

404.6 Co-Curricular and Extra-Curricular Honoraria

Policy

Provision shall be made for co-curricular and extra-curricular honoraria.

Regulations

1. Honoraria in support of student activities shall be subject to annual review and approval as part of the Division budget process.
 - 1.1. Honoraria may be provided to recognize time donated by coaches/supervisors to assist with student activities at Division schools.
2. The principal of each school shall be responsible for the allocation of that school's co-curricular and extra-curricular honoraria.
 - 2.1. The school will provide a list to the Payroll Co-Ordinator showing the individuals who are to be distributed a portion of the allocated honoraria.
 - 2.2. Subject to approval by the principal, employees may use some or all of their allocation to obtain up to 2.55 days of co-curricular and extra-curricular leave, with the money from their allocation being used to pay substitute costs.
 - 2.2.1. Employees must declare, at the end of the school year in which it is earned, what part of the money will be used to pay for substitutes for co-curricular and extra-curricular leave in the subsequent school year, and what part is to be received as an honorarium.
 - 2.2.2. All co-curricular and extra-curricular leaves the employee has declared and for which the employee is eligible under these regulations must be used before the end of the subsequent school year or they are forfeited. No payment will be made for days so forfeited.
 - 2.2.3. Co-curricular and extra-curricular leave day requests are granted at the discretion of the principal.
 - 2.2.4. Co-curricular and extra-curricular leaves may not be granted on Division or school professional learning days.
 - 2.2.5. Provide a week's notice, where possible, using the absence reporting system.
 - 2.3. Employees who do not wish to take all or any of the co-curricular and extra-curricular honorarium as leave will be reimbursed the monetary amount through payroll at a substitute rate.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.



References

Education Act: 53
Division Policies: 404.3.1 Leaves of Absence, 503.5 Student Activities
Other Statutes: Alberta Labour Relations Code, Employment Standards Code
Other: Employee Collective Agreements