

RECOGNITION OF SERVICE

Background

The Board recognizes that the extracurricular programs in our division would not exist if it were not for the time and effort put forth by our employees. The Board also views these extracurricular programs to be an important part of the educational experience for our students.

Procedures

1. In an effort to show appreciation for this time commitment, any employee involved in extracurricular activities beyond instructional time is entitled to the following:
 - 1.1 One (1) day off with pay after accumulating seventy (70) hours of extracurricular time.
 - 1.2 A second day off with pay will be awarded once an employee accumulates one hundred forty (140) hours of extracurricular time.
 - 1.3 A third day off with pay will be awarded once an employee accumulates two hundred ten (210) hours of extracurricular time.
 - 1.4 Any teacher who accumulates more than thirty five (35) hours, but less than seventy (70) hours in any given year may carry forward thirty five (35) hours for a maximum of one year.
 - 1.5 These days must be used in the same academic year.
2. Where an employee is voluntarily involved in extra-curricular activities that require direct supervision and/or responsibility for students beyond instructional time, those hours will be applied towards recognition of service.
3. The principal of the school will verify these hours.
4. Request for leave must be made to the principal. The date(s) of leave must be mutually agreed upon by the employee and the principal.
5. If necessary, the Board will supply a casual/substitute worker for any and all employees under this administrative procedure.
6. Time can be accumulated before school, during the lunch break, after school or on weekends.

7. Employees may claim up to a maximum of sixteen (16) hours per day.
8. To ensure the safe, orderly and effective operation of the school, the school principal may limit the number of school personnel (teaching and non-teaching) taking leave on a particular day. The decision for leave will be dealt with on a first come, first served basis.
9. The principal shall keep a monthly record of all employees who have taken leave as described above.

Extra-Curricular Involvement Appreciation

Background

The Northwest School Division Board of Education would like to recognize the many adults that work with our students in extracurricular activities. These student-centered extracurricular activities enrich the lives of our students and play a key role in a school's overall effectiveness. These activities would not be possible without dedicated coaches, directors and supervisors. The intent of this program is to attempt to recognize those that are involved in the Northwest School Division's extracurricular activities.

The Program

Where a teacher, educational assistant, parent volunteer or community coach is involved in extracurricular activities that require direct supervision of students beyond instructional time these hours will count toward this appreciation program. Time can be accumulated before school, during the lunch break, after school or on weekends. Time logs must total at least 50 hours and be approved and signed by the Principal. The 50 hours can be accumulated over two consecutive academic years only.

All gifts will have Northwest School Division cresting and extra-curricular acknowledgement. School color highlights and name bars are welcome.

Clarification Examples:

Qualifying Hours

Max – 16 hours per day on weekends

Time spent directly with students

Extra-curricular

Any school sponsored events

Outside the instructional Day

Does Not Qualify

Sleeping

Planning an event schedule

Community activities involving youths

Paid time

References: Local Bargaining Agreement between The Board of Education of the Northwest School Division and the Northwest Teachers' Association

Approved: March 1, 2024