

PAYMENTS OF ACCOUNTS

Background

Payments to those persons, vendors, institutions, and agencies having provided goods or services to the school division are to be made in accordance with prevailing business practices.

Procedures

1. Pay Day Schedules

- 1.1 Direct deposits of salary payments of regular teachers are to be issued in accordance with the provisions of the Local Collective Bargaining Agreement.
- 1.2 For all other regular employees, direct deposits of salary payments are to be issued before the end of each month.

2. Compensation for Expenses

- 2.1 The Superintendent of Business is responsible for publishing annually the schedule of rates and regulations governing the compensation of employees for expenses incurred related to their authorized duties.
 - 2.1.1 All Employees
 - 2.1.1.1 An employee who is directed to attend a meeting or professional development event at a location different from his or her usual workplace will be reimbursed for the cost of a hotel room providing the employee is required to leave their work location prior to 7:30 a.m. on the day of the event and the location is in excess of 100 kms each way, from the employee's assigned school/work location. For travel distances less than 100 kms each way, a hotel room may be arranged upon authorization from the applicable Superintendent.
 - 2.1.1.2 In all cases where more than one person is travelling to a common destination, employees are expected to form car pools and use the least number of vehicles possible in the circumstance.
 - 2.1.1.2.1 Exceptions to this practice must be approved by the applicable Superintendent in advance.
 - 2.1.1.2.2 In situations where an employee chooses to travel on their own for personal reasons, they forfeit the right to claim the travel reimbursement.

2.1.2 Non-Teaching Employees

2.1.2.1 A non-teaching employee *required* to work additional hours in excess of what is outlined in the employee's letter of offer or contract shall be compensated at the appropriate rate.

Requests for payment of additional hours must be approved by Human Resources prior to the event. If the employee chooses, and the supervisor agrees, additional hours may be banked and taken at a later date upon mutual agreement between the employee and the supervisor. If an employee is invited and *encouraged* to attend, the employee shall be paid in accordance with their letter of offer or contract and may leave the event upon working their regular daily hours.

2.1.2.2 If the employee is required to travel to another location different from their usual workplace to perform work, the time travelling to and from that other location is counted as work time.

2.2 Provision for payment of expenses is to be made in a timely manner following receipt of the appropriate application or forms for the funds. Expense claims are to be submitted monthly. Claims submitted after year end cut off may be denied.

3. Vendors

- 3.1 Payments are to be made in accordance with prevailing business practices to vendors who have provided goods or services to the Division.
- 3.2 The general practice for payment of accounts for commercial vendors is to be net thirty (30) days, that is, payment within thirty (30) days of the invoice.
- 3.3 Every reasonable effort is to be made to take advantage of cash discounts for early payment offered by certain vendors or to avoid financial penalties for late payment.
- 3.4 Exceptions to the procedures are to be made only in extenuating circumstances by the authority of the Director of Education or the Superintendent of Business.
- 3.5 Payment is to occur after the relevant budget manager or designate has authorized satisfactory receipt of goods and services, coded the invoice, and the relevant pre-audit has been undertaken.

4. Petty Cash

- 4.1 Petty Cash funds are to be administered by the principal.
- 4.2 Petty cash funds are not to exceed \$400.
- 4.3 Petty cash funds are to be used solely for payment for minor items that cannot be paid by other means (i.e. student refs, student babysitters). No single purchase is to exceed \$50.
- 4.4 All purchases are to be supported by appropriate receipts and invoices.
- 4.5 Petty cash funds are to be replenished upon receipt of a properly executed requisition with the required invoices and receipts attached.
- 4.6 Petty cash funds are subject to audit at any time.

5. Honoraria

- 5.1 Honoraria may be paid to individuals contributing to institutes, seminars, or workshops who are not employees of the Board.
- 5.2 The honorarium is to appropriately compensate for the expertise and time of the resource person and should reflect the industry standard.
- 5.3 Individuals are to be reimbursed for travel, meals, and accommodation, as required.
- 5.4 Payments of honoraria are to be approved by the Principal/Budget Manager.

Reference: Education Act: Sections 85, 87, 175 Education Act
Labour Standards Act
Prairie South Teacher Local Bargaining Agreement
CUPE Agreement

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