

**PROCEDURES**

Policy IHFAB, *Parent Sponsored Lunch Room Supervision Programs*, allows parent-sponsored lunchroom supervision, however, no procedures have been developed to accompany this policy. Therefore, outlined are the legal requirements of a parent sponsored lunchroom program, as well as the requirements when school support staff is utilized to supervise lunch breaks.

Legal Requirement If the Parent Sponsored Alternative Chosen

- **Utilizing Volunteers**

Volunteers cannot be paid. Honorariums of less than \$500.00 per calendar year are allowed.

- **Support Staff Option**

In order to comply with different legislation and Board policy, the following instructions are applicable:

1. **Permanent Employee Utilized**

- 1.1. If a permanent employee is utilized on a regular basis, then the employee is to be paid at their regular rate of pay. For example: a school assistant assigned the task of lunch break supervision for the year with 30 additional minutes per day allotted for this supervision. The average annual salary and benefits for a full time (6 hours per day) school assistant for 2007/08 is \$28,370, therefore, 30 minutes additional per day will cost the school \$2,364.17.

- 1.2. If a permanent employee is utilized on an irregular schedule the employee would be paid from time sheets at the employee's regular hourly rate (provided the hours in a day are less than eight (8) hours per day), plus approximately 13% for benefits (C.P.P., E.I., W.C.B. and Vacation Pay).

2. **Temporary Casual Employee Utilized**

The August 2007 Terms of Employment, call for a minimum wage of \$8.00 - \$14.94 per hour. Labour Standards has removed the requirement for minimum earnings per day for lunchroom supervisors.



Under the Income Tax Act, if an individual is paid more than \$500 during a calendar year they must be issued a T 4 slip.

We are trying to find the correct balance between the easiest way to pay the employees and the method that creates the fewest follow-up and legal problems. Therefore, the following steps are to be followed:

- 2.1. If a permanent employee is to be used on a regular basis, then the Human Resources Department is to be notified and they will adjust the employee's salary.
- 2.2. If a permanent employee is to be used on an irregular basis, the time should be submitted to Payroll Department on a time sheet (PR007), clearly marked "LUNCH", and the Payroll Department will process on the next available payroll.
- 2.3. For temporary casual employees, it is acceptable to pay them out of petty cash provided they are paid less than \$500 per year, otherwise their time sheets (PR003) should be submitted to the Payroll Department on a monthly basis and the employee will be paid on the 10th of the following month. For those employees that are paid by petty cash, a listing for the calendar year must be submitted by February 1st showing the individuals their earnings and their Social Insurance Number, similar to the old Community Use Supervisor form. The schools will be charged W.C.B. on these payments at the rate of \$1.20 per \$100 of wages.