



ODYSSEY | ODYSÉE

ADMINISTRATIVE AND FINANCIAL GUIDE

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Canada 

The information is similar in both the English and French versions. Therefore, the English text is intended for language assistants, teachers, instructors, and supervisors working in English. The French text is intended for those working in French.

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NOTE TO LANGUAGE ASSISTANTS

Congratulations! You have been selected from among many candidates to take up a position as a language assistant. Provincial and territorial coordinators,¹ the Council of Ministers of Education, Canada (CMEC), and the Department of Canadian Heritage are very happy to welcome you among some 400 language assistants who will participate in the program across the country.

You will play a key role in the lives of many young people. You have a unique opportunity to share your culture with them as well as to enhance their second language skills. This experience will also help you practice your own second language and discover another of Canada's cultural communities. Your horizons will be broadened, and doors will be opened to you.

We hope that you will take full advantage of your Odyssey experience, that you will take the time to get to know the culture of the province or territory where you will be working, and that you will make new friends.

We wish you a very successful Odyssey!

NOTE TO TEACHERS, INSTRUCTORS, AND SUPERVISORS

The success of Odyssey is contingent upon the dedication of all involved. We would like to take this opportunity to acknowledge the very important role that you have played and continue to play in this program. Across the country, teachers, instructors, and supervisors like you work tirelessly to ensure that the Odyssey program runs smoothly.

Thank you for the ongoing commitment that has ensured the continued success of the program for over 50 years.

¹ Hereinafter called "coordinators."

NOTE: A glossary explains the terms used in this guide (see page 19).

BACKGROUND

History

To promote Canada's official languages, the Official-Language Monitor Program (OLMP) was created in 1973 for part-time monitors and in 1977 for full-time monitors. Since its inception, the program has welcomed over 38,000 participants.

In 2004, the name and image of the program were modernized, and OLMP became Odyssey for full-time language assistants.

Odyssey remains an excellent example of collaboration between provinces and territories and the Government of Canada. It aims to foster the use of Canada's official languages by giving young people an opportunity to share their language and culture with students in other provinces and territories.

Objectives of Odyssey

There are three streams within Odyssey: English as a second language (ESL), French as a second language (FSL), and French as a first language (FFL).

English and French as a second language (ESL and FSL)

In the ESL and FSL streams, language assistants are assigned to an educational institution to help second-language teachers or instructors encourage students to interact in the language they are studying and to raise their awareness of the culture associated with that language.

French as a first language (FFL)

In the FFL stream, language assistants are assigned to regions where francophones live in a language minority setting but where French is used at all times in educational institutions. Together with teachers, language assistants for French as a first language help to develop students' knowledge of their language and culture and build their cultural identity by instilling pride and a sense of belonging to the francophone world.

This guide applies to the ESL stream.

Funding and administration of Odyssey

Odyssey is funded by the Department of Canadian Heritage and administered by the provinces and territories through the Council of Ministers of Education, Canada (CMEC) and its Secretariat.

ROLE AND RESPONSIBILITIES OF LANGUAGE ASSISTANTS

Your role as a language assistant

You will be considered a staff member and will be setting an example for the students. Therefore, your behaviour must be exemplary, and you must observe the rules of the educational institution in which you are working.

Elementary and secondary levels

At the elementary and secondary levels, you will work mostly to prepare activities focusing on oral comprehension and oral expression. You are called upon to create activities reflecting everyday communication situations to help students improve their language skills while experiencing relevant situations in English. These activities will also offer cultural content to those who use English as a second language. You will lead these classroom activities working with the teacher, or you may work with a small group of students in a separate room.

Postsecondary level

In Quebec, some language assistants in the ESL stream may be working at the college level. At the provincial training session that takes place in the fall, specific training on program promotion in language classes is provided to language assistants assigned to work in cégeps.

At the postsecondary level, your role as a language assistant will be somewhat different. You may not necessarily work in a classroom with an instructor. You might be called upon to create and lead activities that will allow students to express themselves in English. You will also need to stimulate exchanges between students to promote language and culture.

Description of tasks

Under the supervision of the teacher or instructor, your tasks may include the following:

- encouraging students to participate in oral communication activities;
- preparing activities that focus on conversation skills and on learning the culture in order to complement the curriculum taught by the teacher or instructor;
- leading small groups of two to 10 students in conversation activities in order to complement the curriculum taught by the teacher or instructor;
- motivating students to learn the language;
- encouraging students to appreciate your culture while respecting other cultures;
- participating in evening and weekend cultural activities;
- helping students in the language lab, at the postsecondary level, although this task must be kept to a minimum; helping in the lab is just meant to reinforce students' conversation skills. The teacher or instructor must also be present and remains solely responsible for supervising students.

In addition, you should be available to meet the teacher or instructor at least once a week.

As a language assistant, **you must not undertake** tasks normally reserved for teachers, such as:

- taking full responsibility for an entire classroom;
- replacing a teacher or instructor in a task specific to their position: preparing and delivering course content and supervising students;
- supervising groups of more than 10 students while the teacher or instructor is not in the classroom;
- providing tutoring;
- performing administrative tasks expressly assigned to the teacher or instructor;
- marking assignments or tests or taking part in examination-related tasks;
- taking responsibility for special-needs students or students with behavioural or learning difficulties.

You must be able to work independently, take initiative, and show a strong sense of responsibility. You must inform your supervisor immediately of any problem that might arise in the course of your work.

NOTE: Language assistants do not have the required qualifications to provide services for special-needs students. If you are asked to work with students who have behavioural/emotional disorders or other special needs, your role must be limited to performing language activities. Furthermore, the institution must have received prior approval from the coordinator. Ultimately, the role of language assistants is first and foremost to enrich students' learning, whether in the classroom in the presence of the teacher or instructor or outside the classroom working with small groups, and is never to perform teaching tasks assigned to teachers or instructors.

How activities are planned and organized

Under the supervision of the teacher or instructor, you will work closely on the preparation of cultural and linguistic activities. We strongly recommend that you cultivate a good relationship with this person and meet with them regularly to talk about the outline of your activity plan. They will guide you in your choice of activities and will encourage new ideas.

Students' level of language skills, the frequency of meetings, the availability of instructional materials and facilities, and your flexibility in choosing activities will vary from one institution to another. You should plan activities according to the size of the group of students, and you should be prepared to adjust to each situation to the best of your ability.

Need ideas? Your coordinator will provide you with login credentials to access the Activity Portal where you will be able to sort through fellow language assistants' tried and true activities! (www.englishfrench.ca/odyssey/activity-portal/)

POSSIBLE TASKS FOR LANGUAGE ASSISTANTS

IN GENERAL, YOU CAN HELP STUDENTS	AT THE KINDERGARTEN AND ELEMENTARY LEVELS, YOU CAN HELP STUDENTS	AT INTERMEDIATE AND SECONDARY LEVELS, YOU CAN	AT THE POSTSECONDARY LEVEL, YOU CAN HELP STUDENTS
review the vocabulary acquired through different activities you have prepared	review the vocabulary acquired through different activities you have prepared	undertake projects with students to make them more aware of Anglophone culture	improve their oral communication skills
learn songs	learn songs	set up an English club, a student radio program in the target language, a debating or reading club, etc.	learn certain terms and expressions (vocabulary enrichment) in small groups
learn games that you will prepare and lead	learn games that you will prepare and lead	put on plays or improvisation activities and keep a personal journal, etc.	become familiar with Anglophone culture through sociocultural activities
take part in conversations in student groups	take part in conversations in student groups	create a correspondence project	set up an Anglophone circle
learn more about the culture of your own region	learn more about the culture of your own region	set up a dance group, lead a sport activity, etc.	set up a student radio program in English
	improve their pronunciation		
	practice speaking during extracurricular activities (e.g., immersion in another class such as physical education)		

Remember to bring along anything that could help you tell students about your home province or territory: posters, videos, music, postcards, tourist brochures, books, slides, photographs, magazines, and other materials.

Training sessions

Pan-Canadian Training Session*

In late August or early September, first-time language assistants participating in Odyssey must attend the **compulsory** Pan-Canadian Training Session. You should also attend the provincial and territorial sessions organized during the year.

The objectives of the Pan-Canadian Training Session are:

- to give you a better understanding of your role as a language assistant
- to give you some key pedagogical tips and techniques to prepare you to work with your students
- to introduce you to your Odyssey support network (coordinators,² workshop leaders, current and former language assistants)

Participation in activities and workshops at the Pan-Canadian Training Session is compulsory.

Please note the following:

- Attendance will be taken at the beginning of each workshop.
- Smoking is not allowed in the rooms.
- Language assistants may not keep pets in their rooms.
- Rooms are single occupancy.
- If your permanent residence is 350 km or more from the training session venue, you may stay at the hotel the evening prior to the opening of the session.

Hotel arrangements are made by the coordinator. For any additional questions or information, you must contact your coordinator prior to arriving at the session.

Provincial/territorial and local training sessions

During the program year, provinces and territories also organize training sessions in which you must participate. Coordinators count in-year training hours as regular working hours. Get in touch with your coordinator to obtain more information.

