



Yellowknife Education District No. 1

Substitute Teachers

The following are some basic procedures regarding substitute teaching with Yellowknife Education District No. 1.

Article 8.03 of the **COLLECTIVE AGREEMENT BETWEEN THE BOARD OF EDUCATION FOR YELLOWKNIFE EDUCATION DISTRICT NO.1 OF THE NORTHWEST TERRITORIES AND THE NORTHWEST TERRITORIES TEACHERS' ASSOCIATION** states:

- 8.03 A substitute employee shall mean an employee who is not regularly employed by the Board, but who provides service as required on a per-diem basis. Substitute employees shall be paid 1/number of days in the school year of the minimum employee salary stipulated in this Agreement according to the school year calendar for fewer than five (5) consecutive days for one (1) employee. Substitute employees working five (5) or more consecutive days for one (1) employee shall be paid 1/number of days in the school year times the substitute employee's appropriate salary on the grid per day, retroactive to day one. The rates above are inclusive of vacation pay. Substitute teachers are not eligible for any leaves, allowances or benefits.

Attention Certified Teachers: If you do not have grid placement documentation on file at the time you sub for 5 days or more under Article 8.03 above, you will not be paid at your grid rate. A salary evaluation must be on file in order to qualify for grid placement pay under Article 8.03. Retroactive adjustments are not paid. Please include Grid placement confirmation documents your application. If you have a copy of a BEd degree or Teaching Certificate on file, we will pay you at Category 4, Step 0 of the teachers paygrid but no higher unless you have a salary evaluation document on file.

Documentation to be completed:

- Substitute Teacher Application Form. Please be sure to include complete information regarding for three references (full names, titles and email addresses) Please indicate what grade level(s) you are interested in teaching.
- A vulnerable sector/criminal record clearance that has been completed in the last **90 days**.
- TD1 Federal Tax Credits Return Form and TD1 NT Tax Credits Return Form (used for income tax calculation),
- Direct Deposit Authorization Form issued by applicants' financial institution.
- Employee Information Form (Emergency contact, etc),
- Read and sign the last page of Health & Safety Orientation Booklet. Submit the **signed page only**. Keep the booklet for your future reference.
- If you are a **certified teacher**, please inquire at the District Office as to the procedures to apply for a NWT Teaching Certificate and a Salary Evaluation document. This information is required in order to place you appropriately on the teacher salary grid. If you do not submit documented proof of Education and/or experience, **you will not be paid at your grid rate** as described in 8.03 above. You need to provide a minimum of your proof of Education in order to be categorized as Certified Sub List (Copy of B of Ed, Teaching Cert, etc.)

Procedure for applying to Substitute Teach:

- Complete appropriate documentation (as stated above).
- The District Office will send out "Reference Check" questionnaires to your references. Once these forms have been completed and returned to us, your application will be complete and ready for the approval process. If your application is approved, your information will be placed on the master substitute list which is distributed regularly to the schools. **You must provide email addresses for your references as we do not do telephone reference checks.**
- You will be notified and sent a list of schools and contact people at each school. It is suggested that you approach these contact people as they are the ones who decide who will/will not substitute in their respective schools.
- The school will phone you regarding substituting. Board Office personnel do not set up subbing for the schools.
- Whenever you substitute teach, you must sign the sub time sheet at the school office. If you do not sign the sheet, it will delay your pay.
- If you wish to be removed from the substitute teacher list, or any information on your application changes, please contact the Board Office at 867-766-5050 or info@yk1.nt.ca.

Substitute Pay:

Pay per day is \$350.58 (Teacher Sub) and \$292.93 (Educational Assistant Sub). Union dues are 1.5%. This rate includes four per cent (4%) vacation pay.

Substitute teachers, with a teaching certificate, working five (5) or more consecutive days for **the same teacher** shall be paid 1/number of days in the school year times the substitute teacher's appropriate salary on the grid per day, retroactive to day one if the sub has previously provided proof of his/her grid placement in the form of a Salary Evaluation (Education and/or Experience)

Pay Days:

Payday for substitute teachers is **monthly** on the 30th/31st of each month. If the 30th/31st is a Saturday, Sunday or holiday, the pay will be in your account on the previous working day.

The schedule of cut-off dates and pay dates for the current school year will be listed on the sub timesheet that you sign off at the schools.

