

PAYROLL

September 2011



Prairie Rose
SCHOOL DIVISION NO.8

Forms and Procedures

PRAIRIE ROSE SCHOOL DIVISION NO. 8

Effective September 1, 2011 SUPPORT STAFF EMPLOYEES

The following is an outline of the benefits our Board currently provides, and assuming that 35 hours per week is a full time equivalent. All employees working in excess of 15 hours per week must be covered under Alberta School Employee Benefit Plan (A.S.E.B.P.) Life Insurance and Extended Disability.

Life Insurance

- Coverage effective immediately
- Board contributes 98% of FTE (full time equivalency)
- pays 2 times annual salary in natural death
- pays 4 times annual salary in accidental death
- some restrictions regarding coverage apply

Extended Disability

- Coverage effective immediately
- Board contributes 98% of FTE
- Benefits payable limited to 70% of monthly salary
- some restrictions regarding coverage apply

Life Insurance and Extended Disability premiums are based on your actual salary.

Dental Plan

\$139.75 Family
\$51.00 Single

- Coverage effective immediately
- Board contributes 98 % of FTE
- some restrictions regarding coverage apply

Extended Health Care

\$213.50 Family
\$ 88.75 Single

- Coverage effective immediately
- Board contributes 98% of FTE
- some restrictions regarding coverage apply

Vision and Hearing Care

\$22.50 Family
\$ 9.25 Single

- Coverage effective immediately
- Board will contribute 98% of FTE

Local Authorities

Pension Plan

- minimum requirement is 1400 hours per year.
- premiums are based on percentage of monthly salary.

Effective January 1, 2011 C.U.P.E. EMPLOYEES

The following is an outline of the benefits our Board currently provides, and assuming that 35 hours per week is a full time equivalent. All employees working in excess of 15 hours per week must be covered under Alberta School Employee Benefit Plan (A.S.E.B.P.) Life Insurance and Extended Disability.

Life Insurance

- Coverage effective immediately
- Board contributes 98% of FTE (full time equivalency)
- pays 2 times annual salary in natural death
- pays 4 times annual salary in accidental death
- some restrictions regarding coverage apply

Extended Disability

- Coverage effective immediately
- Board contributes 98% of FTE
- Benefits payable limited to 70% of monthly salary
- some restrictions regarding coverage apply

Life Insurance and Extended Disability premiums are based on your actual salary.

Dental Plan

- Coverage effective immediately
- Board contributes 98% of FTE
- some restrictions regarding coverage apply

\$139.75 Family
\$ 51.00 Single

Extended Health Care

- Coverage effective immediately
- Board contributes 98% of FTE
- some restrictions regarding coverage apply

\$213.50 Family
\$ 88.75 Single

Vision and Hearing Care

- Coverage effective immediately
- Board will contribute 98% of FTE

\$22.50 Family
\$ 9.25 Single

**Local Authorities
Pension Plan**

- minimum requirement is 1400 hours per year.
- premiums are based on percentage of monthly salary.

PRAIRIE ROSE SCHOOL DIVISION NO. 8 TIME SHEET

School _____

Name _____

Occupation _____

Employee Number _____

MONTH & YEAR: _____

Date	Regular Hours Worked	Extra Hours Worked	Overtime Hours Worked	Banked Hours (Lieu) Brought Forward Hrs.		Absent Time		
				Used This Pay Period	Saved for Later	# of Hours Off	Article # and Reason for Absence	Paid or Unpaid Leave
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

BANKED HOURS CARRIED FORWARD _____

1. This record must be completed, signed and submitted to the Central Office immediately AFTER month end.
2. Prior approval MUST be received from your immediate supervisor before any extra hours and/or overtime are worked.

Employee Signature _____

Supervisor Signature _____

Whenever possible, please refer to the Article Number from the Employment Agreement (EITHER NON-UNION or C.U.P.E.) so that the correct reason for the absence can be entered by payroll. Copies of the agreement can be obtained from the Dunmore office.

Following is a summary of the most frequent absences:

NON-UNION

Article 8	Sick Leave
Article 9.1, 9.2	Compassionate Leave
Article 9.6	Personal Leave (1 day of employee's regular work day)

C.U.P.E.