If you cannot attend a training session, let your coordinator know as soon as possible. Absence without justification may lead to a reduction in pay or other disciplinary measures, up to and including dismissal.

² Lists of coordinators is found in Appendix I.

Evaluation of Odyssey

During the program year, you will receive one or more evaluation questionnaires that you must complete as directed by your coordinator. These evaluations help your coordinator evaluate your work. In addition, the CMEC Secretariat sends out an electronic survey to help gauge participants' experience in the program.

Personal information

You must provide your coordinator or supervisor with your mailing address, email address, and telephone number. It is important that you inform them as quickly as possible of any change in your personal information. If you have special needs during your stay, please contact your coordinator or supervisor. Language assistants are asked to keep their Odyssey online profile up-to-date, should any changes occur to their contact information.

What happens in case of withdrawal or resignation?

If you decide to withdraw your application *prior to* taking up your position (withdrawal) or to leave your position *during the program year* (resignation), you must immediately inform your educational institution, your supervisor, and your coordinator by providing written notice of your reasons and, in the case of resignation, the date of your departure. In addition, if you resign, you must settle all your financial obligations at the time of your resignation.

Language assistants who leave their positions prior to the end of the program year will not receive an allowance to return home. There may be further implications in other provinces or territories.

What happens in case of dismissal?

If a supervisor determines that you are not properly carrying out your tasks, you will be informed in person and in writing that you have been placed on probation. If no improvement is noted during the probationary period, the supervisor will consult the coordinator to decide on the next steps.

In the case of dismissal, the supervisor will provide you with at least two weeks' written notice, setting out the reasons for your dismissal and the date you are to leave your position. If the supervisor determines that it is preferable for you to leave immediately, you will receive two weeks' salary in lieu of notice.

ROLES AND RESPONSIBILITIES OF TEACHERS, INSTRUCTORS, AND SUPERVISORS OF LANGUAGE ASSISTANTS

Teachers and instructors of language assistants

As a teacher or instructor responsible for a language assistant, your first task is to ensure that the language assistant fits in comfortably in the workplace.

You are also responsible for the following:

- giving the language assistant a tour of the institution and introducing them to the staff and administration
- helping the language assistant become familiar with the guidelines of the educational institution
- providing the language assistant with information about the education system of the host province or territory
- briefing the language assistant on language learning activities organized in the educational institution
- coordinating and planning the language assistant's schedule in collaboration with them
- discussing the role of the language assistant and that of the teacher or instructor within Odyssey
- providing liaison with other teachers or instructors
- advising the language assistant on the choice of activities, while encouraging them to explore new ideas
- meeting the language assistant at least once a week

NOTE: Language assistants do not have the required qualifications to provide services for special-needs students. If they are asked to work with students who have behavioural/emotional disorders or other special needs, their role must be limited to performing language activities. Furthermore, the institution must have received prior approval from the coordinator.

Supervisors of language assistants

The supervisor is designated by the employer to coordinate the language assistant's activities and to administer Odyssey at the local level.

As a supervisor, you must ensure that the language assistant is treated fairly and equitably. You must also stay in close contact with the educational institution and the coordinator.

As the person responsible for relations between the language assistant and the employer, you are required to do the following:

Don't forget to congratulate language assistants for a job well done. Encourage them in their efforts!

- assign the language assistant to an educational institution in consultation with the coordinator
- ensure that the language assistant is greeted at the workplace
- inform staff, especially the principal of the school or the head administrator of the postsecondary institution and

- the faculty, of the language assistant's role and the role of the teacher(s) or instructor(s) who will work with them
- ensure regular follow-up with the language assistant and teaching staff throughout the year at the educational institution
 - facilitate processes related to payroll, reimbursement of expenses, and all other administrative matters

If the language assistant is not performing appropriately in their position, you must follow these steps:

1. discuss the expectations of the establishment and the rules of the program with the language assistant to ensure that all parties understand the role of a language assistant
2. advise the language assistant in person and in writing that they have been placed on probation
3. consult the coordinator to decide on the next steps if no improvement occurs during the probationary period
4. if the situation continues, give the language assistant a dismissal notice* with the coordinator's approval, specifying the reasons for dismissal

*Language assistants are to receive two weeks' salary following the notice of dismissal. It is up to the educational institution to decide whether the language assistant will continue working during those two weeks or leave the position immediately.

Supervisors are to ensure that language assistants **do not perform the work** normally assigned to teaching staff, for example:

- taking full responsibility for an entire classroom
- replacing a teacher or instructor in a task specific to their position
- supervising groups of more than 10 students while the teacher or instructor is not in the classroom
- providing tutoring
- performing administrative tasks expressly assigned to the teacher or instructor
- marking assignments or tests or taking part in examination-related tasks
- taking responsibility for special-needs students or students with behavioural or learning difficulties

NOTE: Language assistants may help students with language labs at the postsecondary level, but this task must be kept to a minimum.

ROLES AND RESPONSIBILITIES

This document is a reminder of the different roles within the Odyssey program. The content has been pulled from the Odyssey Administrative and Financial Guide, to which you may refer for more detailed information.

FOR TEACHERS, INSTRUCTORS, AND PRINCIPALS

As a teacher, instructor, or principal responsible for a language assistant, your first task is to ensure that the language assistant fits in comfortably in the workplace, including:

- giving the language assistant a tour of the institution and introducing them to the staff;
- helping the language assistant become familiar with the institution's guidelines;
- providing information about the education system;
- briefing the language assistant on language learning activities, and advising them on the choice of activities, while encouraging them to explore new ideas;
- coordinating and planning the language assistant's schedule with them;
- discussing their role, and the role of the teacher or instructor, within Odyssey;
- providing opportunities to liaise with other teachers or instructors; and
- meeting with the language assistant at least once a week.

FOR LANGUAGE ASSISTANTS

DOS

Under the supervision of the teacher, instructor, or principal, the language assistant's tasks may include:

- encouraging and motivating students to participate in oral communication activities;
- preparing activities that focus on conversation skills and learning the culture, which complement the curriculum taught by the teacher or instructor;
- leading small groups of 2 to 10 students in conversation activities;
- initiating students to their own culture, while respecting other cultures;
- participating in evening and weekend cultural activities;
- leading online language learning activities; and
- meeting with the teacher or instructor at least once a week.

DON'TS

A language assistant must not undertake tasks reserved for teachers, such as:

- taking full responsibility for an entire classroom;
- replacing a teacher or instructor in a task that is specific to their position (e.g., preparing and delivering course content; supervising students);
- supervising groups of more than 10 students if the teacher or instructor is not in the classroom;
- providing tutoring during school hours;
- performing administrative tasks expressly assigned to the teacher or instructor;
- marking assignments or tests, or taking part in examination-related tasks; and
- taking responsibility for students with special needs (e.g., learning difficulties; behavioural/emotional disorders). Language assistants do not have the required qualifications to provide these services. Language assistants who are asked to work with special-needs students must limit their role to performing language activities. Furthermore, the institution must have received prior approval from the coordinator.

IMPORTANT: For safety and liability insurance reasons, language assistants should never perform tasks that pose a risk to others or themselves, such as taking students to an activity outside of school without the appropriate release forms, or working one-on-one with a student. First and foremost, the role of language assistants is to enrich students' learning—whether in the classroom in the presence of the teacher or instructor, or outside the classroom, working with small groups. Language assistants are never to perform teaching tasks assigned to teachers, instructors, or other staff members. Please contact your Odyssey coordinator if you have any questions.

GENERAL ADMINISTRATION

Working hours (25 hours per week)

Language assistants work at an educational institution for nine months (early September to late May), 20 hours per week of work with students and up to 5 hours per week of preparation, for a total of 25 hours per week.

The educational institution may count time spent by language assistants on other activities with students (e.g., theatre club, leading a lunch-hour student radio program, immersion weekend, field trips, and cultural evenings) as working hours.

NOTE: Verify with the coordinator the policy in place concerning recess and short breaks between classes.

Schedule

- Language assistants must provide their coordinator with their timetable no later than September 30. The schedule must be signed by the language assistant and their supervisor.
- Language assistants must inform their supervisor of any subsequent change to their schedule.
- Language assistants should inform their supervisor of any issue related to hours or working conditions (e.g., too many students, excessive hours).

Housing

The coordinator of the province that you will be working in may be able to assist you in finding accommodation. Many language assistants have used websites like Kijiji and Craigslist, local newspapers, or online housing postings to find appropriate accommodation. Be proactive in your search to find housing! Please note that some landlords may require a letter of reference and the first and last month's rent.

Holidays and days off

Holidays, days off, and institutional closings due to unforeseen circumstances (weather, strikes, etc.), or sick days are determined by the coordinator, taking into account the local context and the standards of the host province or territory.

Criminal records

Language assistants must provide criminal record and vulnerable sector checks to the hiring school board. Language assistants will not be able to start working without this verification. The administrative process for obtaining criminal record and vulnerable sector checks will vary for each school board. It is therefore recommended that language assistants contact their respective school board before obtaining their documents. The acceptance letter will provide

language assistants with the name of the agent responsible for the verifications required at their school board.

