

**School District No. 57 Prince George
Supplementary Service Pay Request**

Supplementary Service Guidelines

Article B23.3	"Where supplementary service not involving direct instruction is undertaken at the request of the Board, the teacher shall be paid 1/300 of the appropriate salary grid position or the per diem rate for a teacher teaching on call, whichever is the greater. All Board initiated projects shall be advertised outlining the proposed project, remuneration and desired qualifications of applicants."
Article B23.4	"Where supplementary service, not involving direct instruction is undertaken voluntarily by a teacher with the approval of the Board, the teacher shall be paid the sum of money provided for teacher services in the project."
Policy 6141.1 Summer Project work	"Payment to personnel for supplementary services provided via summer project contracts will be according to the PGDTA agreement. Where supplementary service not involving direct instruction is undertaken at the request of the Board, the teacher shall be paid 1/300 of the appropriate salary grid position or the per diem rate for a teacher teaching on call, whichever is the greater. All Board initiated projects shall be advertised outlining the proposed project, remuneration and desired qualifications of applicants."
Article F20.2	"In-service is employer initiated training that is necessary for teachers to fulfill the requirements of their assignment. The employer specifically requests that the teacher attend such training. In-service activities most often relate to curriculum implementation and are content driven. Participation in in-service activities is required only if it is scheduled during the teacher's regular work day and work year. In some circumstances a teacher may request to attend an in-service training session. It is understood that, in this circumstance, attendance is on the basis of the in-service being considered by the teacher as part of the teacher's personal professional development program"
Article D20.7	"Subject to the mutual agreement of the employee and the principal concerned, counsellors may work some days outside the regular work year. Counsellors who do so will receive equivalent time off during their regular work year. Alternately, counsellors may elect to be paid 1/200 of their established annual salary for each day of work assigned and performed outside their regular work year. Such election is to be made in writing prior to the work being done."
Article D20.8	"In special circumstances initiated and authorized in writing by the Superintendent or an Assistant Superintendent, a teacher may be asked to perform work outside the teacher's regular work year. If the teacher agrees to perform such work, the principal and the teacher will mutually agree on the scheduling of the work. The teacher will decide whether to be paid at 1/200 of his/her established annual salary for each day worked or to receive equivalent time off during the regular work year. Such election is to be made in writing prior to the work being done."

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Preamble: School District 57 values the work of employees in support of student learning. As such, has created the following guidelines to be used on a without prejudice basis for work completed outside of the regular work day.

Supplementary Service Guidelines and Practises

- Supplementary Pay Service can begin 1 hour following end of day dismissal time
- All supplementary Pay requests must be completed and submitted at the end of the month of the service using the revised approved form from payroll. (No Exceptions)
- Supplementary service will not be given in lieu of Lieu days
- Activities/Projects listed below outline what will be approved and at what rate of pay.
- **All other Supplementary Service Pay requests must be approved by the Office of the Superintendent, in advance of the work occurring**

Activities	Approved	Rate
Professional Learning (ProD) during Non-Instructional time	NO	
Supervising students on a field trip	NO	
Organizing resources during a Non-Instructional time	NO	
Approved department Learning Team Grants	YES	1/300
In-Service training (required training for the job , not Pro D) during Non-Instructional Time	YES	1/300
• Summer In Services Sessions- School Based in August	YES	1/300
• Learning Series through Departments	YES	1/300
Audio and Tech support provided by a teacher for events	YES	1/300
Special Event organization and coordination in Secondary Schools (ie. Grad)	YES	1/300
Summer Camps in Secondary Schools involving direct instruction of students	YES	1/200
Summer Projects – School Based as per Policy 6141.1	YES	1/300
Counsellors work outside regular work year -Article D20.7	YES	1/200
Itinerant Teachers, as part of their responsibilities (Student Support Services)	YES	1/200

Lieu Days Guidelines

- Lieu days during instructional time can be taken when the school is able to cover the days internally. (ie. Contract teacher for TTOC, or other school based coverage)
- Lieu days should not draw TTOCs from the District TTOC pool. All contractual leaves must be covered first.
- All Lieu days must be used during the year of which they were given. They do not carry forward to the next school year.
- Plan for Lieu days need approval by school principal in advance, using the Lieu Day Planning Calendar

Please use the following guidelines regarding Lieu Days	
<i>Collective Agreement and Past Practice</i> has allowed us to use Lieu days for:	
Secondary Counsellor work outside of regular work year -Article D20.7	YES
Athletic Directors in Secondary Schools	YES
CUPE additional hours	NO

*******All other Lieu Day requests must be approved by the Office of the Superintendent in advance**

Athletics in Secondary Schools

Athletic Directors up to 5 days Lieu time	YES
Athletic Directors up to 5 days of Supplementary Service	1/200

- Supp. Pay can be used at the end of the season if Lieu days were not taken. The Athletic Director must indicate the days requested for Lieu time.

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Employee # _____ Name _____

School _____

Service for Payment: Criteria – Time can begin 1 hour after dismissal

Learning Initiative: (1/300)

Learning Team Grant In-Service Workshop Summer Project (Policy 6141.1)

Special Events: (1/300)

Audio and Tech Support School Events (Grad coordination etc)

Other: (1/200)

Counsellor Work outside of regular hours Summer Camp for students Summer Exam Session Itinerant Teachers

Event, Grant, Activity Name	Date Worked	Time worked	Hours
		<input type="checkbox"/> 1/2 day	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> Full day	
		<input type="checkbox"/> Block _____	
		<input type="checkbox"/> Less than 2.5 hours	

Athletic Director Activities (1/200)	Dates Worked	Lieu Time Requested	
			<input type="checkbox"/> 1/2 day <input type="checkbox"/> Full day
			<input type="checkbox"/> 1/2 day <input type="checkbox"/> Full day
			<input type="checkbox"/> 1/2 day <input type="checkbox"/> Full day
			<input type="checkbox"/> 1/2 day <input type="checkbox"/> Full day
			<input type="checkbox"/> 1/2 day <input type="checkbox"/> Full day

Account Code: 1-0000- _____ -14001- _____

NOTE: Copy to be kept with Quicken records.
Original to Payroll

Signatures: _____
Employee

_____ Date

_____ Authorizing Signature for Payment

_____ Date

Payroll Use Only
Total Hours: _____
Hourly Rate: _____
Total Code 548: _____

Payroll Authorization _____ Date _____

Assistant Superintendent Authorizations _____ Date _____

_____ Date _____