Article 11	Sick Leave
Article 12.03, 12.04	Compassionate Leave

PRAIRIE ROSE SCHOOL DIVISION NO. 8

RECORD OF HOURS WORKED - CASUAL EMPLOYEE ONLY ***On BLUE Paper*******

SCHOOL NAME _____ EMPLOYEE NUMBER _____

NAME _____ OCCUPATION _____

FOR THE MONTH OF _____

DAY	DATE	MORNING		AFTERNOON		TOTAL HOURS	SUBBED FOR	DISTRIBUTION CODE
		FROM	TO	FROM	TO			
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
S/S								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
S/S								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
S/S								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
S/S								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
S/S								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
S/S								

This record must be completed, signed and forwarded to the Regional Office at Month-End, For Payment on the 10th.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____

PRAIRIE ROSE SCHOOL DIVISION NO. 8

2011 - 2012 School Year

SECRETARIES

AUGUST 30, 2011 – June 29, 2012

NOTE: The following days are PAID DAYS and they do not include Stat Holidays

August	2	February	16
September	21	March	20
October	19	April	15
November	20	May	21
December	14	June	20
January	18		

Total Instructional days in this school year	183
Start Date, DWPD, End Date	3
Statutory holidays	<u>9</u>
TOTAL PAID DAYS	195 - averaged over year
At discretion of Principal	<u>7</u> - additional days
	202

SCHOOL SECRETARIES HAVE BEEN CALCULATED TO JUNE 29

.....

All secretaries are allowed seven additional days as directed by the school principal and they should be marked down as extra hours worked on the timesheet.

.....

Time sheets should be recorded from the **FIRST** day of the month to the **END** of the month. Record your regular hours in column 1, extra hours in column 2 and overtime hours in column 3 of your time sheet. If you are banking extra hours or using banked hours on a day, indicate so in the areas provided on the time sheet. If you are absent from work, please mark that down on the time sheet under "Absent Time" and indicate the reason absent. *Clearly mark your personal day leave as article 9.6 so I do not deduct money for it. We do not keep track of how many hours each individual person has banked in our office. The control of extra hours must be kept track of in each individual school but keeping track of them on the time sheet is advisable.*

PRAIRIE ROSE SCHOOL DIVISION NO. 8

2011 - 2012 School Year

LIBRARIANS

AUGUST 30, 2011 – June 29, 2012

NOTE: The following days are PAID DAYS and they do not include Stat Holidays

August	2	February	16
September	21	March	20
October	19	April	15
November	20	May	21
December	14	June	20
January	18		
Total Instructional days in this school year			183
Start Date, DWPD, End Date			<u>3</u>
Statutory holidays			<u>9</u>
TOTAL PAID DAYS			195 - averaged over year
At discretion of Principal			<u>3</u> - additional days
			198

SCHOOL LIBRARIANS HAVE BEEN CALCULATED TO JUNE 29.

.....

All librarians are allowed three additional days as directed by the school principal and they should be marked down as extra hours worked on the timesheet.

.....

Time sheets should be recorded from the **FIRST** day of the month to the **END** of the month. Record your regular hours in column 1, extra hours in column 2 and overtime hours in column 3 of your time sheet. If you are banking extra hours or using banked hours on a day, indicate so in the areas provided on the time sheet. If you are absent from work, please mark that down on the time sheet under "Absent Time" and indicate the reason absent. *Clearly mark your personal day leave as article 9.6 so I do not deduct money for it. We do not keep track of how many hours each individual person has banked in our office. The control of extra hours must be kept track of in each individual school but keeping track of them on the time sheet is advisable.*

PRAIRIE ROSE SCHOOL DIVISION NO. 8

2011 - 2012 School Year

EDUCATIONAL ASSISTANTS/MENNONITE LIASON WORKERS

AUGUST 30, 2011 – June 28, 2012

NOTE: The following days are PAID DAYS and they do not include Stat Holidays

August	2	February	16
September	21	March	20
October	19	April	15
November	20	May	21
December	14	June	20
January	18		

Total Instructional days in this school year	183
Start Date, DWPD, End Date	2
Statutory holidays	<u>9</u>
TOTAL PAID DAYS	194 - averaged over year
School Improvement Days	<u>3</u> - additional days
	197

SCHOOL EDUCATIONAL ASSISTANTS/MENNONITE LIASON WORKERS HAVE BEEN CALCULATED TO JUNE 28.

All educational assistants/mennonite liason workers are allowed three additional days as directed by the school principal and they should be marked down as extra hours worked on the timesheet.