The agency check should be obtained in the region where the permanent residence of the language assistant is located. It may be that your police department requests a document of understanding for the criminal record check. If that is the case, if you live in Quebec, please contact your school board in order to obtain a personal invitation requesting a criminal record check with the registry of vulnerable people. The invitation should contain the date, the contact information of the school board outside Quebec, the name of the language assistant and a confirmation that this language assistant is hired.

Please note that a criminal record check may require eight to 10 weeks to obtain and that you cannot start work without it. A fee is generally charged for the check. The criminal record check must be provided prior to the start of your employment; however, you can apply for the program before receiving it. Should you have further questions about criminal record check, please contact your provincial or territorial coordinator.

Conditions and release

By accepting a position with Odyssey, language assistants explicitly undertake to do the following:

Odyssey may be considered as a co-op placement. If you are continuing your studies, you may receive credits for it. Check with the institution where you wish the credits to be transferred.

- accept and abide by the policies and regulations of the host educational institution that employs them
- respect and abide by any and all laws of Canada and of the province or territory and the municipality in which the educational institution is located
- release the Corporation of the Council of Ministers of Education, Canada (CCMEC), the provinces and territories, their agents, and staff from any claim, action, loss, or damage that the language assistant may have against the CCMEC, CMEC, and its Secretariat in any way related to Odyssey.

Renewal

It is possible for a language assistant to participate in Odyssey more than once. It should be noted that this privilege is not granted automatically and that renewal is not guaranteed since priority may be given to first-year applicants.

A language assistant who wants to apply for a second time should do the following:

- update their online profile for the following school year
- provide two copies of one or two letters of recommendation if applicable from the teacher or instructor or the principal of the educational institution where they are currently employed

The letter of recommendation must be sent directly to the coordinator of the province or territory in which the language assistant is currently working.

Second-year candidates will be notified if they have been accepted at the same time as first-year candidates.

If a language assistant wants to participate in Odyssey the following year, they will not have to take part in an interview unless required by the coordinator. However, language assistants who wish to participate *in the other official language* will be required to attend an interview. If an experienced language assistant is re-applying after several years of not participating, they may be requested by the coordinator to submit a recommendation letter from Odyssey and participate in an interview.

FINANCIAL INFORMATION – SALARY AND BENEFITS

Employer³

The employer is the school board, division, district, authority, or the educational institution where the language assistant works. Every language assistant must sign an employment contract with his/her employer. Therefore, the languages assistants will need to follow any code of conduct, code of ethic, social media policy, bullying, harassment policy, and any other policies currently in place by the employers. **Please note that language assistants are neither unionized nor permanent employees of the school board.**

Salary

The gross salary is \$27,000, covering September to May. It includes vacation or holiday pay, as well as any other benefits paid by the employer to the language assistant.

Payment terms may vary depending on the employer, but language assistants are to receive a payment **at least** once a month. The first payment is to be made only after the language assistant has started work, but no later than one month after they take up the position.

Although payment for statutory holidays, the holiday season, spring break/reading week, and professional development days varies among provinces and territories, language assistants **must be** remunerated for those periods.

Employer's contributions

The employer will pay the employer's contributions to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial/territorial plans. Employer's contributions are not refundable. Language assistants' contributions are deducted from their salary.

Interprovincial/territorial travel⁴

Beginning and end-of-year travel allowance

At the beginning and end of their placements, language assistants, including those taking up their positions after December 31, are eligible for the interprovincial/territorial travel allowance if they must move outside their home province or territory to work and if their permanent residence is more than 200 km from their workplace. This allowance will

Any language assistant assigned to work in a location (outside Quebec and the territories) situated more than 300 km from an airport serviced by a major airline would receive an additional amount of \$100 when travel allowances are calculated in Appendix B.

³ The table of disbursements for the employer indicates the salary and the allowances is found in Appendix A.

⁴ The amount of the interprovincial/territorial travel is set out in Appendix B.

NOTE: For administrative purposes, both Ontario and Quebec are divided into two regions (see Appendix D and Appendix E).

compensate part of the relocation costs incurred between their permanent residence and their workplace.

Language assistants who are from out of province/territory but who are recruited locally are not eligible for the beginning-of-year travel allowance. However, they are eligible for the end-of-year travel allowance.

Language assistants who leave their positions prior to the end of the program year will not receive an allowance to return home.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat, **by September 15 at the latest**, of the amount of the travel allowances to be paid.

Employers will **automatically** pay the beginning-of-year travel allowance to eligible language assistants **within 20 working days following the beginning of their employment**, according to the rates

set out in Appendix B.

Similarly, employers will **automatically** pay the end-of-year travel allowance to eligible language assistants **15 days prior to the end of their employment**, according to the rates set out in Appendix B.

Language assistants who start **after December 31** will receive the travel allowances.

NOTE: Based on Canada Revenue Agency (CRA) guidelines (Employers' Guide Taxable Benefits and Allowances T4130(E) Rev. 23), the travel allowances to relocate to a place of work are non-taxable up to \$650 each calendar year. Any additional sum over this amount is taxable.

Mid-year travel allowance

Language assistants who are required to move outside their home province or territory to work and whose permanent residence is more than 200 km from their workplace are entitled to a mid-year travel allowance.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat **by September 15 at the latest**, of the total amount of mid-year travel allowances to be paid.

Employers must **automatically** make the following payments to eligible language assistants:

- the first portion of the mid-year travel allowance in early December
- the second portion of the mid-year travel allowance in January after the academic year resumes

The mid-year travel allowance is taxable and must be entered on the T-4 (Relevé 1 in Quebec) issued by the employer.

Depending on budget availability, coordinators may have a limited budget amount available to assist language assistant placements in remote regions. If awarded in a given year, this amount is taxable and must be reported by the employer in the miscellaneous column in Appendix H1.

Allowance for the Pan-Canadian Training Session

Pan-Canadian Training Session (compulsory for first-year language assistants)

Language assistants are reimbursed for part of the expenses they incur to travel from their permanent residence to the Pan-Canadian Training Session and then to their workplace.

Travel expenses incurred between a language assistant's permanent residence and the training session venue are deemed to be training expenses. Travel expenses incurred between the training session venue and the workplace is covered by the beginning-of-year travel allowance. For language assistants returning to work in their home province or territory following the Pan-Canadian Training Session, the total amount of expenses is considered a training expense.

Language assistants who live outside the province of Quebec are eligible for a travel allowance, according to the rates set out in Appendix B.

Language assistants residing in Quebec and assigned to work outside the province will be compensated **according to the schedule below** for their travel to the training session. Expenses incurred to travel from the Pan-Canadian Training Session to the workplace are considered to be travel allowances as set out in Appendix B.

- **0 to 200 km: no reimbursement**
- **between 201 km and 400 km: \$75**
- **between 401 km and 600 km: \$100**
- **between 601 km and 850 km: \$175**
- **more than 851 km: \$300.**

Language assistants assigned to work in Quebec will be compensated, as set out above, for their travel from the Pan-Canadian Training Session to their workplace.

Language assistants will not be reimbursed for extra costs incurred to return home before taking up their duties.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat, **by September 15 at the latest**, of the total amount of each travel allowance to be paid.

NOTE: Based on CRA guidance, specifically subparagraph 6(1)(b)(vii) of the Income Tax Act. Reasonable allowances paid to participants to offset the costs they incur to attend this mandatory training session are non-taxable, on the basis that employers benefit from participants attending this mandatory training session.

Here are three examples of travel from a language assistant's residence to the session and then to the host province.

Example 1

Language assistant with a permanent address in Ontario South assigned to work in Newfoundland and Labrador

NOTE: When accommodation expenses for language assistants are paid directly by the province or territory, they are not reimbursed by CMEC.

From Ontario South to Quebec South: \$225
– training session allowance

From Quebec South to Newfoundland and Labrador: . . . \$650
– interprovincial travel

$$\$225 + \$650 = \$875$$

Example 2

Language assistant with a permanent address in British Columbia assigned to work in Quebec North (Saguenay)

From British Columbia to Quebec South: \$750
– training session allowance

From Quebec South to Saguenay (211 km): \$75
– travel within Quebec

$$\$750 + \$75 = \$825$$

Example 3

Language assistant with a permanent address in Quebec South (Montreal) assigned to work in Quebec South (Sherbrooke)

From Montreal to Quebec (254 km): \$75
– training session allowance

From Quebec to Sherbrooke (237 km): \$75
– travel within Quebec

$$\$75 + \$75 = \$150$$

Allowance for provincial/territorial or local training sessions

Most expenses are reimbursed at rates indicated by coordinators. These expenses must not exceed the established rates of CMEC’s reimbursement policy. Exceptional requests must be authorized by the Official Languages unit, CMEC Secretariat.

Language assistants **must** fill out a *Request for reimbursement* (Appendix F) to obtain the reimbursement of costs incurred when attending provincial/territorial or local training sessions. This form must be provided to the employer, along with original receipts for accommodation and transportation, as indicated by the coordinator. Receipts are not required for meals.

