



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> April 2004	<i>Replacing</i> All previous procedures
<i>Review Date</i> June 2005	<i>Page</i> 1 of 4
<i>Contact Person/Department</i> Supt. of Business	<i>Identification</i> BU – 3505 - AP

ADMINISTRATIVE PROCEDURE:

ELEMENTARY SCHOOLS' SUPPLY TEACHER BUDGET

1.0 Background

The Trillium Lakelands District School Board believes that the management of staff absences and supply teacher deployment is most effectively handled at the school level. Accordingly, a District Wide approach has been adopted that will give an allocation to schools to cover the costs of all short term absences. At the same time, it is recognized that long term absences are difficult to predict and would put a strain on school allocations. Therefore, a budget for long term absences will be administered centrally.

2.0 Budget Development

The school budget for supply teacher costs will be developed as follows. The use of these supply allocations are to be determined by the Principal.

- 2.1 School allocations will be based on Full Time Equivalent (FTE) elementary staffing projections for September 1st. These staffing projections will be developed by the Superintendent of Schools/Operations (Elementary) in consultation with school Principals.
- 2.2 Each school will receive a budget allocation of 4.5 days per FTE staff member (excluding administration time) to cover short term absences that result from application of the collective agreement.
- 2.3 In addition, for discretionary absences due to excursions, extra curricular activities or school initiated professional development, each school will be provided a base release time allocation of 4 days, plus 1 day per FTE Classroom Teacher (excludes staffing for administration, prep time, core French, Special Education Resource, Library, and Guidance). This allocation has been developed to allow Principals more flexibility in meeting school program initiatives.

2.4 As a monitoring mechanism, each school will be provided with a release time provision of one (1) day for each full time teacher. This entitlement, which could be taken in the format of two (2) half days, will be used for additional preparation time or special professional projects.

2.5 Absence for the following purposes will be charged against the school allocation to cover absences resulting from application of the collective agreement:

- illness (up to 5 consecutive days)
- bereavement
- personal/compassionate leave
- jury duty/quarantine or subpoena
- preparation time
- fifth disease (up to 5 consecutive days)

Supply costs for the following purposes will be charged against the school allocation for discretionary absences:

- field trips
- sports
- extra curricular events (other than sports)
- professional development (school initiated)
- class observation
- program enhancements (school initiated)

2.6 Supply costs for the following purposes will be charged to the Boards' Central Supply budgets:

- long term illness (for day 6 and each subsequent day of an absence of more than 5 consecutive days)
- Principals' meetings/Teacher in Charge
- Federation business
- District curriculum or special education initiatives/programs
- Occupational Health and Safety
- Professional Development Event (District-wide)
- Formal IPRC's

2.7 Application for exceptions must be submitted to the Area Superintendent using the Supply Teacher Exception Report. (Form attached)

3.0 School Management

In developing the school plan for managing these funds, the Principal is expected to apply the following principles to the administration of these funds.

- 3.1 the process for developing the plan should include an opportunity for those directly impacted to be consulted
- 3.2 the plan will provide a safe environment for students
- 3.3 the plan should strive to maintain the integrity of program
- 3.4 the plan should respect the Education Act, Regulations and Collective Agreements

4.0 Board Administration/Tracking

- 4.1 All teacher/school administrator absences from the school (with or without supply and regardless of reason) should be reported on the Teacher Absence and Supply Teacher Report. (Form attached)
- 4.2 The Teacher Absence Report will provide the Board with the following vital information:
 - verification and payment of supply teachers
 - monthly tracking of sick leave for teachers/school administrators
 - charging supply costs to the correct budget
 - recovering of supply costs from various organizations
 - statistical data for development or modification of policies and/or procedures
- 4.3 The report should include the following:
 - name of absent teacher/school administrator
 - date with or without supply
 - whether full or half day
 - name of supply teacher
 - absence code
 - comments (if applicable)

- 4.4 Reports should be submitted as of the 15th and end of each month to the Human Resources Assistant at the Corporate Office in Lindsay.
- 4.5 Any surplus/deficit balance (excluding the preparation time component) in the schools' supply teacher budget as of year-end will be carried forward to the succeeding year's school budget.

INFORMATION

The Teacher Absence Report provides vital information for the following:

1. Verification and payment of supply teachers.
 2. Monthly tracking of sick leave for teachers.
 3. Charging supply costs to the school's budget.
 4. Recovering of supply costs from various organizations.
 5. Correlation of statistics.
- Please report ALL teachers on a leave of absence (personal, with or without pay), *long term medical leave*, (M.L.A.), etc., even if they are not presently teaching but are part of your school staffing.
 - Reports should be submitted by the 15th and the end of each month.
 - A copy of the Personal Log sheet should be attached to report if there are personal days reported.

Every section of the report must be completed. If you have any questions concerning a particular area or code, please call the Human Resources Department at the Corporate Office, Ext. 143.

CODES

Employee Code 1 Teacher – Regular

*Codes with asterisk have supply teacher costs charged to school budget.

- 101* Illness
- 102* Bereavement (please indicate relationship in comment section).
- 103* Jury Duty/Quarantine/Subpoena
- 104* Field Trips
- 105* Personal/Compassionate Leave – with pay (PERSONAL/COMPASSIONATE LEAVE FORM MUST BE ATTACHED.)
- 106 Personal/Compassionate Leave – without pay (PERSONAL/COMPASSIONATE LEAVE FORM MUST BE ATTACHED).
- 107 Relief – Principals or Vice Principals
- 108 Principals' Meetings
- 109* Sports
- 110 IPRC – District Level
- 111 Federation Business
- 112 Negotiations
- 113 Curriculum
- 114 Occupational Health & Safety Committee
- 115 Special Education
- 116* Preparation Time
- 117* Physical Education Association
- 118* Professional Development (School Initiated)
- 119 Interviews
- 120* Workshops (meetings included)
- 121 Professional Development Event (District Wide)
- 122* Extra Curricular Events (other than Sports)
- 123* Classroom Observation
- 124* Other (Please specify in the comment section)
- 125 WSIB (Workplace Safety & Insurance Board)
- 126 Long Term Absence (where Long Term Occasional assigned, e.g. M.L.A. and L.T.D.)
- 127 Short Term Absence (days 6 and up).
- 128 Federation-Approved Workshops
- 129 Weather
- 130* Fifth Disease

