
108 General AP – Extra-Curricular Remuneration

1. The Division acknowledges that staff or appointed volunteers who consistently donate time to assist students in extra-curricular activities, outside of the hours of the regular school day, may be recognized for their dedication to students.
2. The principal may reimburse staff who donate time in excess of 50 hours per school year with one of either an honoraria or funds for the cost of a substitute teacher for release time. Volunteers may be compensated for donated time in excess of 50 hours per school year with an honorarium.
3. Payment of honoraria to employees will be recorded as a taxable income and included on an employee's annual T4. Payment of substitute teacher costs are not considered taxable income.
4. The first \$500 of honoraria paid to a volunteer is non-taxable. Any amount in excess of \$500 will be taxable to the volunteer and the division will issue a T4A.
5. Teachers will be allowed to direct remuneration funds for the cost of a substitute teacher for release time to a maximum of two days per school year. The days in lieu for extra-curricular remuneration will expire at the end of the school year (June 30th) following the year the lieu days were received. The release time may not be combined with personal leave days or any other contractual leave with pay or partial pay without the prior, written approval of the Superintendent or designate.
 - If a teacher from one PRPS school donates time for extra-curricular activities to another PRPS school and is compensated with days in lieu, the school receiving the assistance will reimburse (as logistically appropriate) the teachers home school for up to two days cost of a sub.
6. The Extra Curricular Remuneration Form must be approved by the Principal and forwarded to the Chief Financial Officer (CFO) or designate.