If you have any questions regarding the above or any other aspect of substitute teaching, please contact our Board Office at 867-766-5050. Any payroll related questions should be directed to the Payroll Officer at 867-766-5061.

YK1 Policies & Procedures:

It is the employee's responsibility to read **Yellowknife Education District No.1's Policies & Procedures**. These can be found on our website at www.yk1.nt.ca (on the home page select Board, then select Policies & Procedures Icon)

NWTTA Collective Agreement:

It is the employee's responsibility to read the **NWTTA Collective Agreement**. This can also be found on our website under the Employment Tab (Select Staff Documents)

Yellowknife Education District No.1



Employee Health & Safety Information Package

Safety in the workplace is everyone's responsibility.

As a worker, you are required to know following information:

- ✓ Health & Safety Policy (pg. 3)
- ✓ Internal Responsibility System (pg. 4)
- ✓ Joint Health and Safety Committee (pg.5)
- ✓ Rights of the Employee/Worker (pg. 6-7)
- ✓ Responsibilities of the Employee/Worker (pg. 8)
- ✓ Reporting Injuries/Accidents (pg. 9)
- ✓ Return to Work Policy (pg.10)
- ✓ Emergency Response Program (pg.12)
- ✓ Sign-off page (pg.13)



Policy 18: Health & Safety

Yellowknife Education District No. 1 (YK1) is committed to providing and maintaining a safe and healthy working environment for all employees, contractors and visitors while providing a safe and healthy learning environment for students.

We believe our health and safety system is an integral part of our operational activities and each of us must share the responsibility to ensure the health and safety of all persons engaged in work activities for YK1.

To meet this commitment, YK1 will, with input from its employees, support and maintain a comprehensive health and safety program that meets, or exceeds, accepted workplace standards and legislative requirements of the Northwest Territories. We will continue to develop and implement health and safety training programs to ensure everyone has the knowledge and skills required to work in a safe and productive manner.

- A job safety analysis, by the employer and the employee, will aid in the determination for safe work practices.
- Based on a job hazard analysis appropriate personal protective equipment will be identified and required for a safe working environment.
- All employees and contractors employed by YK1 must use the appropriate personal equipment where potential hazards exist.

It is the responsibility of all administration, employees, contractors and visitors to cooperate with YK1 for the safety of themselves, others engaged in work and those who may be present at any YK1 facility.

All employees are required to comply with YK1 Health and Safety Policies and Procedures at all times and support our contractors and visitors with compliance of the same.

YK1 is responsible for creating and maintaining a safe work environment for all employees, contractors and visitors. This is achieved through the continual development of health and safety systems, and the allocation of appropriate resources.

YK1 will seek input from its employees for continued improvement of this policy.

Internal Responsibility System

What is the Internal Responsibility System (IRS)?

The IRS is the underlying philosophy of OHS legislation (Safety Acts) in both territories. Its foundation is that everyone in the workplace – **both workers and employers** – are responsible for safety in the workplace – **their own and their co-workers**. It puts in place a worker-employer partnership to ensure safe and disease-free workplaces.

How does the Internal Responsibility System Work?

Acts and regulations do not always impose or prescribe specific steps to take for compliance. Instead, they hold employers responsible to determine the necessary steps to ensure the health and safety of all their workers/employees.

The Internal Responsibility System:

- establishes responsibility sharing systems;
- promotes safety culture;
- promotes best practice;
- helps develop self-reliance; and
- ensures compliance.

The components of the internal responsibility system are the employer, worker, and joint Work Site Health & Safety Committee.



Everyone in the workplace is responsible for their own safety and for the safety of co-workers.

Joint Health & Safety Committee

A Joint Health and Safety Committee (JHSC) is a forum for employers and workers (union and management) to work together to improve workplace health and safety. If a breakdown in safety communication occurs, the JHSC participates with the two workplace parties to resolve the issue. If the JHSC with the employer cannot agree on corrective actions, the Workers' Safety and Compensation Commission (WSCC) may provide a resolution to the issue. The employer and the JHSC should attempt to resolve all workplace health and safety concerns internally before contacting the WSCC.

YK1 has a Joint Health and Safety Committee that is made up of Management Personnel and Employees which includes representation from both unions (NWTTA & USW) as well as representation from each work location/school.

