

## Policy 5 Appendix A

### Schedule of Rates

EXPENSES	AMOUNT
1. Travel: Employees required to travel >15 km one-way for Academy business, mileage may be claimed.	\$0.55/km
2. Meal Rate: Meals will be compensated to staff who are required to travel on Academy business and must pay for meals out of pocket when receipts are provided to the maximums. If meals are provided at the business activity, the meal shall not be claimed. (Alcohol purchases <b>will not</b> reimbursed) Breakfast Lunch Dinner	   \$ 13.00 (leave home – arrive home; 7:30 am) \$17.00 (leave home – arrive home; 1:00 pm) \$27.00 (leave home – arrive home; 6:30 pm)
1. Accommodation: In the event that an employee must overnight for Academy business (receipts required). Without Receipts *	\$175/night maximum \$40.00
<i>* The purpose of this amount is to reimburse claimants for expenses incurred when staying at friends' or relatives residences when away from home.</i>	
ALLOWANCES	AMOUNT
3. Acting Principal Allowance: a. In the absence of the principal and the assistant principal, or where there is no assistant principal, a teacher shall be designated as acting principal. In the absence of the principal from the Academy, a teacher shall be designated by the Superintendent to be acting principal and shall be paid the principal's allowance should the principal be absent for one full school day or more. b. Where a teacher acts in place of a principal for more than five (5) consecutive school days, they shall receive an allowance equivalent to that of the principal's allowance for such excess period. Such designation shall terminate upon the principal's return to duty or upon the appointment of a new principal.	   \$75/day      \$125/day

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4. Substitute/Casual Teacher Pay: In the event a teacher is absent, whenever possible, a certificated substitute teacher shall be hired. Payment for part days shall be prorated but in no case shall payment be for less than one-half day.	\$212/day <i>\$200/day plus six percent (6%) vacation pay of \$12.</i> \$200.92
5. Classroom Supervisor: Should the Academy be unable to acquire the services of a certificated substitute teacher for a teacher absence, the Principal may bring in a community member to assist with classroom supervision of students while under the Principal's authority. The supervisor shall not be responsible for instruction, assessment or planning.	\$106/day <i>\$100 plus six percent (6%) vacation pay of \$6</i>
6. Substitute Assistant/Casual : In the event an Education Assistant or Secretary	\$21.50/hour <i>\$20.21/hr plus six percent (6%) vacation pay of \$1.29</i>

Legal Reference: TRAVEL, MEAL AND HOSPITALITY EXPENSES POLICY (April 1, 2021)

#### APPENDIX A

Travel and Meal Reimbursement and Allowance Rates

Effective December 1, 2023