Coordinators will set out in writing the requirements in respect of accommodation, meals, and travel expenses and provide these to employers and to the CMEC Secretariat. No advance payments will be made for travel and accommodation expenses incurred to participate in

training sessions. The employer will reimburse language assistants for expenses incurred as soon as possible following receipt of the *Request for reimbursement*.

Language assistants must provide the *Request for reimbursement* to their employer within 15 days following the end of the training session.

NOTE: Based on CRA guidance, specifically subparagraph 6(1)(b)(vii) of the Income Tax Act, reasonable allowances paid to participants to offset the costs they attend these mandatory training sessions are non-taxable, on the basis that employers benefit from participants attending these mandatory training sessions.

Taxes

Salary

The salary is **taxable** and must be included on the T-4 (Relevé 1 in Quebec) issued by the employer to the language assistant.

Travel allowances

Travel allowances paid at the beginning and at the end of the employment period, **are not taxable up to \$650** nor are they subject to CPP or RRQ, EI, or any other provincial or territorial plan because the travel is required for the job. However, mid-year travel allowances are taxable and subject to CPP, RRQ, EI, and any other provincial or territorial plan because the travel is for vacation or pleasure.

TABLE OF TAXABLE AND NON-TAXABLE PAYMENTS

SALARY	TRAVEL ALLOWANCE AT BEGINNING AND END OF YEAR	MID-YEAR TRAVEL	TRAVEL FOR PAN-CANADIAN OR PROVINCIAL OR TERRITORIAL TRAINING SESSIONS
Taxable	Non-taxable up to \$650 per calendar year	Taxable	Non-taxable
T-4 (Relevé 1 in Quebec) issued by the employer	Up to \$650, Not subject to CPP* or RRQ,** EI,*** or any other provincial or territorial plan	T-4 (Relevé 1 in Quebec) issued by the employer	Not subject to CPP* or RRQ,** EI,*** or any other provincial or territorial plan

*Canada Pension Plan (CPP) ** Régime des rentes du Québec (RRQ) *** Employment Insurance (EI)

NOTE: The tax information provided above is for information purposes only. You may wish to consult with your local tax experts.

Procedure for reimbursement to employer

The CMEC Secretariat will make three payments to the employer during the program year. The gross monthly salary is not to exceed \$3,000, and the gross total salary is not to exceed \$27,000 for the mandate.

REIMBURSEMENT PROCEDURE

STEPS	1 st PAYMENT (ADVANCE)	2 nd PAYMENT	3 rd AND LAST PAYMENT
	This payment is an advance to cover the estimated eligible expenses associated with the employment of a language assistant from September to the end of November.	This payment covers the actual eligible expenses associated with the employment of a language assistant from September to the end of March (less advance received) and is included in the fiscal year of the program from April 1 to March 31.	This payment covers the balance of actual eligible costs associated with the employment of the language assistant for the months of April and May that are included in the fiscal year of April 1 to March 31.
1st step	The coordinator prepares the <i>Confirmation of completed duties up to November 30</i> (Appendix G) and approves it in the database. Once approved, CMEC Secretariat automatically receives an email notification.	The educational institution completes the <i>Summary of disbursements</i> (Appendix H1) for the actual expenses from September to March (less the advance received) and sends a signed and scanned copy to the coordinator for approval by April 15 .	The educational institution completes the <i>Summary of disbursements</i> (Appendix H2) for the actual expenses of the months of April and May and sends a signed and scanned copy to the coordinator for approval by June 15 .
2nd step	CMEC Secretariat verifies Appendix G and prepares an Electronic Funds Transfer (EFT) for payment to the educational institution .	The coordinator verifies the content of the <i>Summary of disbursements</i> (Appendix H1), approves it in the database, and forwards a signed and scanned copy to CMEC Secretariat by email .	The coordinator verifies the content of the <i>Summary of disbursements</i> (Appendix H2), approves it in the database, and forwards a signed and scanned copy to CMEC Secretariat by email .
3rd step	No further action is required.	CMEC Secretariat compares the information provided in Appendix H1 with that in the database, prepares an EFT for payment to the educational institution .	CMEC Secretariat compares the information provided in Appendix H2 with that in the database, prepares an EFT for payment to the educational institution .
Remarks		If applicable, enclose a copy of the Appendix F (<i>Request for reimbursement</i>) along with the receipts. The employer must keep all original receipts for any subsequent audit.	

It is important to forward the *Summary of disbursements*, as well as the *Confirmation of completed duties up to November 30*, within the timelines indicated above. Please note that if this is not complied with, the institution may not be assigned a language assistant the following year.

GLOSSARY

Coordinator

Person responsible for the administration of Odyssey at the provincial/territorial level.

Email address

Language assistant's email address to allow for easy communication.

Educational institution

Establishment where the language assistant works.

Employer

The school board, division, district, authority, or educational institution for which a language assistant works.

Employer's contributions

Contributions paid by the employer to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial/territorial plan.

Language assistant

Person hired by an educational institution to participate in Odyssey for a period of nine months, for 25 hours per week (20 hours working with students and 5 hours of preparation).

Mid-year travel allowance

Allowance paid to eligible language assistants to compensate the cost of one return trip to their home from their workplace.

Official Languages unit, CMEC Secretariat

Team responsible for Odyssey at the Council of Ministers of Education, Canada.

Pan-Canadian Training Session

A compulsory training activity, held at the end of August or early September, organized by the Council of Ministers of Education, Canada and reserved for language assistants taking part in Odyssey for the first time.

Pan-Canadian Training Session travel allowance

Allowance paid to eligible language assistants for travel expenses incurred to attend the compulsory Pan-Canadian Training Session.

Permanent address

Address of the candidate's permanent residence as indicated on the application form. This address is used to determine travel-related reimbursements.

Provincial/territorial or local training sessions

Training activities organized by each respective coordinator on behalf of their ministry or department of education for language assistants. These sessions usually take place in the host province or territory but can also take place in another province or territory at the coordinator's discretion.

Provincial/territorial or local training session travel allowance

Allowance set by the coordinators and paid to eligible language assistants to reimburse travel and accommodation expenses incurred to attend provincial/territorial or local training sessions. These expenses must not exceed the established rates of CMEC's reimbursement policy.

Salary

Salary paid to language assistants. Language assistants receive a maximum of \$27,000 for nine months at 25 hours of work per week.

Supervisor

Person who supervises a language assistant and administers Odyssey at the local level.

Temporary address

A language assistant's address in the host province or territory during the employment period.

Travel allowances

Allowances paid to eligible language assistants toward the cost of one return trip from their permanent address to their workplace. Travel must take place at the beginning and at the end of the year.

APPENDIX A

Table of disbursements for the employer

ITEM	AMOUNT	PAYMENTS	DEDUCTIONS*	RECEIPTS
Salary	\$ 27,000 for nine months	First payment no later than one month after the language assistant takes up their duties	yes	n/a***
Interprovincial/territorial travel allowances	Travel between province/territory of permanent residence and host province/territory (beginning- and end-of-year and mid-year travel)	<ul style="list-style-type: none"> • First payment within 20 working days after start of employment in September • Second payment in early December • Third payment in January • Fourth payment 15 working days prior to end of employment 	<ul style="list-style-type: none"> • yes, after \$650 • yes • yes • yes, after \$650 	<ul style="list-style-type: none"> • n/a • n/a • n/a • n/a
Travel allowance for provincial/territorial or local training session	Determined by coordinator	As soon as possible after language assistant has submitted a request for reimbursement**	yes	yes

* The “Deductions” column indicates contributions made to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial or territorial plan.

** In some provinces/territories, reimbursements are paid automatically.

*** n/a = not applicable

APPENDIX B

Interprovincial/territorial travel allowance

Information for coordinators and financial officers

NOTE: These payments are made automatically to language assistants in September, December, January, and May. These amounts go toward **travel expenses** and have been calculated based on the average of travel costs at various times of the year.

