



Value Added Remuneration

Proposed Guidelines 2016 - 2017

PTU VAR Committee

Background:

Value Added Remuneration began in 2011. The goal was to provide teachers with monies for their extra curricular activities that take place outside of their workloads.

This booklet was compiled as a result of both teachers and administrators requesting additional parameters to the process of applying for and granting Value Added Remuneration. (**VAR**)

A committee was formed to discuss the processes in place and come up with a more defined and clear application process as well as a review of granting credits.

All guidelines were created using Appendix XXVI of the Provincial Collective Agreement.

Recommended Guidelines for the Formation of a VAR Committee

It is recommended that each school form a VAR Committee that follows these guidelines:

- The committee should be composed of teachers on a voluntary basis.
- The committee should consist of a minimum of 3 teachers.
- The committee shall nominate a chairperson. It is preferable that the chair also be a member of School Council. If not, the chair should report to the School Council on the activities of the VAR committee.
- Should no VAR committee be formed, the responsibility of VAR, falls on Staff Council.
- VAR should be a standing item on the School Council agenda.
- All forms shall be kept by the VAR committee and a copy will be submitted to the School Council.

Checklist for VAR committee:

- ❑ Meet in September to form VAR committee
- ❑ VAR committee will meet to address & review proposed guidelines for VAR
- ❑ Teacher(s) requesting VAR activity will submit their form '*Proposed Activity for Students*' to the VAR committee signed by all parties involved
- ❑ VAR committee should keep a copy of all '*Proposed Activity for Students*' forms
- ❑ Once the VAR activity is completed, teacher(s) will finalize their form '*Proposed Activity for Students*' and submit it to the VAR committee for it to be re-signed by all parties involved
- ❑ VAR committee should meet 2-3 times a year to review on-going VAR activities and any new submissions (September, mid-year and mid-May)
- ❑ VAR chair should use the finalized '*Proposed Activity for Students*' forms, to fill out the '*End-of-Year VAR Report*'
- ❑ VAR chair will present '*End-of-Year VAR Report*' to School Council
- ❑ VAR chair will submit '*End-of-Year VAR Report*' to administrator (typically in May) to be used when entering the end-of-year credits for teachers
- ❑ For each respective school/center, the school board will produce a final VAR report. This report will be provided to each VAR committee for verification.

Guidelines for Teachers using the *'Proposed Activity for Students'* form

Prior to the VAR activity:

The teacher(s) involved will fill out the form prior to starting their VAR activity and bring it to the committee to be approved. Only one form is to be submitted per activity. All teachers involved must have their names on the same form. This form will be returned to you after it is approved by the VAR committee.

During the VAR activity:

Teacher(s) should keep track of the number of sessions to be submitted.

After the VAR activity:

Teacher(s) will return the 'Proposed Activity for Students' form with any corrections and submit the final form to the VAR committee.

End of the Year:

Teachers will receive a copy of their final approved *'Proposed Activity for Students'* form which will include the number of credits allocated.

Each teacher will complete the VAR form on SSO. Only approved activities should be entered.

Note:

The committee will meet to approve final submissions, complete the 'End-of-Year VAR Report' and provide them to administration.

Once everything has been approved, it shall be signed by the VAR chair (if applicable), School Council Chair and Principal.

Value Added Remuneration (VAR) - Credit System

Please use the chart below to guide you in completing your Value Added Remuneration requests.

Be sure to remember:

- Any activity for which you request VAR, cannot be part of your presence (workload, complementary tasks and personal work).
- VAR is only applicable to activities where you are in the presence of participating students.
- No more than 60 credits per activity will be allocated.
- A maximum of 30 credits will be issued for overnight trips, regardless of the length or number of trips taken in a school year.
- Teachers cannot claim VAR for workoff evenings or any other activity for which they are already being compensated.
- Each proposed activity should be submitted on a single VAR form. This form should include all teachers involved and their role.
- Any activity in the evening and/or overnight, will not be allocated more than 10 credits.
- IB personal/community projects: 15 credits per project to a maximum of 30 credits as long as the mentor does not evaluate the project.
- Any activity not indicated on the chart below can be added by the VAR committee after consultation.

Number of Credits	Frequency	Duration	Activities
60 Credits	More than once a week	All year Or Major Activities	-Basketball Coach -Football Coach -Director/Choreographer of full year or major activity, drama/dance/music rehearsals/shows -Yearbook Supervisor -Student Council Supervisor -Grad Committee
45 Credits	More than once a week	All year Major Activities (Regular Assistant)	-Assistant Basketball Coach -Assistant Football Coach -Assistant Director/Choreographer/drama/dance/music/rehearsals

30 Credits	Once a week	All year	-Clubs (homework, chess, boys/girls, book, running, math, board games, arts,comic book, photography, glee etc...)
30 credits	More than once a week	Part of the year	-Badminton -Soccer -Cross County -Field Lacrosse -Touch Football -Indoor Soccer -Softball -Hockey -Rugby -Volleyball
10 credits	Overnight trip (10 credits per night, maximum 30 credits for the school year)	Maximum claim of 3 nights a year	All overnight trips
1 credit/30 min session Maximum 10 credits/evening		Short term activity	For all <u>evening</u> activities School trip meetings with parents/students 30 hour famine School Dance chaperone Show/concert facilitator/ helper Battle of the bands Prom set-up Vernissage
1 credit/30 min session Maximum 30 credits		Short term activity	Fundraiser Organizer (with students) Car Washes Bar-B-Q's Science fair Technical support for shows, concerts etc... Seasonal Activities IB Mentoring

Proposed Activity for Students (Value Added Remuneration-Annex XXVI)

School _____

Date _____

Name of activity	
Number of participants (#M and #F)	
Location	
Fees	
Description of activity	

Distribution of Credits					
Name(s) of Teacher(s)	Number of session per week	Number of weeks	Scheduled time	Anticipated number of credits (to be completed by VAR Committee)	Final Number of credits (to be completed by VAR Committee)

Signature(s) after *Anticipated* of Credits

Approval of VAR Chair

Approval School Council Chair

Approval Principal

Signature(s) after *Final* of Credits

Approval of VAR Chair

Approval School Council Chair

Approval Principal

