

<b>Topic:</b>	<b>Project and Writing Teams Selection and Compensation</b>
<b>Effective:</b>	<b>June 2011</b>
<b>Revision Date:</b>	<b>April 2019</b>
<b>Review Date:</b>	<b>June 2023</b>
<b>Cross-Reference:</b>	<b>Employment of Relatives</b>
<b>Responsibility:</b>	<b>Executive Officer, Human Resources</b>

**PURPOSE:**

The Halton District School Board recognizes the need to have a clear process for the determination of projects or writing teams that extend beyond employees' regular work schedules and the selection and payment of staff who participate on these teams.

**PROCEDURES:**

1. Project work to be completed outside the normal work schedule of employees must be supported by the Superintendent responsible for the portfolio. All projects must be submitted annually prior to April 30 to School Operations who will provide final approval. Approval will be based on the following criteria being met:
  - a. there is sufficient budget to cover any costs of bringing in staff outside their normal work schedules;
  - b. the work being completed is deemed essential for Ministry compliance, Board compliance or is otherwise required to be completed in an accelerated time frame that was not originally anticipated;
  - c. the project is not work that can be completed by staff during their normal work year;
  - d. the project requires involvement of staff that work directly with students; a project outside of regular work hours minimizes disruption to schools and/or students
  - e. additional work time paid to employees would not exceed a **total of 10 days** for any one project.
2. When it is determined by the Superintendent that an individual or team is required to complete additional work deemed necessary by the Board, the Superintendent will identify the source of funding for the project and confirm with the Budget Department that the funds are available.
3. Once budget funding is confirmed, the Superintendent may assign one Administrator, Manager, Instructional Program Leader or Teacher to act as Team Leader for the project team. The Superintendent or the Team Leader will determine the number of days required to meet the project goal, the number of staff required and any ancillary supports, following which the Superintendent will approve the plan.
4. After approval of the number of staff required and the number of days required, the Superintendent, or designate, will send out an email to Halton DSB staff members, including Administrators who hold the required expertise in the project area or subject area (e.g., all intermediate mathematics teachers, all senior social science teachers, all primary teachers) outlining the purpose of the project, the number of days of commitment required, the dates for commencement and completion of the project and the daily/hourly rate of pay.

5. The Superintendent or designate, will select project participants. Such members may not be related to the Superintendent or Team Leader (see [Employment of Relatives Administrative Procedure](#)). Once the Team members have been chosen, the Superintendent or designate will send the names, home school/site locations, the duration of the project, the general ledger account for the project and number of days to be worked by each member of the Project or Writing Team to the HR Supervisor.
6. Upon receipt of the Project or Writing Team information, the HR Supervisor will arrange for the appropriate information to be recorded to ensure proper payment of the members of the Team.
7. During the term defined for the Project or Writing Team, each Team member will complete, at least monthly, a timesheet showing the dates worked and the hours worked per day. Timesheets will be approved in accordance with the appropriate process.
8. The HR Supervisor will verify the timesheet and forward to Payroll for processing.

**Rates of Pay:**

The daily compensation for leading or participating on a Project Team will be \$275 per diem. A day will consist of five (5) hours, exclusive of breaks.

In recognition of additional responsibilities assigned to the Project or Writing Team Leader, the Team Leader may complete a timesheet showing additional dates/hours worked beyond the actual Project team work, subject to the approval of the Superintendent. The hourly compensation for additional duties connected to the Project or Writing Team will be \$55 per hour.