	BC	AB	SK	MB	ONS	ONN	QCS	QCN	NB	NS	PE	NL	YK	NT	NU
BC	0	225	375	450	650	700	750	850	850	850	900	1150	625	800	1575
AB	225	0	225	375	525	650	675	775	750	775	775	1075	675	625	1425
SK	375	225	0	225	500	550	650	700	650	675	675	975	825	775	1500
MB	450	375	225	0	450	225	475	650	550	625	625	900	900	775	1300
ONS	650	525	500	450	0	0	225	475	375	400	450	675	1125	1000	900
ONN	700	650	550	225	0	0	375	500	475	500	500	775	1150	1125	1100
QCS	750	675	650	475	225	375	0	0	225	325	375	650	1225	1050	1000
QCN	850	775	700	650	475	500	0	0	225	375	375	775	1375	1350	1150
NB	850	750	650	550	375	475	225	225	0	225	225	550	1275	1250	1100
NS	850	775	675	625	400	500	325	375	225	0	225	500	1300	1275	1125
PE	900	775	675	625	450	500	375	375	225	225	0	550	1275	1300	1300
NL	1150	1075	975	900	675	775	650	775	550	500	550	0	1350	1350	1300
YK	625	675	825	900	1125	1150	1225	1375	1275	1300	1275	1350	0	800	1700
NT	800	625	775	775	1000	1125	1050	1350	1250	1275	1300	1350	800	0	1075
NU	1575	1425	1500	1300	900	1100	1000	1050	1100	1125	1300	1300	1700	1075	0

Legend			
BC	British Columbia	NB	New Brunswick
AB	Alberta	NS	Nova Scotia
SK	Saskatchewan	PE	Prince Edward Island
MB	Manitoba	NL	Newfoundland and Labrador
ONS	Ontario South	YK	Yukon
ONN	Ontario North	NT	Northwest Territories
QCS	Quebec South	NU	Nunavut
QCN	Quebec North		

APPENDIX C

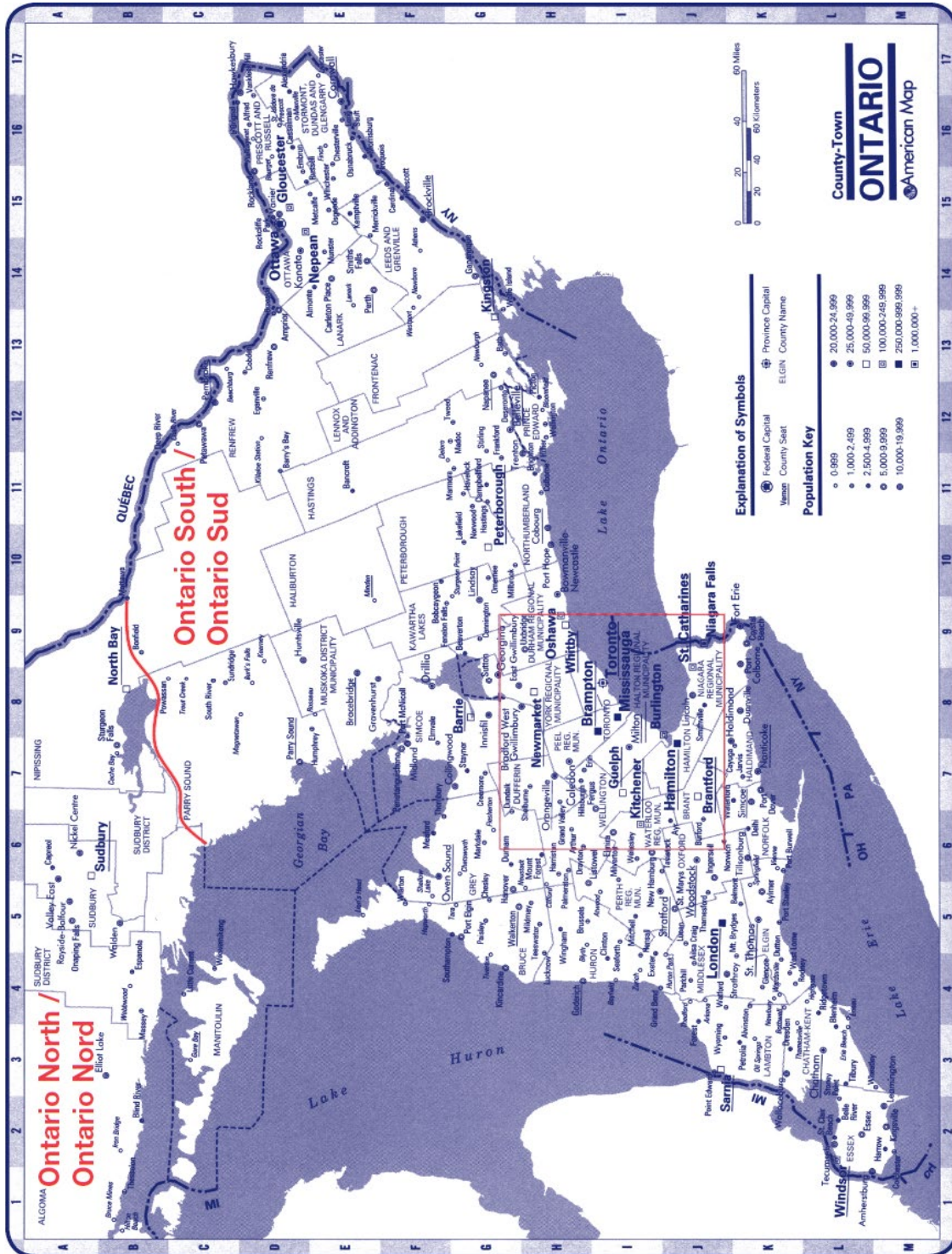
Map of Canada



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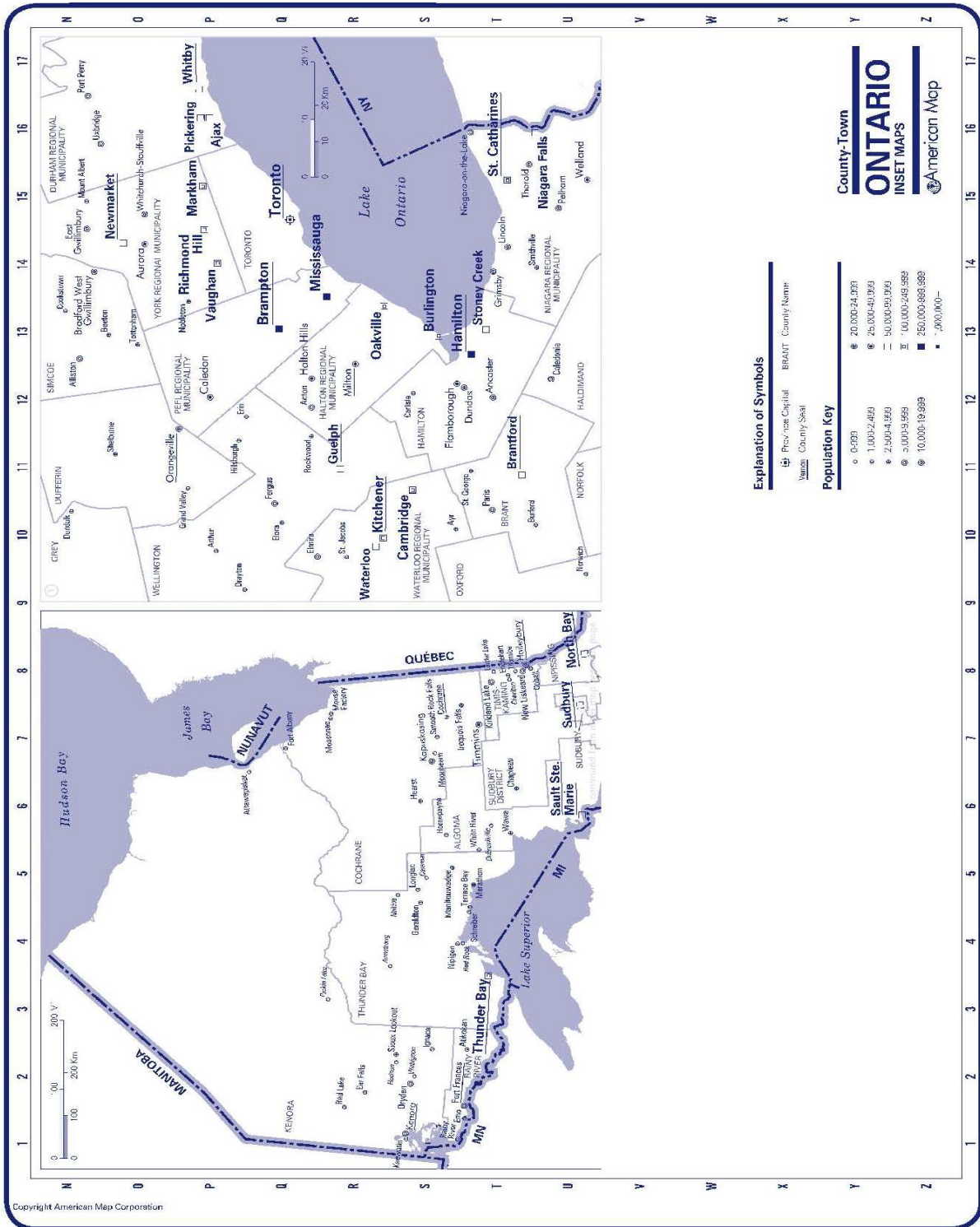
APPENDIX D

