September 9th, 2022

To: All Administrators and EA’s in Jobs 47, 51, 62, 71, 72, 91, 100 and 106 (who are in posted positions)

From: Kathryn Farr, Manager of CUPE HR

**Re: SSLIF 2022-23**

Please review the NEW SSLIF LOU and the information below to help you better understand how it will work this year!

There are 3 areas of expenditure under SSLIF for EA’s:

1. **Collaboration time** for all eligible EA’s (in Job 47, 51, 62, 71, 72, 91, 100 and 106) in posted positions;
2. **Top-up hours** to the most senior EA(s) at each site;
3. **Itinerant Position** – the Job 106 Employment Exploration Worker

**Collaboration Time**

* Each eligible EA in a posted position has **15 hours** available to them throughout the school year on days school is in session.
* The SSLIF collaboration time usage will show up on your pay statement as SSLIF time used. Please keep an eye on it and do not go over the 15 hours allotted to you.
* EA’s will record their collaboration time on the “SSLIF line” on their timesheet.
* Principals can designate Case Managers to consult with EA’s on the best use of this time. EA’s must have approval from their supervisor in advance of using this time and recording it on their timesheet.
* EA’s cannot retroactively indicate they have used collaboration time. It must be recorded at the time it was used.
* Suggested uses for collaboration time include; attending IEP meetings outside the regular instructional day, attending school staff meetings, attending departmental staff meetings, attending EA staff meetings, collaborating on non-instructional days and “school planning days,” and collaborating with other EA’s, teachers and members of the school-based team.
* Payroll will provide an expenditure report to each school Principal at the beginning of November, January, March and May to assist Principals in tracking the expenditure of SSLIF for each EA in each school.
* Principals will encourage their EA staff to use up all their time without going over the allotted amount. Principals are responsible for managing the use of these hours to ensure the funds are not under or over spent by each EA.
* Collaboration time cannot be used for professional development or extra time in direct service to students. Ie. It cannot be used to support students in any way, including supervision.
* EA’s in new assignments after February 28th, are not entitled to collaboration time.
* EA’s in assignments prior to Februrary 28th are entitled to the full allotment of collaboration time provided there are still collaboration funds available and provided it was noted as eligible time on the posting.
* Once the District allocation of SSLIF funds are expended, any new EA hires in assignments will not be provided with the option of accessing collaboration time.

**Top-Up Hours (should start the week of September 6th)**

* The intent of these hours is to increase EA time, in seniority order as close to 35 hours per week (and up to 7 hours per day) as possible. If the most senior EA is not able to claim all the top-up hours, they can be shared between EA’s provided the hours are offered in seniority order to eligible EA’s.
* **Admin** – please send assignment change forms into CUPE HR urgently outlining who is to receive SSLIF top-up hours.
* EA’s cannot exceed 7 hours per day and 35 hours per week.
* These hours are intended to be used to enhance student learning and can be used for face-to-face time with students. These hours cannot be used for student supervision.
* Suggested uses include;
* Before or after school study clubs
* Before or after school activities
* Student mentoring
* Supporting classes scheduled outside the regular timetable
* The top-up hours will be added to the EA(s) regular assignment on their timecard as temporary hours.
* Scheduling of the top-up hours is the responsibility of the Principal after consultation with the EA(s).
* Top-up hours should start at the beginning of the school year and end when the EA’s assignment ends in June.

**Itinerant Position – Job 106**

* This position is for the purpose of job exploration and experience for students with disabilities.
* This position works under the direction of the District Teacher Leader of Inclusive Ed.
* The EA works in collaboration with secondary school Case Managers and the District Teacher Leader of Inclusive Ed.
* This is a continuing position.