AP 5-704 TEACHER SUMMER REQUIRED WORK

This outline is dated this _____ day of _____, 20_____, and sets out the parameters of the professional development sessions during the summer break for [Teacher's full name]: _____, herein referred to as "the Employee," and the Western School Division, herein referred to as "the Division," and in accordance with the Collective Agreement article 6.06.

1. Purpose of Outline

The purpose of this outline is to confirm the terms and conditions under which the Employee will perform work assigned by the Division during the summer break period, for duties as assigned.

2. Work Assignment Period

The summer work assignment will begin on _____, 20___ and end on _____, 20____, unless terminated earlier by the Division.

3. Scope of Work

The Employee is assigned to perform the following duties during the summer period, on the dates and at the times as outlined in #4 below, as directed by the Division:

- Participate in planning, administrative, or instructional tasks
- Support curriculum or program development
- Other duties as mutually agreed upon in writing

Description of the Work Scope's Specifics:

4. Schedule

The work schedule shall be as follows:

- Days: [e.g., Monday through Thursday] _____
- Hours: [e.g., 9:00 AM to 3:00 PM] _____
- Total Days _____

Any changes to the schedule must be approved in advance by the supervisor.

5. Compensation

The Employee shall be compensated as per the Provincial Teacher Collective Agreement article 6.06 and as per Administrative Procedure *5-702 – Teacher Professional Development or Required Work During the Summer Break*, through the provision of compensatory time equal to the number of days employed during the summer break, as assigned by the Division. The days shall be processed through the Division's payroll system in accordance with standard payroll procedure.

6. Supervision

The Employee shall report to and take direction from [Supervisor's Name and Title]: _____

_____

7. Policies and Procedures

The Employee will abide by all applicable policies and procedures of the Division, including confidentiality, use of technology, and professional conduct expectations.

8. Modification

This work assignment may only be modified (including to extend or expand the assignment beyond what is contained in this outline) by the Division, in its sole discretion. The employee will not perform work beyond the scope of the assignment without receiving the prior written permission of the Division, and understands that no compensatory time, nor any other compensation, is owed to the employee beyond what is expressly agreed to in advance by the Division.

Teacher's Name: _____

Signature: _____

Date: _____

Divisional Supervisor – Principal Name & Title: _____

Signature: _____

Date: _____

Approved By (Superintendent or Designate Name): _____

Signature: _____

Date: _____