



Teachers who are contracted to work less than a full-time equivalent with Prairie Rose School Division, on occasion, may work or attend to educational related activities beyond their normal work day.

Part-time teachers will be compensated depending on whether the part-time teacher has been directed to attend, is invited/chooses or volunteers to attend.

### **INSERVICE PLAN**

The Part-Time Teacher Attendance/Exception Report establishes the plan at the start of the school year and communicates the expectation for part-time teachers to schedule and ultimately attend professional development days each year. ***To be completed for all part-time teachers at the beginning of the school year.***

### **ATTENDANCE/EXCEPTION REPORT**

The Part-Time Teacher Attendance/Exception Report will track attendance at our professional development days and also track and authorize payroll to compensate where additional pay is required beyond their contracted time.

***To be completed on each occasion a part-time teacher attends our professional development days or attends to education related activities beyond their normal work schedule.***

We need to be clear when communicating with part-time teachers whether their time spent attending the above will be compensated and how. Should pay be required, the PART-TIME TEACHER ATTENDANCE/EXCEPTION REPORT form will trigger/ ultimately authorize payroll to process pay beyond that specified per the teacher's contract (i.e. beyond which we have contracted them to work (Form 2, General Teacher Contract or Limited Term Teacher - General Contract). The following rates of pay will apply:

### **RATE OF PAY**

Per Diem (Regular) Rate of pay will be provided for attendance at the following:

- Divisional In-Service beyond that included in their contract
- New Teacher Orientation
- Where the teacher is directed (no discretion) to attend an event. An example is where a teacher is directed to attend a workshop to be able to support a child with special needs in their classroom.

Substitute Teacher Rate will be provided for attendance where:

1. The part-time teacher chooses to participate, and
2. Has the approval of the principal at the following:
  - School Committees (funded from school budget)
  - Divisional Committees (although funded by the Division, it is expected that the school attempt to manage and mitigate against these expenses)

NOTE: The underlying premises for the Substitute Teacher Rate include:



- As a part-time teacher, they may choose to participate in events. Should they have other commitments, we cannot expect them to attend.
- Preparation for a substitute is not generally required, or to the degree of a full-time teacher.