

Staff Recognition for Extra Student Supervision

Introduction

Northern Lights School Division #113 (NLSD) recognizes that work and personal life balance is important for its entire staff, including those who work in the central or sub office. In addition, NLSD believes that non instructional activities for all students that go beyond the classroom and community are valued learning opportunities. NLSD respects and values the hard work that all staff members do for students outside of instruction.

Background

The Board will provide all staff (schools and offices) recognition for extra student supervision time for non instructional activities, either through financial remuneration or additional days off; when school based activities with students occur:

1. overnight,
2. on weekends,
3. or on days and evenings when school has not been in session.
4. on Friday after school when attached to a weekend (Saturday and/or Sunday) event that the school is hosting,
5. travel with students on any school day either before 9:00 AM or after 4:00PM.

Conditions

Extra supervision activities:

1. do not occur during regular school hours
2. must occur during the school year (between the first and last day of the school year calendar)
3. involves direct impact on and interaction with students.
4. contribute to the students' social, emotional, intellectual and/or physical development.
5. do not include fundraising activities,
6. do not include out of country trips.

Extra Supervision and Hours

Staff involvement in activities requiring extra student supervision is voluntary, and requires the consent of the staff member. Extra student supervision activities to be offered shall be locally determined by the Principal and Superintendent.

Extra supervision hours are based on:

Overnight- hours are credited as **ten (10) hours** per overnight supervision.

Weekends, days or evenings- on days when school has not been in session, the total number of credited hours are for time in direct supervision of students to the **maximum credit of ten (10) hours** per calendar day. On days preceded by overnight supervision, credited hours will begin at 8:00 am.

Monthly Reporting

Accumulation of extra supervision hours is to be tracked by an in-school administrator and reported at the end of each month by adding hours to the last column on form:

1. 404-1 for teachers and,
2. 404-2 for non-teachers.

Hours that are not reported at the end of each month by in-school administrators on the prescribed forms will not be accumulated by staff members.

Redemption of Hours

Redemption of extra supervision hours and /or the earning of monetary remuneration or days off in lieu are as per the following scale:

Extra Supervision Hours	Monetary Remuneration	Day off in Lieu
70	1/197 teacher salary on class 4 pay scale, no experience.	1
140	2/197 teacher salary on class 4 pay scale, no experience.	2
210	3/197 teacher salary on class 4 pay scale, no experience.	3

Non teaching staff are to be paid on the same scale of remuneration as teaching staff.

Redemption of extra supervision hours is to be tracked by an in-school administrator and reported at the end of each month by subtracting hours to the last column on the prescribed month form.

Redemption of hours must be done in full 70 hour increments for each equivalent one (1) day off or one (1) day salary as determined by the staff member. A staff member must declare a pay-out option by June 15th of each year to ensure payout by June 30th.

Accumulation of Hours

Extra supervision hours may be accumulated or saved over more than one school year.

For any staff member, during any complete school year, a maximum of 210 extra supervision hours (3 days off or monetary remuneration) can be:

1. Accumulated- saved for redemption
2. Earned – added each month
3. Redeemed- subtracted each month

Any staff member who reaches the maximum accumulated hours during a school year cannot earn additional hours. This may require some staff to redeem hours that have accumulated if they have not earned the maximum hours for the year.

The board reserves the right to payout all staff members if it is deemed necessary at a rate that is proportionate to the hours accumulated.

Northern Lights appreciates the staff extra supervision hours in excess of the maximum amount and encourages balance of life, as well as a balance of extra supervision responsibilities.