



Procedure Name: Recognition of Voluntary Service

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AP Owner:	HR Administrator	Last Review:	FEB. 26, 2025
Legal Reference(s):			

Background

The board of education recognizes that employees who supervise lunch breaks and/or extra-curricular activities do so on a voluntary basis.

Scope

This applies to all staff of Living Sky School Division (LSKYSD) who participate in noon hour or extra-curricular supervision.

Definitions

- **Noon supervision** refers to supervision of students that occurs during the lunch period while no classes are in session.
- **Extra-curricular activities** are those that take place outside the regular hours of instruction. They involve direct interaction with students and contribute to students' social, emotional, spiritual and/or physical development.
- **Teachers** refers to any staff who are party to the LINC agreement.
- **Non-Teaching Staff** refers to any staff who are out-of-scope or party to the CUPE agreement.

Procedures

Non-Teaching Staff

1. **Extra-curricular Supervision**
Staff who are employed by the division and who volunteer to supervise students' extra-curricular activities shall have the opportunity to earn time in lieu (Supervisory Leave Days) for their services.
2. **Noon Supervision**
 - a. Staff who are employed by the division and who volunteer to supervise students during their lunch break shall have the opportunity to be paid at the Board rate or to earn time in lieu (Supervisory Leave Days) for their services. Staff shall notify the principal prior to September 15th regarding their wish to provide noon supervision and their preference for payment or accumulation of Supervisory Leave Days.
 - b. Staff who choose to be paid for providing noon supervision shall be paid at the Board rate. Pay is per supervised lunch period, pro-rated for the amount of time supervised.



- c. Each principal shall submit a monthly report to central services on the applicable form to facilitate the payroll process. Payment shall be made by Electronic Funds Transfer (EFT) on the employee's regular pay date in the month following supervision. Noon supervision will be designated as a line item and will not be subject to any dues or benefits other than lawful deductions.
3. Supervisory Leave Days
- It is possible to earn a maximum of three days in one school year in any of the following ways:
- a. 15 hours of extra-curricular supervision = 0.5 day
 - b. 30 hours of extra-curricular supervision = 1 day
 - c. 45 hours of extra-curricular supervision = 1.5 days
 - d. 60 hours of extra-curricular supervision = 2 days
 - e. 180 hours of extra-curricular supervision = 3 days
 - f. 15 periods of noon supervision = 1 day
 - g. 30 periods of noon supervision = 2 days
 - h. 60 periods of noon supervision = 3 days

Staff may also earn Supervisory Leave Days in any of the following combinations:

Noon Days	Extra-curricular Days	Total Days
0	3	3
1	2	3
2	1	3
3	0	3

4. Other
- a. Principals shall be responsible for approving, scheduling and submitting the appropriate paperwork.
 - b. When an employee has accumulated 15 lunch periods **or** 30 hours of extra-curricular supervision, the principal shall submit the log sheets to HR, and the Supervisory Leave Day shall be credited to the employee's bank. The same process shall occur each time an additional day (or half day for 45 extra-curricular hours) is earned.
 - c. On designated school days, extra-curricular hours shall be calculated according to actual hours of service.
 - d. For any extra-curricular event that requires an overnight stay, supervisors may claim up to a maximum 16 hours for each night spent supervising the event.
 - e. If an employee wishes to use a Supervisory Leave Day before accumulating the time required, the day may be taken without pay, and the employee shall be reimbursed as soon as possible after Payroll receives verification that the time has been earned.
 - f. If an employee who is taking part in noon supervision to earn Supervisory Leave Days does not reach a targeted number (15 or 30) by the end of June, the employee shall be paid out for time supervised at the board rate.
 - g. After an employee has reached the maximum number of periods (60), that employee shall be paid for noon supervision.
 - h. An employee may carry over three unused Supervisory Leave Days per year to a maximum of six from one school year to another and shall be paid out for days earned in excess of six.
 - i. At the end of each school year, employees may request to be paid out for any unused Supervisory Leave Days.



- j. An employee shall be eligible to use a maximum of five Supervisory Leave Days per school year.
- k. Employees leaving the employ of the board shall receive payment for all unused Supervisory Leave Days. Payment shall be made on the final pay cheque. The rate of pay shall be the daily wage for year 1/step 1 of the employee's classification.

Teachers

- 5. Teachers employed by the division who volunteer to supervise lunch breaks and/or extra-curricular activities shall follow the procedures outlined in Section 7 of the current LINC Agreement.

Other Noon Supervisors

- 6. All supervisors hired for the express purpose of performing lunch supervision shall be referenced and are subject to procedures 5.02 *Criminal Record Check* and 5.03 *Reporting Criminal Charges*.
- 7. Noon supervisors shall be paid at the board rate. Pay is per supervised lunch period and pro-rated for the amount of time supervised.

Payment

- 8. Principals shall submit a monthly report to central services on the applicable form to facilitate the payroll process. Payment shall be made by Electronic Funds Transfer on the employee's regular pay date in the month following supervision. Noon supervision will be designated as a line item and will not be subject to any dues or benefits other than lawful deductions.

Deductions

- 9. Although noon supervision is a voluntary activity, all people performing noon supervision will be considered employees. Remuneration shall be processed through the Payroll Department with all lawful deductions applied (Income Tax, Employment Insurance and Canada Pension Plan).

Appendices

- 5.23A Supervisory Leave Days Log Sheet Extra-Curricular (*internal form*)
- 5.23B Supervisory Leave Days Log Sheet Noon (*internal form*)
- 5.23C Noon Hour Supervision (to be paid) – Non-Teaching Staff Form (*internal form*)
- 5.23D Noon Hour Supervision (to be paid) – Teaching Staff Form (*internal form*)

Related

- 5.02 Criminal Record Checks
- 5.03 Reporting Criminal Charges
- 5.03A Statement of Acknowledgement - Reporting Criminal Charges Form