Map of Ontario - See insets, p. 25



INSETS

Ontario



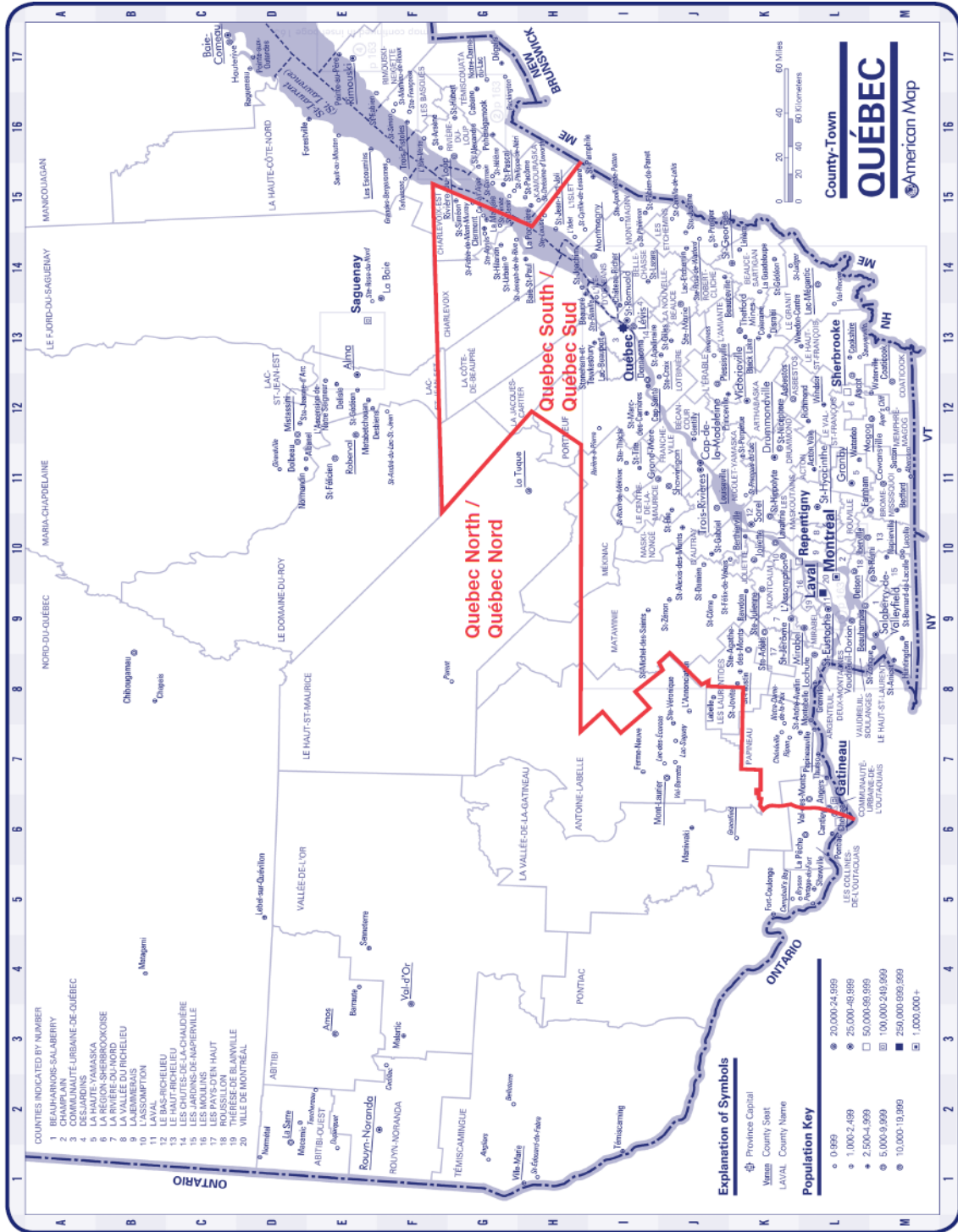
INDEX (CONTINUED)