All Employees have the right to participate on this committee. If you wish to do so, please advise your Principal or Supervisor or contact District Office.

Each school has a Joint Health & Safety Committee Representative. Your school principal will advise you who this is during your school orientation. You can relay any health and safety concerns that you may have at any time to your school JHSC representative and he/she will investigate the concern or bring it back to the JHSC for investigation.



Rights of the Employee/Worker

The *Safety Acts* define a worker as "a person engaged in work for an employer whether working with or without remuneration."

Workers are responsible for their own safety, as well as the safety of their co-workers and the general public. A worker has a responsibility to stop work if they see unsafe behaviors or work hazards until the conditions are safe.

In Canada, every worker has three basic rights under health and safety regulation:

1. Right to **Know** (hazards)
2. Right to **Participate** (committees)
3. Right to **Refuse** (unsafe work)

Right to Know

Every worker has the right to know of any hazards that may affect their health and safety.

- Workplace Hazardous Materials Information Systems (WHMIS)
- Transportation of Dangerous Goods (TDG)
- Job Hazard Identification
- Safe Work Procedures
- Specific equipment operation training
- Ergonomics and Safe Lifting
- Workers must know and practice safety rules and regulations

Right to Participate

Every worker has the right to participate in all matters relating to health and safety in their workplace. This includes participating on a health and safety committee.

Right to Refuse Unsafe Work

Every worker has the right to refuse unsafe work. The process steps in a work refusal include:

- Worker promptly reports circumstances of the work refusal to supervisor.
- Supervisor investigates without delay in the presence of worker and union representative or another worker. Supervisor notifies the worker of the investigation and steps taken.
- The employer takes steps to eliminate unusual danger. Supervisor shall notify the worker of the investigation and steps taken.
- Worker remains in a safe place at or near the place of investigation, is paid for this time, and may be assigned alternative work.
- Once the employer eliminates the unusual danger the worker returns to work.
- If the worker disagrees that the steps taken have not eliminated the unusual danger the worker or supervisor can notify the Joint Health & Safety Committee (JHSC).
- The JHSC (or representatives thereof) investigates in the presence of the employer and worker within 24 hours to determine if the unusual danger still exists.
- The employer takes steps to eliminate the unusual danger if it still exists, and the worker returns to work.
- The worker or employer may appeal a decision of the committee to the Superintendent who shall, as soon as practicable, investigate and decide on the matter. The decision of the Superintendent is final.



Responsibilities of the Employee/Worker

Each individual staff member shall accept responsibility for their personal safety. Each individual staff member will:

- Know and follow all aspects of the health and safety program
- Report all incidents, near misses, injuries, unsafe acts or conditions and infractions, no matter how small
- Wear all personal protective equipment required by safe job procedures, regulations or policies
- Take every reasonable precaution to ensure the safety of yourself, other workers and students
- Refuse to perform work when unsafe conditions exist or when not properly trained to do the job, in accordance with the Safety Act
- Know the locations and operations of the emergency safety equipment
- Be familiar with emergency response procedures and processes



Reporting Injuries/Accident

If you get injured at work, you must report it to your employer immediately and to the WSCC. Here's a checklist of what you need to do:

- Get immediate first and and/or medical attention if necessary.
- Tell your healthcare provider you were hurt at work and ask them to send your medical reports to the WSCC.
- Tell your employer you are hurt.
- Fill out the *WSCC Claim: Worker's Report of Injury* form and send it to the WSCC as soon as possible. This form can be found on the WSCC Website (wsc.nt.ca)
- Ask your employer to send their completed *WSCC Claim: Employer's Report of Injury* form to the WSCC within three days of your incident (as per legislation). This form can be found on the WSCC Website (wsc.nt.ca)

If you need help filling out the form, or have questions, call the WSCC in the Northwest Territories at 1-800-661-0792.





Policy 17: Return to Work

Yellowknife Education District No.1 is committed to preventing workplace injuries and illnesses. In the event an employee is injured or ill due to a workplace incident, YK1 is committed to ensuring their successful transition back to work through a Return-to-Work (RTW) program.

If employees are unable to perform their regular full duties as a result of an illness or injury, we:

- take all reasonable steps to return the employee to their pre-injury/illness position in a timely manner; and
- return the employee to suitable work which is safe and consistent with their functional abilities, if they are unable to return to their pre-injury/illness position.

