

SSLIF Funding Overview

Support Staff Learning Improvement Fund (SSLIF) is additional paid time intended to support students and initiatives above core funded jobs at the school.

Employees in the following positions are entitled:

1. Job #47 – Specialized Education Assistant
2. Job #50 – Education Assistant (French Immersion and FSL)
3. Job #51 – Education Assistant (Learning Services)
4. Job #62 – Education Assistant (Technology Education)
5. Job #71 – Intervenor
6. Job #91 – Brailist / Transcriber
7. Job #100 – Complex Needs Specialized EA (Learning Services)
8. Job #106 – Employment Explorations Coordinator
9. Job #131 – Visual Language Interpreter

There are three key areas of expenditure under SSLIF for these positions. **The total amount of SSLIF funding has not decreased, but funding has been reallocated from individual allocation to school-based allocation.**

1. Collaboration Time for eligible employees in posted positions (19 hours for the school year).
2. School Based Allocation:
 - a. for the most senior, available employee at each site.
 - b. 35 hours per week for elementary schools to support complex student needs during transition periods outside the regular bell schedule.
3. Itinerant Position – Job 106 Employment Exploration Worker.

Eligibility requirements:

- Employees must be in a posted assignment between 10 and 34.5 hours per week.
- Employees in assignments before February 28 are eligible for the full 19 hours, provided collaboration funds are available and the posting noted eligibility.
- Employees in new assignments after February 28 are not eligible for collaboration time.
- Once the District's SSLIF funds are fully expended, new hires will not be eligible for collaboration time.

Collaboration Time

- Each eligible employee in a posted position is allocated 19 hours of collaboration time for use during the school year on instructional days.
- Collaboration time will appear on pay statements as SSLIF time used. Employees must monitor their usage and not exceed the 19-hour limit.
- Employees must record collaboration time on the "SSLIF" line of their timesheet.
- Supervisor approval is required in advance of using and recording SSLIF time.

- Collaboration time cannot be recorded retroactively, it must be entered at the time of use.
- Suggested uses include: attending IEP meetings outside instructional hours, participating in school or departmental staff meetings, collaborating on non-instructional or school planning days, working with other EA's, teachers, or school-based team members.
- Collaboration time cannot be used for professional development.
- SSLIF hours worked (up to the last CUPE Support payroll) can be viewed using the SSLIF Collaboration by Employee report, available on the PVP – Human Resources and School Secretaries dashboards.
- Principals are responsible for ensuring employees use their full allocation without exceeding it.

School Based Allocations

- These hours aim to increase time for available employees in seniority order, up to 34.25 hours/week and 7 hours/day.
- If the most senior employee cannot take all of the school based allocated hours, they may be shared among other eligible employees, in seniority order, if operationally feasible.
- If hours are required at specific times outside the bell to support student needs, schedules do not need to be altered unreasonably, simply to ensure seniority allocation.
- These hours are intended to enhance student learning and may include face-to-face time with students.
- School base allocation hours will be added to the employees regular assignment as temporary hours on their timesheet.
- Scheduling is the responsibility of the Principal, in consultation with the employee.
- School based allocation hours should begin at the start of the school year and end when the employee's assignment concludes, but not beyond the end of the school year.
- The additional hours allocated to elementary schools will be assigned to a school by the District Principal of Diversity and Inclusion to support complex student needs during transition periods outside the regular bell schedule. These hours will be structured, assigned time and will appear on employee's timesheets.

Itinerant Position – Job 106

- This continuing full-time position (35 hours per week) supports job exploration and experience for students with disabilities.
- The Job 106 employee works under the direction of the District Teacher Leader of Inclusive Education.
- Collaboration occurs with secondary school Case Managers and District staff in Diversity and Inclusion.