Map of Ontario

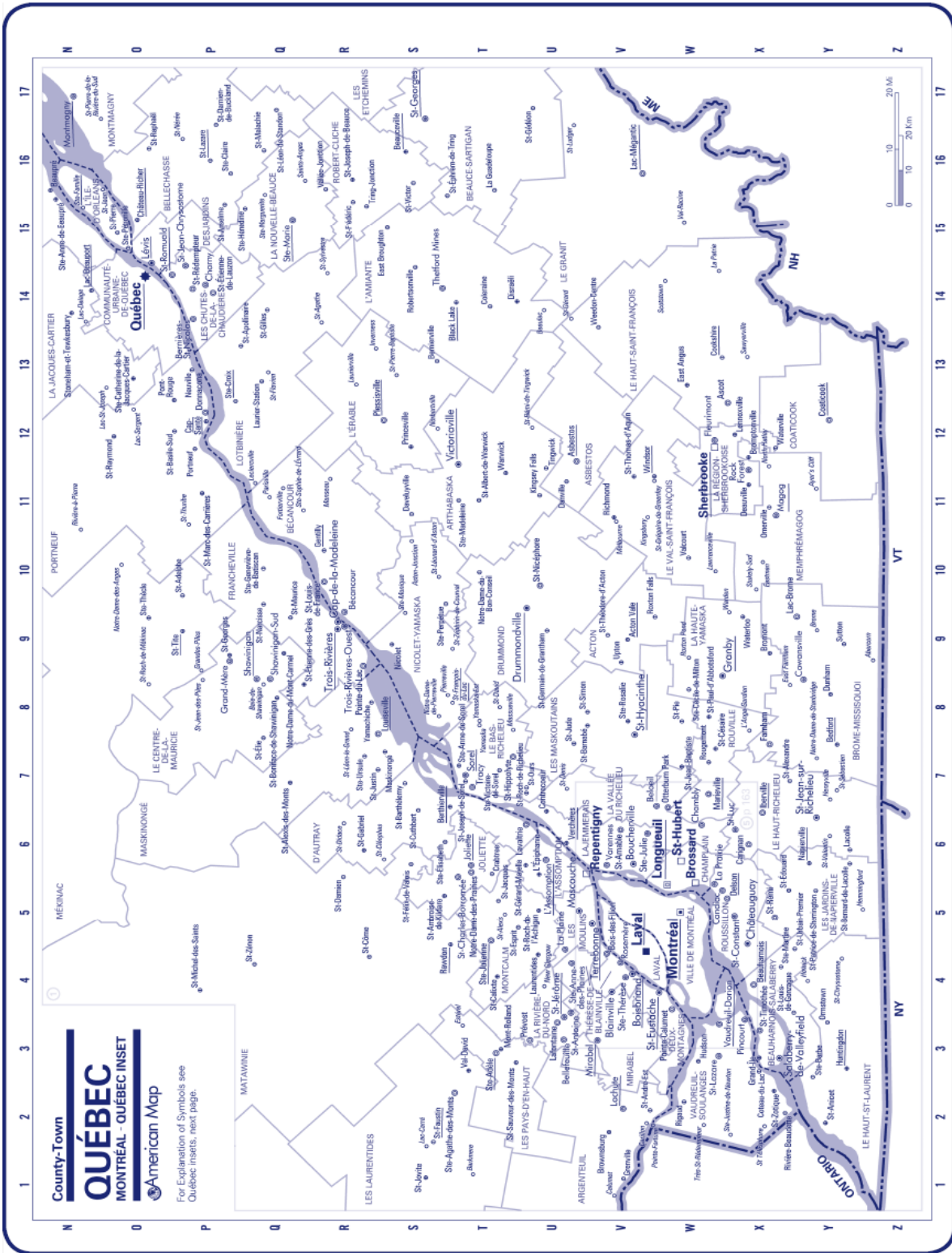
Merrickville, <i>Leeds and Grenville Counties</i> , 1,027	E-14	Rodney, <i>Elgin County</i> , 1,165	K-4
Metcalfe, <i>Ottawa Division</i> , 1,576	E-15	Russell, <i>Prescott and Russell Counties</i> , 3,648	E-15
Midland, <i>Simcoe County</i> , 15,035	F-7	Saint Catharines, <i>Niagara Regional Municipality</i> , 130,926	J-8
Mildmay, <i>Bruce County</i> , 1,110	H-5	Saint Clair Beach, <i>Essex County</i> , 3,705	L-2
Millbrook, <i>Peterborough County</i> , 1,312	H-10	Saint George, <i>Brant County</i> , 1,901	T-11
Milton, <i>Halton Regional Municipality</i> , 32,104	R-12	Saint Jacobs, <i>Waterloo Regional Municipality</i> , 1,171	R-10
Milverton, <i>Perth Regional Municipality</i> , 1,618	I-5	Saint Marys, <i>Perth Regional Municipality</i> , 5,952	J-5
Minden, <i>Haliburton County</i> , 1,004	F-9	Saint Thomas, <i>Elgin County</i> , 32,275	K-5
Mississauga, <i>Peel Regional Municipality</i> , 544,382	I-8	Sarnia, <i>Lambton County</i> , 72,738	J-3
Mitchell, <i>Perth Regional Municipality</i> , 3,670	I-5	Sault Sainte Marie, <i>Algoma District</i> , 80,054	U-6
Moonbeam, <i>Cochrane District</i> , 1,322	S-7	Schreiber, <i>Thunder Bay District</i> , 1,189	T-4
Moose Factory, <i>Cochrane District</i> , 2,126	R-7	Seaford, <i>Huron County</i> , 2,302	I-5
Moosonee, <i>Cochrane District</i> , 1,939	R-7	Shelburne, <i>Dufferin County</i> , 2,132	H-7
Morrisburg, <i>Stormont, Dundas and Glengarry Counties</i> , 2,538	E-16	Simcoe, <i>Norfolk County</i> , 15,380	K-7
Mount Albert, <i>York Regional Municipality</i> , 2,158	N-15	Sioux Lookout, <i>Kenora District</i> , 3,469	S-2
Mount Brydges, <i>Middlesex County</i> , 2,229	K-4	Smiths Falls, <i>Lennox and Addington Counties</i> , 9,131	E-14
Mount Forest, <i>Grey County</i> , 4,530	H-6	Smithville, <i>Niagara Regional Municipality</i> , 2,951	J-8
Munster, <i>Ottawa Division</i> , 1,466	E-14	Smooth Rock Falls, <i>Cochrane District</i> , 1,982	S-7
Nanticoke, <i>Haldimand County</i> , 23,485	K-7	South River, <i>Parry Sound District</i> , 1,098	C-8
Napanee, <i>Lennox and Addington Counties</i> , 6,987	G-13	Southampton, <i>Bruce County</i> , 3,151	G-5
Nepean, <i>Ottawa Division</i> , 115,100	E-15	Stayner, <i>Simcoe County</i> , 3,598	G-7
New Hamburg, <i>Waterloo Regional Municipality</i> , 6,494	J-6	Stirling, <i>Hastings County</i> , 2,173	G-11
New Liskeard, <i>Timiskaming District</i> , 5,112	T-8	Stoney Creek, <i>Hamilton Division</i> , 54,318	T-13
Newmarket, <i>York Regional Municipality</i> , 57,125	H-8	Stoney Point, <i>Essex County</i> , 1,104	L-2
Niagara Falls, <i>Niagara Regional Municipality</i> , 76,917	J-9	Stratford, <i>Perth Regional Municipality</i> , 28,987	J-5
Niagara-on-the-Lake, <i>Niagara Regional Municipality</i> , 13,238	T-16	Strathroy, <i>Middlesex County</i> , 11,852	K-4
Nickel Centre, <i>Sudbury District</i> , 13,017	A-6	Sturgeon Falls, <i>Nipissing District</i> , 6,162	B-7
Nipigon, <i>Thunder Bay District</i> , 2,210	T-4	Sudbury, <i>Sudbury District</i> , 92,059	B-6
Nobleton, <i>York Regional Municipality</i> , 3,177	P-13	Sundridge, <i>Parry Sound District</i> , 1,019	C-8
North Bay, <i>Nipissing District</i> , 54,332	B-8	Sutton, <i>York Regional Municipality</i> , 5,639	G-8
Norwich, <i>Oxford County</i> , 2,460	J-6	Tavistock, <i>Perth Regional Municipality</i> , 2,420	J-6
Norwood, <i>Peterborough County</i> , 1,469	G-11	Tecumseh, <i>Essex County</i> , 12,828	L-2
Oakville, <i>Halton Regional Municipality</i> , 128,405	R-13	Teeswater, <i>Bruce County</i> , 1,069	H-5
Omeme, <i>Kawartha Lakes Division</i> , 1,271	G-10	Terrace Bay, <i>Thunder Bay District</i> , 2,324	T-4
Onaping Falls, <i>Sudbury District</i> , 5,277	A-5	Thamesford, <i>Oxford County</i> , 1,736	J-5
Orangeville, <i>Dufferin County</i> , 21,498	H-7	Thessalon, <i>Algoma District</i> , 1,485	B-1
Orillia, <i>Simcoe County</i> , 27,846	F-8	Thornbury, <i>Grey County</i> , 1,763	G-6
Osgoode, <i>Ottawa Division</i> , 2,009	E-15	Thorold, <i>Niagara Regional Municipality</i> , 17,883	T-15
Oshawa, <i>Durham Regional Municipality</i> , 134,364	H-9	Thunder Bay, <i>Thunder Bay District</i> , 113,662	T-3
Osnaburck, <i>Stormont, Dundas and Glengarry Counties</i> , 4,787	E-16	Tilbury, <i>Chatham-Kent Division</i> , 4,448	L-3
Ottawa, <i>Ottawa Division</i> , 323,340	D-15	Tilsonburg, <i>Oxford County</i> , 13,211	K-6
Owen Sound, <i>Grey County</i> , 21,390	F-6	Timmins, <i>Cochrane District</i> , 47,499	T-7
Paisley, <i>Bruce County</i> , 1,106	G-5	Toronto, <i>Toronto Division</i> , 2,385,421	I-8
Palmerston, <i>Grey County</i> , 2,468	H-6	Tottenham, <i>Simcoe County</i> , 4,322	O-13
Paris, <i>Brant County</i> , 8,987	T-10	Trenton, <i>Hastings County</i> , 17,179	H-11
Parkhill, <i>Middlesex County</i> , 1,765	J-4	Tweed, <i>Hastings County</i> , 1,572	G-12
Parry Sound, <i>Parry Sound District</i> , 6,336	D-7	Uxbridge, <i>Durham Regional Municipality</i> , 5,864	H-9
Pelham, <i>Niagara Regional Municipality</i> , 14,343	U-15	Valley East, <i>Sudbury District</i> , 23,537	A-5
Pembroke, <i>Renfrew County</i> , 14,177	C-12	Vanier, <i>Ottawa Division</i> , 17,247	D-15
Penetanguishene, <i>Simcoe County</i> , 7,291	F-7	Vankleek Hill, <i>Prescott and Russell Counties</i> , 2,030	D-16
Perth, <i>Lanark County</i> , 5,996	F-14	Vaughan, <i>York Regional Municipality</i> , 132,549	P-14
Petawawa, <i>Renfrew County</i> , 6,540	C-12	Walden, <i>Sudbury District</i> , 10,292	B-5
Peterborough, <i>Peterborough County</i> , 69,535	G-10	Walkerton, <i>Bruce County</i> , 5,036	H-5
Petrolia, <i>Lambton County</i> , 4,908	K-3	Wallaceburg, <i>Chatham-Kent Division</i> , 11,772	K-3
Pickering, <i>Durham Regional Municipality</i> , 78,989	P-16	Waterford, <i>Norfolk County</i> , 2,995	K-7
Pictou, <i>Prince Edward Division</i> , 4,673	H-12	Waterloo, <i>Waterloo Regional Municipality</i> , 77,949	R-10
Point Edward, <i>Lambton County</i> , 2,257	J-3	Watford, <i>Lambton County</i> , 1,660	J-4
Port Burwell, <i>Elgin County</i> , 1,023	K-6	Wawa, <i>Algoma District</i> , 3,690	T-6
Port Colborne, <i>Niagara Regional Municipality</i> , 18,451	K-8	Welland, <i>Niagara Regional Municipality</i> , 48,411	U-15
Port Dover, <i>Norfolk County</i> , 5,398	K-7	Wellesley, <i>Waterloo Regional Municipality</i> , 1,274	I-6
Port Elgin, <i>Bruce County</i> , 7,041	G-5	Wellington, <i>Prince Edward Division</i> , 1,691	H-12
Port Hope, <i>Northumberland County</i> , 11,698	H-10	West Lorne, <i>Elgin County</i> , 1,531	K-4
Port McNicoll, <i>Simcoe County</i> , 4,880	F-7	Wheatley, <i>Chatham-Kent Division</i> , 1,657	M-3
Port Perry, <i>Durham Regional Municipality</i> , 6,019	N-16	Whitby, <i>Durham Regional Municipality</i> , 73,794	H-9
Port Stanley, <i>Elgin County</i> , 2,499	K-5	Whitchurch-Stouffville, <i>York Regional Municipality</i> , 19,835	O-15
Powassan, <i>Parry Sound District</i> , 1,125	C-8	White River, <i>Algoma District</i> , 1,022	T-5
Prescott, <i>Leeds and Grenville Counties</i> , 4,480	F-15	Warton, <i>Bruce County</i> , 2,400	F-5
Rainy River, <i>Rainy River District</i> , 1,008	T-1	Wikwemikong, <i>Manitoulin District</i> , 1,147	C-4
Rayside-Balfour, <i>Sudbury District</i> , 16,050	A-5	Winchester, <i>Stormont, Dundas and Glengarry Counties</i> , 2,334	E-15
Red Lake, <i>Kenora District</i> , 2,277	R-2	Windsor, <i>Essex County</i> , 197,694	L-2
Renfrew, <i>Renfrew County</i> , 8,125	D-13	Wingham, <i>Huron County</i> , 2,941	H-5
Richmond Hill, <i>York Regional Municipality</i> , 101,725	P-14	Wolfe Island, <i>Frontenac County</i> , 1,180	G-13
Ridgetown, <i>Chatham-Kent Division</i> , 3,454	L-4	Woodstock, <i>Oxford County</i> , 32,086	J-6
Rockcliffe Park, <i>Ottawa Division</i> , 1,995	D-15	Wyoming, <i>Lambton County</i> , 2,131	J-3
Rockland, <i>Prescott and Russell Counties</i> , 8,070	D-15		
Rockwood, <i>Wellington County</i> , 2,506	Q-11		