Employee and employer RTW roles and responsibilities are as follows:

Employees will:

- contact employer as soon as possible after the injury or illness occurs, and maintain communication;
- assist with identifying suitable and available employment;
- accept suitable employment when identified;
- provide updates on medical status and progress throughout recovery period;
- inform healthcare provider of available suitable work when identified; and
- provide any appropriate information requested to the employer and the Workers' Safety and Compensation Commission during the return to work process.

The employer will:

- contact employee as soon as possible after the injury or illness occurs, and maintain communication;
- provide suitable and available employment;

- stay in touch with employee throughout the recovery period; and
- provide the Workers' Safety and Compensation Commission with any appropriate information requested concerning the employee's return to work.

YK1 will develop individualized RTW plans for injured/ill employees which include processes for RTW recovery and ensure regular communication between employees and the employer. Communication can be in the form of in-person meetings, via telephone conversations, by emails, or written correspondence.

YK1 is committed to ensuring the success of their safe RTW program.





Emergency Response Plan (ERP)

Each school has an individualized Emergency Response Plan. School Principals will orient all school staff on the school's Emergency Response Plan. If this orientation has not been provided to you, please request it from your school administration.

It is the responsibility of all workers to read and familiarize themselves with these documents.

Yellowknife Education District No. 1

Employee Health & Safety Information

Sign off page (tear off this page and return it, please keep the rest of the booklet for reference):

By signing below, I confirm that I have received and read the Yellowknife Education District No.1 Health and Safety Information Booklet:

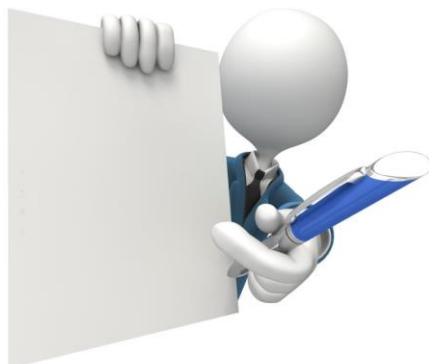
Print Name

Signature

Date

Please sign and date this page and return to **Landon Kowalzik, Assistant Superintendent, Human Resources and Learning, District Office** so it can be placed on your personnel file.

Thank you and Work Safe!





Yellowknife Education District No. 1

Substitute Teachers' Application Form

Provision of false information on this application form or support documents constitutes grounds for dismissal.

ATTENTION – INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

First / Last Name _____ Date _____

Mailing Address, incl Postal Code _____

Email address: _____ Phone No. _____

Social Insurance No. _____ Date of Birth (M/D/Y) _____

1. QUALIFICATIONS

University Training Beyond Secondary School Graduation: _____ years.

University	Degree (s)	Last Year of Attendance	Areas of Study

Are you a certified teacher? _____ Are you bilingual? (French/English) _____

Or, if you expect to be granted a Teaching Certificate:

from which Province/Territory _____ Type _____

Have you previously been employed by YK1 education district? _____

2. TEACHING EXPERIENCE (begin with most current position; if no experience, please indicate student teaching experience)

From	To	Location	Grade(s)	Subject(s)	Position	Names of Supervisor(s)

Present Occupation/Position _____

Name and Address of Present Employer _____

3. **REFERENCES:** Please include three references. If possible, two references familiar with your classroom teaching (or previous supervisors) and a character reference. A reference form will be sent to each of your references to fill out on your behalf. **You must include complete email addresses; telephone references are not accepted.**

Name:	E-mail Address:	Position:

4. **TEACHING PREFERENCES** (list grade level and subject area)

Please list the grade levels you would like to sub at: _____

Please list schools that you would like to sub at: _____

5. ADDITIONAL INFORMATION

Have you been charged or convicted of an offence under the Criminal Code of Canada?

(This does not apply to convictions for which a pardon has been granted) _____

I would like to be involved in the following extra-curricular activities/clubs: _____

Comments or other information that you feel may be helpful to us (please comment on your interest in teaching in Yellowknife and your personal interests and hobbies).

"I hereby affirm that the information provided in this application is accurate to the best of my knowledge"

Signature

Date

In order for this application to be considered, the following information must be appended if you are a Certified Teacher.

