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| PARKLAND COLLEGE | CATEGORY D | PERSONNEL AND EMPLOYEE RELATIONS |
| CLASSIFICATION AND SALARY GRID – OUT-OF-SCOPE | POLICY #: OPR D-08 | APPROVED: OCTOBER 9, 2012 REVIEWED: NOVEMBER 24, 2015 |

1. Employees facilitating or instructing non-credit content will be paid using the following hourly ranges:

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| Industry | \$30.00-\$35.00/hour |
| Computer Non-Credit | \$30.00-\$35.00/hour |
| Personal, Leisure & Community Education | \$12.00-\$20.00/hour |

Any rates outside of these ranges require approval from the Director, Human Resources. Requests can be made in writing and should include a suggested rate of pay and rationale.

These employees may be eligible for an increase in pay after 200 hours of instruction or two (2) consecutive years of employment, however prior approval is required by the Director, Human Resources. Consideration will be given to total hours of instruction taught at the College, performance reviews, student reviews, length of employment, type of course, instructor qualifications, etc.

2. Credit Instructor Substitutes:

For substitute credit instructors, the daily rate of instruction will be Range 1 Step 1 as per the Collective Bargaining Agreement Instructional Salary Grid. **(This rate changes with General Wage Increases each year).**

Substitute instructors who instruct for five (5) or more consecutive days will receive a rate of pay as per Collective Bargaining Agreement Salary Grid retroactive to the first day of instruction.

3. Team Teaching: Two (2) resource persons teach teaching a class with enrolment of 18 or more will be paid full salaries. Travel expenses, however, will be paid to only one instructor.

4. Exam Invigilation:

If an employee is invigilating exams in conjunction with their normal duties the compensation will be the normal in-scope rate of pay.

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In cases where an employee is called in to perform Exam Invigilation, this is considered out of scope work. Effective January 1, 2016, the rate of pay will be \$15.00 per hour.

- The employee must record actual hours on the timesheet.
- In cases where the actual hours are less than three hours, the minimum call out rule applies as per the Saskatchewan Employment Act.

Invigilation duties may include monitoring exam writing, scribing for the student, and/or reading to the student.

6. Substitute Positions: The following procedures apply to situations where substitution is required for coverage, and is outside of the scope of the Collective Bargaining Agreement.

Substitute instructors for credit programs shall be hired from the substitute list or the resume pool subject to personnel availability. These appointments will be made by the respective supervisor or their designate. Substitute instructors will be paid in accordance with the Salary Schedule for Contract Employees (see page 22), for up to five consecutive teaching days in the same program. On the fifth consecutive day, the substitute shall be placed on the Instructor Salary Schedule in the Collective Bargaining Agreement, retroactive to the first day of instruction.

7. The standard Elder Services Honorarium to be paid to First Nations' Elders who are invited to speak to classes, participate on planning committees and/or assist with student learning is \$50.00/hour to a maximum of \$250.00/day.