Time sheets should be recorded from the FIRST day of the month to the END of the month. Record your regular hours in column 1, extra hours in column 2 and overtime hours in column 3 of your time sheet. If you are banking extra hours or using banked hours on a day, indicate so in the areas provided on the time sheet. If you are absent from work, please mark that down on the time sheet under "Absent Time" and indicate the reason absent. *Clearly mark your personal day leave as article 9.6 so I do not deduct money for it. We do not keep track of how many hours each individual person has banked in our office. The control of extra hours must be kept track of in each individual school but keeping track of them on the time sheet is advisable.*

PRAIRIE ROSE SCHOOL DIVISION NO. 8 2011-2012 CALENDAR COLONY SCHOOLS

August 2011						
Pupil - 1		Teacher - 3			EA - 2	
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	SI 29	S30	P31			

September 2011						
Pupil - 20		Teacher - 21			EA - 21	
S	M	T	W	T	F	S
				1	2	3
4	H5	6	7	8	9	10
11	12	13	14	15	16	17
18	DPD	20	21	22	23	24
25	26	27	28	29	30	

October 2011						
Pupil - 19		Teacher - 20			EA - 20	
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	H10	11	12	13	14	15
16	17	18	19	20	21	22
23	SI 24	25	26	27	28	29
30	31					

November 2011						
Pupil - 20		Teacher - 21			EA - 20	
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	H11	12
13	SI 14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011						
Pupil - 15		Teacher - 15			EA - 15	
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	H22	H23	H24
H25	H26	H27	H28	H29	H30	H31

January 2012						
Pupil - 17		Teacher - 19			EA - 17	
S	M	T	W	T	F	S
H1	H2	H3	H4	SI 5	SI 6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
Pupil - 16		Teacher - 20			EA - 16	
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H20	PT21	PT22	C23	C24	25
26	27	28	29			

March 2012						
Pupil - 21		Teacher - 22			EA - 22	
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	SI 22	23
24	25	26	27	28	29	30
31						

April 2012						
Pupil - 15		Teacher - 15			EA - 15	
S	M	T	W	T	F	S
1	2	3	4	5	H6	H7
H8	H9	H10	H11	H12	H13	H14
H15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
Pupil - 19		Teacher - 22			EA - 20	
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	SI 17	18	19
20	H21	22	23	24	25	26
27	SI 28	SI 29	30	31		

June 2012						
Pupil - 20		Teacher - 21			EA - 20	
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	P28	S29	30

Prairie Rose School Division No. 8						
Division PD Days		P			T EA	
0		1			1	
School Improvement		0			9	
PT Interviews		0			2	
Teacher Convention		0			2	
School Opening		0			1	
School Closing		0			1	
Instructional Days		183			183	
Statutory Holidays		0			0	
TOTAL DAYS		183			199	

Diploma Exams Jan 11-30 incl

Diploma Exams June 12-28 incl

S - Staff Preparation
P - First / Last day - Students
Colony Holidays: Epiphany - January 6
DPD - Division Professional Day
SI - School Improvement Day
H - Statutory Holiday
C - Teachers Convention
PT - Parent Teacher Interview - Days in Lieu
Pentecost - May 27 - 29

PRAIRIE ROSE SCHOOL DIVISION NO. 8

2011-2012 School Year

**TWELVE MONTH CUSTODIAL STAFF
SEPTEMBER 1, 2011 - AUGUST 31, 2012**

NOTE: The following days are paid days and include statutory holidays!

(According to the current agreement, Easter Monday is NOT A STATUTORY HOLIDAY and is a regular working day.

September	22	March	22
October	21	April	21
November	22	May	23
December	22	June	21
January	22	July	22
February	21	August	23

Total 262 days

Days INCLUDED in your monthly average salary are:

Teachers' Convention; Professional Development; and Parent/Teacher Conferences.

Even though school is not in session on some of those days, they have been calculated into your monthly pay and since they are PAID DAYS, YOU ARE REQUIRED TO WORK YOUR REGULAR HOURS ON ALL OF THESE DAYS.

Time sheets should be recorded from the FIRST day of the month to the END of the month.

Please remember that as a 12 month employee you are entitled to PAID HOLIDAYS according to how long you have been employed by the Division. Check the Employment Agreement-School Based Support Staff (Non-Union), for your entitlement. There should be a copy of it in your school.

2011 - 2012 School Calendar
12 Month Custodial Staff

September 11
Pupil Days-20 Staff Days-21 Stat-1

S	M	T	W	T	F	S
				1P	2P	3
4	stat 5H	6P	7P	8P	9P	10
11	12P	13P	14P	15P	16P	17
18	19	20P	21P	22P	23P	24
25	26P	27P	28P	29P	30P	

October 11
Pupil Days-19 Staff Days-20 Stat-1

S	M	T	W	T	F	S
						1
2	3P	4P	5P	6P	7P	8
9	stat 10H	11P	12P	13P	14P	15
16	17P	18P	19P	20P	21P	22
23	24	25P	26P	27P	28P	29
30	31P					

