

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 410
PROCEDURE:	NOON SUPERVISION		

BACKGROUND

Noon supervision may be provided by teachers, paraprofessionals or volunteers. For the purposes of this procedure, "noon supervision" shall mean only the approved supervision of unorganized student activities, such as lunchroom supervision, hallway supervision and yard supervision, during the lunch period.

Realizing the importance of staff involvement with children and the impact staff have upon the development of students, the Division finds that staff are the most qualified, the most competent and the most appropriate professionally to provide guidance and direction in the supervision of students in activities during noon.

PROCEDURES

1. Revised in accordance with the LINC AGREEMENT - SECTION 11 (September 1, 2015):
 - 1.1 Noon supervision may be provided by teachers, paraprofessionals or volunteers. For the purpose of this Agreement, "noon supervision" shall mean only the approved supervision of unorganized student activities, such as lunchroom supervision, hallway supervision and yard supervision, during the lunch period.
 - 1.2 Staff will be given the first opportunity to volunteer for noon supervision before community people are asked to provide these services.
 - 1.3 Noon supervision for teachers shall operate in accordance with the following guidelines:
 - 1.3.1 At the beginning of the school year, teachers will make their commitment regarding noon supervision known to the Principal.
 - 1.3.2 Commitment to do noon supervision is for the whole school year.
 - 1.3.3 The Principal or designate, in meeting the needs of the school, is responsible for organizing and scheduling noon supervision.
 - 1.3.4 Teachers are expected to undertake the assigned noon supervision duties in a professional manner.
 - 1.4 The Division shall provide the following recognition to teachers who perform noon supervision.
 - 1.4.1 A teacher will earn one day of Earned Day Off (EDO) for every 9.5 hours (570 minutes) of scheduled noon supervision service. Minutes supervised as per schedule shall equal minutes credited for days in lieu.

- 1.4.2 The maximum EDO's that a teacher may earn in a school year is 4. Teachers who have provided in excess of 38 hours of noon supervision in a school year will be paid at the rate stated in 1.4.9.
- 1.4.3 A maximum of 5 consecutive EDO's may be used at any one time.
- 1.4.4 When possible, a teacher requesting Earned Day Off shall submit an Application for Leave form to the Principal at least three days in advance of commencement of said leave.
- 1.4.5 Earned Days Off may only be taken in half or full day increments. Earned Days Off at Sacred Heart High School may only be taken as 0.6 days in the AM and 0.4 days in the PM. The school Principal may approve up to one (1) EDO in a school year before it has been fully earned. Any unearned portion of EDO (taken in advance) will be deducted from pay at the end of the contract or school year.
- 1.4.6 Unless the Principal gives approval, no more than one teacher from each school may take leave at any one time.
- 1.4.7 Earned Days Off will not be granted before September 15 or after June 15 in any school year unless approved by the Director.
- 1.4.8 Teachers may carry over a maximum of five (5) days of Earned Days Off to the next school year.
- 1.4.9 Teachers may request to receive payment for days accumulated in the provision of noon supervision. The Division shall pay teachers, for each day earned, one day of salary equal to the current daily rate for substitute teachers. Teachers are not required to request payment for all days accumulated in the provision of noon supervision. Payment will be included in the June payroll of the current school year.
- 1.4.10 Earned Days Off earned by voluntarily performing noon supervisory duties is a means by which teachers can accrue additional paid leave which can then be used to supplement the Leaves identified in this Agreement and/or provide Leave to teachers in situations not covered by this Agreement.

Reference: Sections 87, 108,109, 175, 231 Education Act
Regulation 59
Provincial Collective Bargaining Agreement

Date Issued: November 21, 2007

Date Revised: September 1, 2019