank electronic transfer. **The transfer of funds to the BCTF will be remitted by the 15th of the month following the deduction.**

### 2. Fee Remittance Summary and Fee Remittance Back-up forms

*At the same time as the remittance is made*, the school board shall provide the BCTF with a list of employees and amounts paid and deducted (see D.1 and D.2), as well as a completed Fee Remittance Summary form and any member change/leave information on the Fee Remittance Back-up form.

The summary and back-up forms may be accessed online (in .pdf and .docx formats) at [bctf.ca/AdminInfo](http://bctf.ca/AdminInfo).

They may be included with the upload of the monthly fee remittance data (see p. 14, D, *Upload of Electronic Files*), or emailed to [membership@bctf.ca](mailto:membership@bctf.ca) (upload is preferred).

a. **Fee Remittance Summary**—Form F08-23

Space is provided to enter totals for salary, dues, and member/FTE numbers; please ensure that all data is accurate, and that you are using the form with the current rates.

b. **Fee Remittance Back-up**—Form F08-14

Space is provided for information regarding personnel deleted from and added to payroll during the reporting month, and the reason applicable to each employee listed. Details regarding name changes are also requested. Please ensure that all changes and new information are included.

The back-up information may be provided in one of three ways: (1) hand-written on the printed form; (2) in the Excel file form provided online (see above); or (3) in an electronic report generated by your system in a format that provides the requested information.

**Please note:** Complete and accurate back-up information will reduce the need for follow-up queries from a Member Records fees analyst, saving time for all involved.

Acceptable formats include:

**Sample 1—District leave report (month/year)**

Emp No.	Name	Status
250	Acura, John	Unpaid leave [including medical, personal, educational, deferred salary, etc.]
333	Chevy, Anne	Leave—maternity/parental—SEIB payment
623	Honda, Sarah	Leave—maternity/parental—no SEIB payment
244	Jeep, Christina J	Leave—secondment

**Sample 2—District termination report (month/year)**

Emp No.	Name	Reason
250	Acura, John	End of assignment
105	Cadillac, Gurdeep	Resigned
333	Chevy, Anne	Retired

**Sample 3—District new hire report (month/year)**

Emp No.	Name	Job Code
250	Acura, John	TTOC
105	Cadillac, Gurdeep	TEACH

**3. Monthly reporting of member count and FTE**

- a. **Member count** is the total number of fee-paying full-time and part-time contract employees on payroll, regardless of the percentage they work.  
example:  $1.00 \text{ (FT)} + 0.80 \text{ (PT)} = \text{a member count of } 2$
- b. **Full-time equivalent (FTE)** refers to the percentage of full-time that the employee works, where full-time = 100%, or 1.0 FTE.  
example:  $1.0 \text{ (FT)} + 0.80 \text{ (PT)} = 1.80 \text{ FTE}$

The member count and FTE are to be reported each month. The FTE may be reported as a district total figure, if not reported for each employee in the electronic dues information file.

**4. Electronic bank transfer**

Please contact the BCTF Controller (604-871-2109) to obtain banking information for electronic deposit of your fee remittance. Amounts for BCTF fees (FT/PT contract and TTOC) go to one account, and SIP dues and the EI Rebate, to another.

**5. Local fees**

Local fees are established by each local according to their constitution and/or by-laws. The local in your district will notify you of any changes. Local fees are made payable to the local teachers' union and sent to the treasurer of the local. Under Article A.6, the form and timing of this remittance remains as it is at present unless changed by mutual agreement between the local and the employer.

We would be pleased to offer clarification if you have any fees-related questions not covered in this guide. Contact the BCTF Member Records and Fees Department (see p. 2, inside front cover, for details) or the local office, as applicable.



## D. Upload of electronic files

### 1. Electronic dues information file—content

The documentation that accompanies the fees payment should be submitted in an electronic format, and the school district number, plus the month and year to which the information applies, should be indicated with the submission. Each file should contain the following:

a. Member information:

- first and last name
- middle name or initial
- FTE (% of assignment)
- district employee number
- job type (FT/PT Contract, TTOC, Adult Educator)
- local/sublocal
- job status (active, leave).

b. Fees information:

- gross salary (total salary upon which deductions are based; see p. 8, B.1)
- dues deduction type:
  - FT/PT contract employee fees; TTOC fees
  - SIP fees—separated into ST and LT
  - EI Rebate, as applicable.
- deduction amounts for each dues deduction type.