APPENDIX E

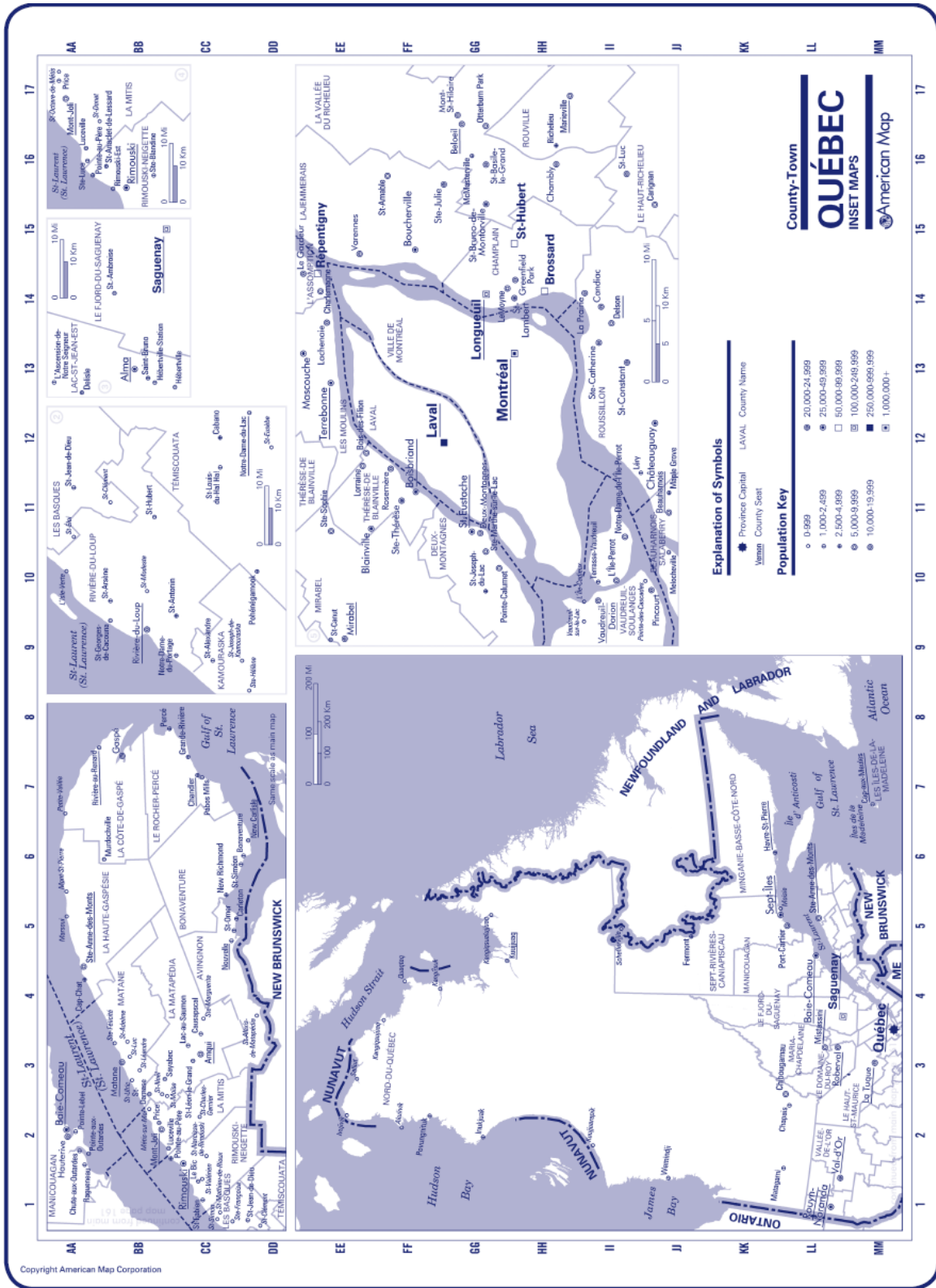
Map of Quebec - See insets, pp. 29-30



INSETS - Quebec/Montreal - Quebec South



INSETS - Quebec



APPENDIX F

Example of Request for reimbursement

APPENDIX F / ANNEXE F

Request for reimbursement / Demande de remboursement

Name / Nom		Host province or territory / Province ou territoire d'accueil			
Position / Fonction		Reimbursement for / Remboursement pour :			
Name of employer / Nom de l'employeur				Training / Formation	<input type="checkbox"/>
Mailing address / Adresse postale				Other (specify) / Autre (préciser)	<input type="checkbox"/>
		<hr/> <hr/>			

For instructions on expenses, contact your coordinator. / Pour obtenir des renseignements sur les conditions de remboursement, communiquer avec votre coordonnateur.

Please print legibly. / Écrire lisiblement en lettres moulées s.v.p.

Date	Details / Détails	Receipts / Recus*	Transportation / Transport	Living expenses / Frais de séjour	Other / Autre	TOTAL
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
	TOTAL		0.00	0.00	0.00	0.00

I hereby certify that this is a true statement of my expenses and that reimbursement for any of the above will not be made by any other party. /
J'atteste que le présent état de dépenses est exact et que le remboursement d'une partie quelconque du montant ci-dessus ne sera pas effectué par un tiers.

Name / Nom _____ (Please print. / En lettres moulées s.v.p.) Signature _____

Date _____
YYYY/MM/DD AAAA/MM/JJ

For employer's use only / Réservé à l'usage de l'employeur

Name / Nom _____ Title / Titre _____
(Please print. / En lettres moulées s.v.p.)

Signature / Signature _____

Date _____ Amount paid / Montant payé _____
YYYY/MM/DD AAAA/MM/JJ

For coordinator's use only / Réservé à l'usage du coordonnateur

Coordinator / Coordonnateur _____ Date _____
YYYY/MM/DD AAAA/MM/JJ

* Language assistants: Please attach original receipts for transportation and lodging, if any.
* Moniteurs de langues: Veuillez joindre les reçus originaux du transport et de l'hébergement, s'il y a lieu.



APPENDIX G

Example of *Confirmation of completed duties up to November 30* (The exact format of this appendix is subject to change)



APPENDIX G

Confirmation of completed duties up to November 30

Employer Grey School Board

Employer code 01999

Province or territory British Columbia

School year 2024-25

Name of language assistant			Indicate why the language assistant did not complete his duties up to Nov. 30			
Name	First Name	Stream	Late start	Withdrawal date	Remarks (See legend)	First semester advance (pro rata): \$2,500/month or \$7,500/semester
Alain	Mireille	FSL				7,500.00
Davis	Marcia	FSL	2024/11/04			2,500.00
CMEC USE				2165	Total	10,000.00

CMEC USE

Verified _____

Approved _____

EFT number _____

Legend
1 Other employment
2 No longer interested
3 Dismissed
4 Illness
5 Other

Approved by coordinator

Date : 2024-12-02

Name : *Susan Davies*

NOTE : Coordinators must approve this form online.



APPENDIX H

Example of *Summary of disbursements* (The exact format of this appendix is subject to change)



APPENDIX H1

Summary of disbursements - Sept. to March actual

Employer Grey School Board

Employer code 01999

Province or territory British Columbia

School year 2024-25

Name of language assistant		Stream	Salary	Beginning- and end-of-year interprovincial/territorial travel allowance	Mid-year interprovincial/territorial travel allowance	Provincial/territorial or local training session	Pan-Canadian Training Session allowance	June salary	Promotion agents / Language assistants		Miscellaneous	Total	Remarks	Late start	Withdrawal date
Name	First name								Additional indemnity	Employer's contribution					
Alain	Mireille	FSL	19,444.45	0.00	0.00	0.00	300.00	0.00	4,500.00	2,404.29	0.00	26,648.74			
Davis	Marcia	FSL	14,153.40	625.00	1,250.00	0.00	300.00	0.00	2,500.00	700.00	450.00	19,978.40		2024/11/04	
Total			33,597.85	625.00	1,250.00	0.00	600.00	0.00	7,000.00	3,104.29	450.00	46,627.14			
CMEC USE			2109	2125	2125	2110	2115	2102	2590	2109		2185	2096	2090	
Less advances												10,000.00			
Balance												36,627.14			

Name of financial officer Brian Malcolm

Date 2025/04/04 Signature B. Malcolm

Title Director of Finance Telephone (604) 222-0000 ext.123

CMEC USE

Verified _____

Approved _____

EFT number _____

Legend

- 1 Other employment
- 2 No longer interested
- 3 Dismissed
- 4 Illness
- 5 Other

Approved by coordinator

Date 2025/04/14 Susan Davies

YYYY/MM/DD

NOTE :

Coordinators should keep a copy of this form for their records and forward the original to CMEC Secretariat by April 15.

Make sure to include all required supporting documents.



APPENDIX I

List of coordinators

BRITISH COLUMBIA

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ALBERTA

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SASKATCHEWAN

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ONTARIO

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PRINCE EDWARD ISLAND

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NEW BRUNSWICK

French as a second language

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Fredericton NB E3B 9M9

Tel.: (506) 470-0022 (cellphone)
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English as a second language and French as a first language

Mr. Marc-André Comeau
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Francophone educational services
250 King Street, Place 2000
Fredericton NB E3B 9M9

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NOVA SCOTIA

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NORTHWEST TERRITORIES

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NEWFOUNDLAND AND LABRADOR

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YUKON

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NUNAVUT

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