November 11
Pupil Days-20 Staff Days-21 Stat-1

S	M	T	W	T	F	S
		1P	2P	3P	4P	5
6	7P	8P	9P	10P	stat 11H	12
13	14	15P	16P	17P	18P	19
20	21P	22P	23P	24P	25P	26
27	28P	29P	30P			

December 11
Pupil Days-14 Staff Days-20 Stat-2

S	M	T	W	T	F	S
				1P	2P	3
4	5	6P	7P	8P	9P	10
11	12P	13P	14P	15P	16P	17
18	19P	20P	21P	22	stat 23H	24
25	stat 26H	27	28	29	30	31

January 2012
Pupil Days-18 Staff Days-21 Stat-1

S	M	T	W	T	F	S
1	stat 2H	3	4	5P	6P	7
8	9P	10P	11P	12P	13P	14
15	16P	17P	18P	19P	20P	21
22	23	24P	25P	26P	27P	28
29	30P	31P				

February 2012
Pupil Days-16 Staff Days-20 Stat-1

S	M	T	W	T	F	S
			1P	2P	3P	4
5	6P	7P	8P	9P	10P	11
12	13P	14P	15P	16P	17P	18
19	stat 20H	21	22	23	24	25
26	27P	28P	29P			

March 2012
Pupil Days-20 Staff Days-22

S	M	T	W	T	F	S
				1P	2P	3
4	5P	6P	7P	8P	9P	10
11	12P	13P	14P	15P	16P	17
18	19P	20P	21P	22	23	24
25	26P	27P	28P	29P	30P	31

April 2012
Pupil Days-15 Staff Days-20 Stat-1

S	M	T	W	T	F	S
1	2P	3P	4P	5P	stat 6H	7
8	9	10	11	12	13	14
15	16P	17P	18P	19P	20P	21
22	23P	24P	25P	26P	27P	28
29	30P					

May 2012
Pupil Days-21 Staff Days-22 Stat-1

S	M	T	W	T	F	S
		1P	2P	3P	4P	5
6	7	8P	9P	10P	11P	12
13	14P	15P	16P	17P	18P	19
20	stat 21H	22P	23P	24P	25P	26
27	28P	29P	30P	31P		

June 2012
Pupil Days-19 Staff Days-21

S	M	T	W	T	F	S
				1P		2
3	4	5P	6P	7P	8P	9
10	11P	12P	13P	14P	15P	16
17	18P	19P	20P	21P	22P	23
24	25P	26P	27P	28P	29	30

July 2012
Pupil Days-0 Staff Days-21 Stat-1

S	M	T	W	T	F	S
1	stat 2H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012
Pupil Days-0 Staff Days-22 Stat-1

S	M	T	W	T	F	S
			1	2	3	4
5	stat 6H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S - Staff Day

H - Holiday

P - Pupil Day (Worked by Custodial Staff)

Stat Holidays

September '11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '11

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**2011/2012
PAYROLL
SCHEDULE****PAYDAY****January 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

25th day of each month
(where the 25th falls on a
weekend, payments will be
deposited on the work day
prior)

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

***If a regular, non-
teaching staff member is
going to be away anytime
in June, **PLEASE FAX** or
send their time sheet in the
courier bin, prior to the
June payment date, in
order that deductions can
be made if necessary.

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '11						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '11						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2011/2012 PAYROLL SCHEDULE Substitute Teacher & Casual Staff

February '12						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March '12						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PAYDAY
is the 10th of each
month.
Where the 10th falls
on a weekend or
holiday, pay is
deposited the week
day prior.

April '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '12						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Blue Bin Submission Dates

June '12						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Last Day to Fax -
Anything submitted
later than this day
will be too late for
payment. This includes
the electronic
submission of the Sub
System Program.

PRAIRIE ROSE SCHOOL DIVISION NO. 8

Substitute Teacher Record

NAME _____ **PHONE** _____

ADDRESS _____ **POSTAL CODE** _____

FOR THE MONTH OF: _____

DATE	FULL OR HALF	TRAVEL ***** Yes/No	SCHOOL	SUBBED FOR	PRINCIPAL SIGNATURE	DISTRIBUTION <small>(MAKE SURE YOUR SCHOOL LOC IS ON THIS FORM)</small>
						1- - -000- _____

This form should be completed **for a full month only** and given to any principal for submission **BY THE LAST DAY TO FAX DATE ON THE PAYROLL CALENDAR.**

******* TRAVEL:** Kilometers travelled from your residence to the school _____

DATE

SIGNATURE OF SUBSTITUTE

*******FOR REGIONAL OFFICE USE ONLY*******

Employee Number _____

_____ days @ \$191.22 per day = \$ _____

_____ 1/2days @ \$98.71 per half day \$ _____