VALUE ADDED REMUNERATION (VAR) Guidelines

Based on Appendix XXVI of the Provincial Entente

PEARSON TEACHERS UNION

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DISCLAIMER

This handbook is primarily meant to share information. In case of disagreement between this handbook and the collective agreement or other legal documents, the latter shall prevail.

Recommended Guidelines for the Formation of a VAR Committee

It is recommended that each school and centre form a VAR Committee that follows these guidelines:

- The committee should be composed of teachers on a voluntary basis.
- The committee should consist of a minimum of three (3) teachers. It is recommended that a PTU Delegate be part of this committee.
- The committee shall nominate a Chairperson. It is preferable that the Chair also be a member of the School or Centre Council. If not, the Chair should report to the School or Centre Council on the activities of the VAR Committee.
- Should no VAR Committee be formed, the responsibility of VAR falls on the School or Centre Council.
- VAR should be a standing item on the School or Centre Council agenda.
- Any physical forms shall be kept by the VAR Committee and a copy shall be submitted to the School or Centre Council.

VAR Process for Teachers

- **Teachers should also refer to the Help manuals found within the VAR tool on SSO for instructions on how to submit their VAR activities.**
- Teachers claiming VAR should propose their activity to the VAR Committee for pre-approval by using the VAR tool on SSO before the activity takes place. The committee should be informed of any modifications to the activity.
- Activities without pre-approval by the VAR Committee may be refused credits if the committee deems the activity ineligible.
- During the activity, teachers should keep track of the number of sessions to be submitted.
- After the activity, the teacher can update their submission on SSO if any corrections are needed.
- Teachers will receive notice of their total number of allocated credits by the end of May, using the VAR tool on SSO.

Checklist for the VAR Committee

- ☐ Meet in September to form VAR Committee.

- ☐ The VAR Committee will meet to address and review VAR guidelines. It is recommended that VAR Committees present a short explanation of the VAR process in the first staff meeting each year.

- ☐ The VAR Committee should meet at least 3 times a year to review ongoing VAR activities and any new submissions and to assign credits (September, mid-year and end of April or early May).

- ☐ The VAR Committee should create and share a timeline with teachers for the submission of VAR activities.

- ☐ The VAR Committee will meet to confirm final submissions and to complete the "End-of-Year VAR Report" and provide them to administration. Once everything has been approved, it shall be signed by the VAR Chair (if applicable), School or Centre Council Chair, and Principal.

- ☐ The VAR Chair will present the "End-of-Year VAR Report" to School or Centre Council, ideally during the May School or Centre Council meeting.

VAR Credit System

Please use the chart below to guide you in completing your Value Added Remuneration requests.

Be sure to remember:

- VAR is only applicable to activities where you are in the presence of participating students.

- Any activity for which you request VAR cannot be exclusively part of your workload or other professional duties (OPD) or part of your coursework and evaluation, including time for which you are released from your regular duties.

- Measures 15014 and 15028 activities (*activités parascolaires*) cannot be counted as VAR.

- No more than 60 credits per activity can be allocated. Activities cannot be broken down into smaller pieces to try to increase the number of credits per activity.

- No more than 10 credits per night to a maximum of 30 credits per school year can be granted for overnight trips. This is regardless of the length of the trip or the number of trips in which a teacher is participating.

- Teachers cannot claim VAR for work-off evenings or any other activity for which they are already being compensated, released or recognized.

- Any activity in the evening cannot be allocated more than 10 credits per evening.

- IB personal/community projects: 15 credits per project to a maximum of 60 total credits as long as the mentor does not evaluate the project.

ACTIVITIES CHART

One session is of a minimum duration of thirty minutes to a maximum of sixty minutes.

For example, an activity lasting 75 minutes is worth one credit. An activity lasting 90 minutes is worth two credits. An activity lasting 120 minutes is also worth two credits. Please see the appendix at the end of this chart.

	Recurrent or Single Event?	**Frequency**	**Duration**	**Possible Types of Activities**
60 Credits	Recurrent	More than once a week	All year Or Major Activities (approximately 60 sessions)	-Full-time Coaches -Full-time Director/Choreographer of full year or major activity -Clubs
45 Credits	Recurrent	More than once a week	All year Major Activities (Regular Assistant)	-Part-time Coaches -Part-Time Director/Choreographer of full year or major activity
30 Credits	Recurrent	Once a week	All year (approximately 30 sessions)	-Clubs or other similar activities
30 credits	Recurrent	More than once a week	Part of the year (approximately 30 sessions)	-Activities that run for a portion of the year -Clubs
1 credit per session	Recurrent	Variable frequency (both once a week, or more than once a week)	Part of the year (fixed number of sessions)	-Activities that run for a short portion of the year

One session is of a minimum duration of thirty minutes to a maximum of sixty minutes. **For example, an activity lasting 75 minutes is worth one credit. An activity lasting 90 minutes is worth two credits. An activity lasting 120 minutes is also worth two credits. Please see the appendix at the end of this chart.**				
10 credits	Single Event	Overnight trip (10 credits per night, **maximum 30 credits** for the school year)	Maximum claim of 3 nights a year (regardless of length and of number of trips taken)	All overnight trips
1 credit per session Maximum 10 credits/evening	Single Event		Short term activity	For all activities outside of the *regular school/centre timetable*

Appendix: Allocation of Credits for Single Events

In order to help ensure the equitable allocation of credits for short-term activities identified in the charts above as "Single Event" activities, the table below may be used to allocate credits based on the duration of the activity.

Although the table below is established on a per minute basis, VAR committees may exercise reasonable judgement in determining the duration of the activity without asking the teacher to identify durations to the minute.

Duration of Activity	**Number of Credits to Allocate**
Less than 30 minutes	0 credit
Between 30 and 90 minutes	1 credit
Between 90 and 150 minutes (1.5 and 2.5 hours)	2 credits
Between 150 and 210 minutes (2.5 and 3.5 hours)	3 credits
Between 210 and 270 minutes (3.5 and 4.5 hours)	4 credits
Between 270 and 330 minutes (4.5 and 5.5 hours)	5 credits
Between 330 and 390 minutes (5.5 and 6.5 hours)	6 credits
Between 390 and 450 minutes (6.5 and 7.5 hours)	7 credits
Between 450 and 510 minutes (7.5 and 8.5 hours)	8 credits
Between 510 and 570 minutes (8.5 and 9.5 hours)	9 credits
Between 570 and 630 minutes (9.5 and 10.5 hours)	10 credits

A maximum of 10 credits may be allocated per evening.