### 2. Sample ideal file format

Electronic dues information files may be submitted in either Excel or CSV format. The preferred file set-up is a single sheet separated by distinct coding/identifiers. However, multi-sheet workbooks and multiple electronic files will also be accepted.

In this ideal format, all information for each employee is on one line.

Name	FTE	EE#	Local	Job	Gross Salary	BCTF Dues	SIP ST	SIP LT	EI Rebate	Status
Anderson, John W	0.50	100	98	Teach	3,500.00	62.65	16.10	42.35	6.50	Active
Anderson, John W		100	98	TTOC	2,000.00	20.60				Active
New, Tina		201	98	TTOC	400.00	4.12				Active
Ng, Jane	1.00	155	99	Teach	7,500.00	134.25	36.00	89.25	15.00	Active
Singh, Baljinder Kaur		133	98	Teach	2,500.00	44.75	11.50	30.25	6.00	Maternity Leave
Tire, Rea	0.75	55	99	Teach	6,000.00	107.40	27.60		2.00	Active
Tan, Kim		60	98	Adult Ed	1,600.00	28.64	7.36	19.36		Active
Turner, Cole Guy		166	98	Admin	8,000.00		36.80	96.80		Temp AO
Unlucky, Pete	0.80	200	98	Teach	5,000.00	89.50	23.00	60.50	5.00	WCB

Exceptions: If the FTE has not been included for each employee in the electronic file (as in table above), the district total should be included on the monthly [Fee Remittance Summary](#) sheet, Form F08-23, and uploaded online or emailed to [membership@bctf.ca](mailto:membership@bctf.ca).

### 3. Upload electronic dues information files to the BCTF

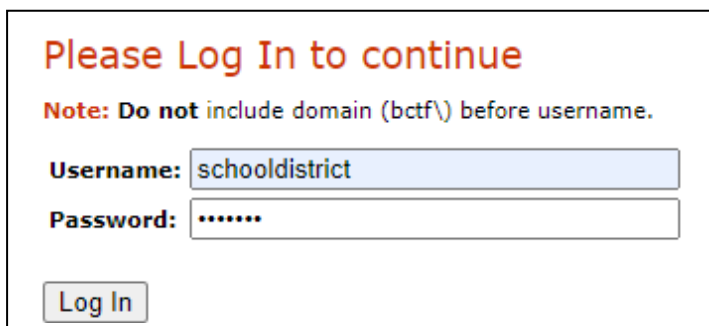
A website has been set up for you to upload monthly electronic dues information files. The instructions are as follows:

1. Go to <https://db.bctf.ca/fileshare/SDupload/>
2. Log in using  **schooldistrict**  as the username, and the password **previously supplied to you**. (Please contact [membership@bctf.ca](mailto:membership@bctf.ca) if you do not have the password.)
3. Select appropriate school district and file month from the drop-down lists, and click in the “choose file” field; navigate to select your file for upload (formats can include Excel, .CSV; .PDF, Word). Please provide the email address of the staff person to be contacted if questions arise about the file contents.
4. Click **Submit**. You will see a thank you/confirmation that your file has been sent.
5. Repeat #3 and #4 for each file you are submitting (click back arrow to return to upload page).
6. Log out once all files are uploaded.

If you have any difficulty transferring your file, please contact the BCTF Help Desk by email at [helpdesk@bctf.ca](mailto:helpdesk@bctf.ca).