1. Your complete resume.
2. A copy of your BEd Degree.
3. A copy of your teaching certificate.
4. Teaching evaluation report(s), student teaching or principal/superintendent report(s).

EMPLOYEE INFORMATION REQUEST

PERSONAL IDENTIFICATION

SIN	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-law
Surname	First Name	Middle Name
Mailing Address		
City	Province/Territory	Postal Code
Home Phone No.	Surname at Birth	Birthdate (Day/Month/Year)

SPOUSE (if applicable)

Surname of Spouse	First Name	Middle Name
Name of Employer	Birthdate (Day/Month/Year)	

EMERGENCY CONTACT INFORMATION

Surname of Contact	First Name	Middle Name
Street Address		
City	Province Territory	Postal Code
Phone No. of Contact	Relationship	

DEPENDANTS

Dependant's Surname	First Name	Date of Birth (Day/Month/Year)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependant's Surname	First Name	Date of Birth (Day/Month/Year)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependant's Surname	First Name	Date of Birth (Day/Month/Year)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependant's Surname	First Name	Date of Birth (Day/Month/Year)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependant's Surname	First Name	Date of Birth (Day/Month/Year)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependant's Surname	First Name	Date of Birth (Day/Month/Year)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male

DECLARATION

I certify that the statements made by me in this form are true and complete. I understand and agree that false statements may result in my dismissal.

Date

Signature

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your territorial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code 	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in the Northwest Territories and every pensioner residing in the Northwest Territories can claim this amount. If you will have more than one employer or payer at the same time in 2026, see "More than one employer or payer at the same time" on page 2.

18,198

2. Age amount – If you will be 65 or older on December 31, 2026, and your net income from **all** sources will be \$46,432 or less, enter \$8,902. You may enter a partial amount if your net income for the year will be between \$46,432 and \$105,779. To calculate a partial amount, fill out line 2 section of Form TD1NT-WS, Worksheet for the Northwest Territories 2026 Personal Tax Credits Return.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter **whichever is less**: \$1,000 or your estimated annual pension.

4. Tuition and education amounts (full-time and part-time) – Fill out this section if you are a student at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter your total tuition fees that you will pay, **plus** the amount from the following conditions that apply:

- \$400 for each month you will be a full-time student
- \$400 for each month you will be a part-time student who has a mental or physical disability
- \$120 for each month you will be a part-time student who does not have a mental or physical disability

5. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$14,758.

6. Spouse or common-law partner amount – Enter the difference between the amount at line 1 and the estimated net income of your spouse or common-law partner if **all** of the following conditions apply:

- You are supporting your spouse or common-law partner
- Your spouse or common-law partner lives with you
- Your spouse's or common-law partner's net income for the year will be less than the amount at line 1

7. Amount for an eligible dependant – Enter the difference between the amount at line 1 and the estimated net income of your eligible dependant if **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant
- The dependant is related to you and lives with you
- The dependant's net income for the year will be less than the amount at line 1

8. Caregiver amount – Enter \$6,032 If you are taking care of a dependant and **all** of the following conditions apply:

- The dependant is your or your spouse's or common-law partner's parent or grandparent (aged 65 or older) or an **infirm** relative (aged 18 or older)
- The dependant lives with you
- The dependant's net income for the year will be \$20,601 or less

You may enter a partial amount if the dependant's net income for the year will be between \$20,601 and \$26,633. To calculate a partial amount, fill out the line 8 section of Form TD1NT-WS.

9. Amount for infirm dependants age 18 or older – Enter \$6,032 If you are supporting an **infirm** dependant and **all** of the following conditions apply:

- The dependant lives in Canada and is related to you or your spouse or common-law partner
- The dependant is 18 years or older
- The dependant's net income for the year will be \$8,559 or less

You may enter a partial amount if the dependant's net income for the year will be between \$8,559 and \$14,591. To calculate a partial amount, fill out the line 9 section of Form TD1NT-WS. You **cannot** claim an amount for a dependant you claimed on line 8.

10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition and education amounts, or disability amount on their income tax and benefit return, enter the unused amount.

11. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition and education amounts on their income tax and benefit return, enter the unused amount.

12. TOTAL CLAIM AMOUNT – Add lines 1 to 11.

Your employer or payer will use this amount to determine the amount of your territorial tax deductions.

