

## Administrative Procedure 460

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# COMPENSATION FOR STUDENT SUPERVISION

### Background

The Division believes proper student supervision constitutes an essential component of a safe school environment.

Further, the Division provides compensation for those teachers, substitute teachers, support staff, and community members who volunteer to provide student supervision.

### Procedures

1. Compensation will be provided for teachers who volunteer to supervise in the following circumstances:
  - 1.1 More than 15 minutes prior to the beginning of the instructional day;
  - 1.2 During the meal break;
  - 1.3 More than 15 minutes after the end of the instructional day.
2. Teachers and support staff who provide voluntary supervision will have the choice of being compensated in one, or a combination of, the following manners:
  - 2.1 Earn one day of leave with pay (to a maximum of five days per school year) for each 15 hours of supervision. The Director may approve the earning of more than five days per year in exceptional circumstances.
  - 2.2 Be paid at the hourly rate established by Administrative Council.
3. Substitute teachers and community members who volunteer to supervise will be paid an honorarium at the hourly rate established by the Administrative Council.
4. Student Supervision Leave (as well as all other leaves) will be approved, subject to operational requirements, upon written application to the employee's principal.
5. Earned supervision days (in combination with extra-curricular and personal days) may be carried forward to the next school year to a maximum of five days.
6. Partial earned days (hours) can be carried over (to a maximum of 14 hours) to the next school year if the employee has four or less days accumulated at the end of the current school year.
7. Employees who have not taken their supervision days during the school year in which they are earned, will have those days carried forward to the maximum allowed. Days in excess of the maximum will be paid out at the hourly rate.
8. When a contract terminates (i.e., temporary employees, resignations, etc.) the employee will be paid out for accumulated supervision time at the hourly rate.

Reference: Section 175, *The Education Act, 1995*  
Section 59, Education Regulations

Approved: May 12, 2014; April 3, 2017