

SUMMER OFF CAMPUS EDUCATION

Background

The Summer Off-Campus program is defined as any program where credits are earned off-campus. In order for the Summer Off-Campus program to run successfully, certificated and un-certificated staff members are relied upon for the completion of specific tasks related to this program. The program requires the work of a: Off-Campus Program Supervisor, Off-Campus Program Coordinator; Off-Campus Program Assistant.

Procedures

1. Off-Campus Program Supervisor
 - 1.1. Off- Campus Program Supervisor is to be a certificated staff member. The Off-Campus Program Coordinator is responsible for the:
 - Inspections and approval of summer work sites/work stations
 - Student preparation, orientation and selection procedure
 - initial file preparation and information gathering to get the students set up in the program
 - the training of all summer Off-campus Coordinators
 - the assigning of eligible students to their assigned summer coordinator
 - collection and compilation of all completed Disbursement Vouchers from all Off-Campus employees to be submitted for administrative approval
 - the collection of data and the submission of all documents for the Off-Campus Scholarships
 - 1.2. The Off-Campus Program Supervisor will be paid a lump sum amount of \$1,500 for an estimated 25 hours of work. This is in addition to amounts received for supervision of students if the Supervisor is also an Off-Campus summer Coordinator.
 - 1.3. Upon commencement of the new school year, the Off-Campus Program Supervisor will work in conjunction with the school Budget Manager to complete a Disbursement Voucher for the lump sum payment. Once the voucher is complete, including budget information and approval from the School Administrator, it will be submitted to the Payroll Officer for payment. The payment will be paid through payroll, in accordance with payroll cutoff dates and subject to relevant deductions.
2. Off-Campus Program Assistant
 - 2.1. Off- Campus Program Assistant may be an un- certificated or certificated staff member.
 - 2.2. Off-campus Program Assistant is responsible for:
 - maintaining and upgrading the software program used for tracking students enrolled in the program,
 - procedures needed to close off the Grade 12 files
 - filling of all accident reports for all Off-Campus Coordinators
 - the production of all forms, manuals and program materials
 - design and distribution of all promotional material to the media
 - 2.3. The Off-Campus Program Assistant will be paid a lump sum amount of \$1,500 for an estimated 25 hours of work.



3. Off-Campus Program Coordinator(s)

- 3.1. Off-Campus Program Coordinator(s) are to be certificated staff members. The Off-Campus Program Coordinator is responsible for the :
- ensure contract fulfillment between student and employer
 - maintain a dated, anecdotal record of visits
 - assessment and evaluation of student employment
 - student monitoring procedure and schedule
- 3.2. Off-Campus Program Coordinator will be compensated based on the number of complete and incomplete files. Each Coordinator will be responsible for the files for each assigned student.
- 3.3. Compensation will be based on the following rates:
- 3.3.1. Completed Files: It is agreed that each completed file requires 2.5 hours of work. Program Supervisors will be compensated for 2.5 hours at the hourly Summer Off-Campus Rate (\$60.00 per hour effective September 1, 2012) for each completed file.
- 3.3.2. Incomplete Files: The Off-Campus Program Coordinator will be compensated for 1.25 hours per incomplete file at the hourly Summer Off-Campus rate.
- 3.3.2.1. An incomplete file is defined as one where the student was either terminated or has resigned from the Work Experience position or has started mid-term and will be enrolled in the program for less than 3 months.

4. Mileage

- 4.1. A record of kilometers driven will be maintained by each staff requiring reimbursement on a *Mileage Claim Form*. The form will be submitted for payment to the Administrative Assistant for Finance once proper budget information and administrative approval has been completed. Reimbursement will be made in accordance with *Administrative Procedure 512*.

5. Allowances

- 5.1. A Disbursement Voucher for allowances (ie cell phone, etc) must be completed and submitted to the Off-Campus Supervisor. The Disbursement Voucher will then be submitted for payment to the Payroll Officer. The payment will be paid through payroll, in accordance with payroll cutoff dates and subject to relevant deductions.

Reference: Section 60, 61, 113 School Act
Administrative Procedure 512