Filling out Form TD1NT

Fill out this form if you have taxable income in the Northwest Territories and any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1NT, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- ☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NT for 2026, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1NT, check this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income is less than the total claim amount

- ☐ Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.



2026 Personal Tax Credits Return

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)		Employee number	
Address		Postal code		For non-residents only Country of permanent residence		Social insurance number	
<p>1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$16,452. However, if your net income from all sources will be greater than \$181,440 and you enter \$16,452, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$181,440 you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2026 Personal Tax Credits Return, and enter the calculated amount here.</p>							
<p>2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,740 for each infirm child born in 2009 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.</p>							
<p>3. Age amount – If you will be 65 or older on December 31, 2026, and your net income for the year from all sources will be \$46,432 or less, enter \$9,208. You may enter a partial amount if your net income for the year will be between \$46,432 and \$107,819. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.</p>							
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter whichever is less: \$2,000 or your estimated annual pension income.</p>							
<p>5. Tuition (full-time and part-time) – Fill in this section if you are a student at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter the total tuition fees that you will pay if you are a full-time or part-time student.</p>							
<p>6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$10,341.</p>							
<p>7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,740 if your spouse or common-law partner is infirm) and your spouse's or common-law partner's estimated net income for the year if two of the following conditions apply:</p> <ul style="list-style-type: none">You are supporting your spouse or common-law partner who lives with youYour spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,740 if your spouse or common-law partner is infirm) <p>In all cases, go to line 9 if your spouse or common-law partner is infirm and has a net income for the year of \$29,374 or less.</p>							
<p>8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,740 if your eligible dependant is infirm) and your eligible dependant's estimated net income for the year if all of the following conditions apply:</p> <ul style="list-style-type: none">You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported byYou are supporting the dependant who is related to you and lives with youThe dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,740 if your dependant is infirm and you cannot claim the Canada caregiver amount for infirm children under 18 years of age for this dependant) <p>In all cases, go to line 9 if your dependant is 18 years or older, infirm, and has a net income for the year of \$29,374 or less.</p>							
<p>9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section if, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$29,374 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.</p>							
<p>10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9 or could have claimed an amount for if their net income were under \$19,192) whose net income for the year will be \$20,601 or less, enter \$8,773. You may enter a partial amount if their net income for the year will be between \$20,601 and \$29,374. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.</p>							
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.</p>							
<p>12. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.</p>							
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.</p> <p>Your employer or payer will use this amount to determine the amount of your tax deductions.</p>							

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

More than one employer or payer at the same time

- ☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2026, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income is less than the total claim amount

- ☐ Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2026?

- ☐ Yes (Fill out the previous page.)
- ☐ No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

Call the international tax and non-resident enquiries line at **1-800-959-8281** if you are unsure of your residency status.

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$16,452. Use the Form TD1 for your province or territory of **employment** if you are an employee. Use the Form TD1 for your province or territory of **residence** if you are a pensioner. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount **only**.

Note: You may be able to claim the child amount on Form TD1SK, 2026 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2026. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

You may claim **any** of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2026:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

Employees living in a prescribed **intermediate** zone may claim 50% of the total of the above amounts.

For more information, go to **canada.ca/taxes-northern-residents**.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to **canada.ca/cra-forms-publications** or call **1-800-959-5525**.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at **canada.ca/cra-info-source**.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____



To all applicants:

Re: Criminal Records Check Requirement

Our District policy requires that all employees undergo a criminal record and vulnerable sector record check in order to be hired with the organization and each year thereafter. The VSC check must be current. That is, it must be completed within the 90 days prior to the application submission date.

RCMP

Yellowknife Detachment is located between City Hall and Joint Task Force North on 49th Avenue.

- Two pieces of identification are required.
- The RCMP does not automatically forward the record to our office; therefore, please bring the original record to the Board office as soon as you receive it. We can make a copy of the original if you would like to keep it for your files.
- A letter from employer requesting VSC is required. Please drop into the District Office to have a letter made up for you.

Thank you.



Yellowknife Education District No. 1

Direct Deposit Authorization

Our payroll is processed via direct deposit, we do not issue manual cheques. In order for your payroll to be processed, we require that you provide a Direct Deposit Authorization Form or a VOID cheque from your financial institution. Without this, we cannot process your pay. Please ensure you provide us with this document asap!