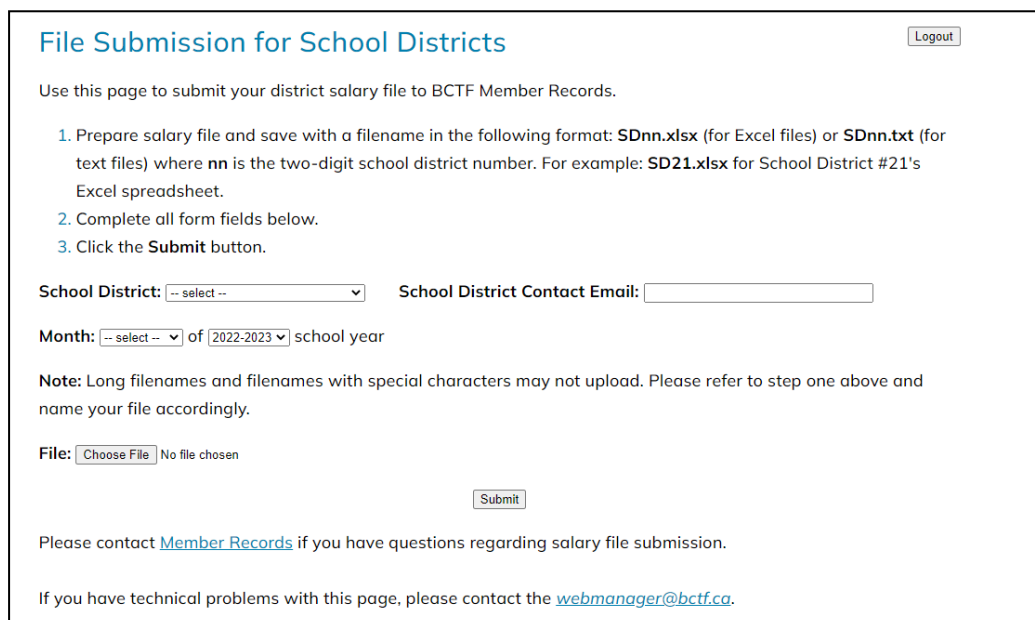
What the process looks like:

Login page (step #2), at <https://db.bctf.ca/fileshare/SDupload/>:



The screenshot shows a login form with the title "Please Log In to continue" in orange. Below the title is a note: "Note: Do not include domain (bctf\ ) before username." There are two input fields: "Username:" with the text "schooldistrict" and "Password:" with masked characters ".....". A "Log In" button is at the bottom left.

File upload page (step #3), once logged in:



The screenshot shows the "File Submission for School Districts" page. It includes a "Logout" button in the top right. The main text says: "Use this page to submit your district salary file to BCTF Member Records." There are three numbered instructions: 1. Prepare salary file and save with a filename in the following format: SDnn.xlsx (for Excel files) or SDnn.txt (for text files) where nn is the two-digit school district number. For example: SD21.xlsx for School District #21's Excel spreadsheet. 2. Complete all form fields below. 3. Click the Submit button. The form fields include: "School District:" with a dropdown menu showing "-- select --", "School District Contact Email:" with a text input field, "Month:" with a dropdown menu showing "-- select --" and "of 2022-2023 school year". A "Note" states: "Long filenames and filenames with special characters may not upload. Please refer to step one above and name your file accordingly." There is a "File:" section with a "Choose File" button and the text "No file chosen". A "Submit" button is at the bottom center. At the bottom, there is a link to "Member Records" and a contact email [webmanager@bctf.ca](mailto:webmanager@bctf.ca).

## E. Encrypted email correspondence from the BCTF

In order to better protect our members' personal information and comply with the *Personal Information Protection Act* (PIPA), the BCTF has implemented email protection software. When we send you an email that contains sensitive, personal member information, it will be under encryption, unless the member has specifically waived the requirement.

### 1. Receiving FortiMail encrypted email

When you receive an encrypted BCTF email, you will see a notification similar to the following, indicating that you have an encrypted message waiting for you.

**You have received a secure message**

---

**Read your secure message by clicking the link below**, The Web browser will be launched and prompt you to log in.

[click this to open the secure message](#)

If you have concerns about the validity of this message, contact the sender directly.

**Help** - [Help](#)

**About FortiMail Registered Envelope Service** - [About](#)

The first time you click this link to use this service, you will be prompted to register.

**Encryption** [\[ Help \]](#)

**From:** benefits@bctf.ca  
**To:** bctftest@gmail.com  
**Subject:** Confidential Case Information

You haven't registered yet. Please register first.

[Register](#)

Encryption Copyright ©2010 Fortinet, Inc. All Rights Reserved.

