



ADMINISTRATION 2 – Certified Staff Contract Payout

Date: March 23, 2006

Responsible Administrator: Human Resource/Secretary Treasurer

1.0 RATIONALE

To ensure teacher contract payouts are consistent with the requirements of the School Act.

2.0 PROCESS

Human Resources will be responsible for providing the data regarding final employment dates for temporary and permanent teaching staff to payroll for administration.

3.0 GUIDELINES

- 3.1 Permanent teacher retires/resigns at the end of the school year:
 - Salary paid out at the end of the school year, ASEP benefits terminate June 30th.
- 3.2 Teacher's one-year contract is not renewed by the Board:
 - Contract salary and benefits paid until the last day of the school year.
- 3.3 Teacher's one-year contract is renewed for the following year:
 - Salary and benefits paid at one-twelfth (1/12) until August 31st per Collective Agreement.
- 3.4 Teacher on temporary contract:
 - Contract salary and benefits terminated on last day of employment.
- 3.5 Temporary teacher with contract less than one (1) year, whose contract ends on the last day of the school year, accepts another contract for the next school year:
 - Contract salary paid equally over July and August and benefits paid until August 31st per Collective Agreement.
- 3.6 Teacher's employment terminated by the Board:
 - Contract salary paid out and benefits terminated on last day of employment.

References: *Board Policy:*