



**POLICY:**  
**SUBJECT:**  
**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

**GCB**  
**TEACHER/CLINICIAN CONTRACTS**  
December 8, 1987  
**November 3, 2003, August 19, 2008**  
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## **1. GENERAL**

1.1 Every teacher or clinician hired by the Division on a permanent full-time, permanent part-time, on a limited term basis in excess of 20 days or as a substitute shall be required to sign the appropriate form of employment contract with the Division.

## **2. INSTRUMENTAL MUSIC TEACHERS (OUTSIDE OF REGULAR HOURS)**

2.1 The salary rate for instrumental music teachers shall be the same as that paid to evening school teachers in Classes I to III.

## **3. PROFESSIONAL ASSISTANCE - TECHNICAL VOCATIONAL HIGH SCHOOL**

3.1 The salary rate for persons employed on a temporary basis to instruct students in the Dental Assistants course at the Technical Vocational High School in X-ray techniques, or providing assistance of a professional nature in the Theatre and Broadcasting Arts area, shall be the applicable rate that is paid to evening school teachers.

## **4. SPECIAL STANDING IN LANGUAGES EXAMINER**

4.1.1 The salary rate for persons employed on a temporary basis for the purposes of providing Examinations for Special Standing in Languages shall be the same as that paid to evening school teachers in Classes I to III.

4.1.2 Employees of the Division shall not be paid for language examiner services rendered during school hours.

## **5. SERVICES FOR PAY**

5.1 No teacher shall tutor, for private gain, a student who is enrolled in the school in which the teacher is serving.

5.2 No clinician shall provide private practice services to a student enrolled in a school in the District the clinician provides service.

## **6. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS**

6.1 Where provisions for teacher/clinician staff contracts exist within a collective agreement, they shall apply.



**ADMINISTRATIVE RULE/  
PROCEDURE: GCB-R  
SUBJECT: TEACHER/CLINICIAN  
CONTRACTS**

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Regulations governing procedures and operations for Teacher/Clinician Staff Contracts as determined by the Chief Superintendent

## **1. SPECIAL STANDING IN LANGUAGES EXAMINER**

1.1 The time allotted to the provision of a four (4) skill examination (listening, speaking, writing and reading) shall be:

- i) Exam preparation, 3 hours
- ii) Exam administration, 3 hours; and
- iii) Exam processing, 30 min./student

1.2 The time allotted to the provision of a two (2) skill examination (listening and speaking) for Native languages shall, in normal circumstances, be:

- i) Exam preparation, 1 hour; and
- ii) Exam administration and processing, 30 minutes.



**EXHIBIT: GCB-E(1)**  
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**LANGUAGE CREDIT EXAM - PAYROLL INFORMATION FORM**

Date(s) of Examinations \_\_\_\_\_

Language \_\_\_\_\_

Number of Students Examined \_\_\_\_\_

**PLEASE NOTE:**

- PLEASE INDICATE PARTIAL HOURS AS A DECIMAL e.g. 20 minutes = .33
- TIME CLAIMED FOR ORAL EXAMINATIONS ON THE SAME NIGHT AS WRITTEN EXAMINATIONS CANNOT BE CLAIMED IN THE SAME TIME FRAME. WRITTEN EXAM SHOULD BE COMPLETED BY ALL STUDENTS BEFORE ORAL TESTING BEGINS.

**PLEASE NOTE:** IF MORE THAN ONE PERSON IS INVOLVED IN EXAM PREPARATION, THE MAXIMUM TIME STILL REMAINS AT 3 HOURS. IF MORE THAN ONE PERSON IS INVOLVED IN EXAM PREPARATION, EACH INDIVIDUAL MAY CLAIM A PORTION OF THE THREE HOURS, BUT THE TOTAL MUST NOT EXCEED 3 HOURS.

Examination Preparation - maximum 3 hours per examination \_\_\_\_\_

Written Examination Supervision \_\_\_\_\_ to \_\_\_\_\_ p.m.  
(maximum 3 hours per sitting)

Oral Examination \_\_\_\_\_ to \_\_\_\_\_ p.m.  
(maximum 20 minutes (.33) per student)

Examination Marking # of students \_\_\_\_\_ x 30 minutes  
(maximum 30 minutes (.5) per student)

Rate of Pay \$38.53 per hour x \_\_\_\_\_ hours

Name of Examiner \_\_\_\_\_  
(Last)

(First)

Address \_\_\_\_\_

Postal Code

Home Phone No. \_\_\_\_\_

Business Phone No.

(Examiner's Signature)

Account # 112 213 000 129

Approved by:

Vice-Principal, Adult ESL