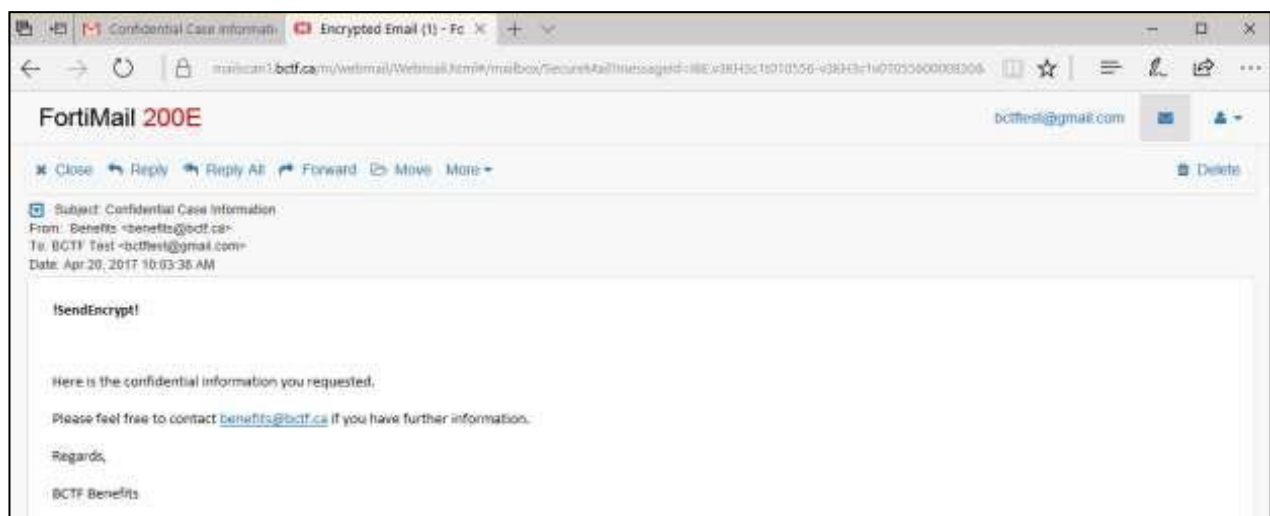
Registration is a quick and simple process. You will be asked for your name, a new password, and three security questions in case you forget your password.



The screenshot shows a web form titled "REGISTER NEW USER". It contains the following fields and options:

- Email address: bctftest@gmail.com
- Language: English (dropdown menu)
- Time zone: (GMT-11:00) Pacific Time (US&Canada) (dropdown menu)
- First name: [text input field]
- Last name: [text input field]
- Password: [text input field]
- Confirm password: [text input field]
- Secure question 1: What is the first name of your oldest child? (dropdown menu)  
Answer: [text input field]
- Secure question 2: What was the make of your first car? (dropdown menu)  
Answer: [text input field]
- Secure question 3: What is the first name of your spouse's/partner's mother? (dropdown menu)  
Answer: [text input field]
- Buttons: Register, Cancel

Once you have registered, you can log in and view your secure message.



From there, you can reply, reply all, forward (which will send a new encrypted message to a new recipient), or print the secure message.

# Appendix: Forms

## Active forms

The following forms are the only ones currently in use by the BCTF Member Records and Fees Department. The most up-to-date version of each is available online at <https://www.bctf.ca/AdminInfo>.

For school-district Payroll staff:

F08–23    [Fee Remittance Summary](#)

F08–14    [Fee Remittance Back-up](#)

For school-district Human Resources (HR) staff:

F08–36    [BCTF Membership Sign-up](#)

- English
- French
- customized versions for school districts in which there is more than one local or sublocal

F08–20    [Affiliate Administrative Membership Application](#)

If you have previous versions of the above forms still in circulation, please recycle them and use the current version. The above forms have a revision date of either January or June 2023.

Please contact [membership@bctf.ca](mailto:membership@bctf.ca) if you have any questions about membership-related forms.

See next page for a list of discontinued forms.



## Discontinued forms

Form ID	Title	As of June 2017
F08-01	BCTF membership information record	Members may update their personal information directly when logged in on the BCTF website: <a href="https://members.bctf.ca/login.aspx?">https://members.bctf.ca/login.aspx?</a>
F08-02	Change of address and personal data	Members may update their personal information directly when logged in on the BCTF website: <a href="https://members.bctf.ca/login.aspx?">https://members.bctf.ca/login.aspx?</a>
F08-06	Member assignment change	Not needed; other sources provide the information
F08-07	Associate membership application for uncertificated teacher's replacement (uncertificated teacher teaching on call)	Use F08-36, the <a href="#">Active BCTF Membership Sign-up form</a> , for employees who are uncertificated but covered by a collective agreement
F08-28	Member leave of absence notice	Use F08-14, <a href="#">Fee remittance back-up</a> , or the district's monthly leave report, to provide this information
F08-29	Voluntary Honorary Associate Membership Application (for retired teachers)	Not needed; once the BCTF has been advised of a member's retirement their BCTF membership status is changed to reflect Honorary Associate. No action is required from the member.
F08-41	Request for forms	All forms currently in use can be accessed online: <a href="https://bctf.ca/AdminInfo-">bctf.ca/AdminInfo-</a>