
Board Governance Policy Cross Reference: [1, 12, 14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Photo Release Form](#)

Legal/Regulatory Reference:

[The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)

[The Personal Health Information Act \(PHIA\)](#)

The Interlake School Division (ISD) administers payroll and benefits for employees. As a result, personal information is collected and filed as per legislative requirements in [The Freedom of Information and Protection of Privacy Act](#) and [The Personal Health Information Act](#).

1. **TD1 Forms:** All new employees are required to complete and submit to Payroll a TD1 and TD1MB form, which advises Payroll of personal tax exemption amounts, requests additional tax to be deducted at source, etc. Any changes to personal exemption amounts or requests for additional tax to be deducted must be done by completing a new form.
2. **Payroll Direct Deposit:** All employees are required to provide an account number for direct deposit of all payroll payments. All changes to direct deposit information require a new Direct Deposit Form to be completed.
3. **Pay Frequency:**

Employee Category	Frequency	Payment Period
Division Management	Semi-monthly	1/24 annual salary on 15 th and end of month
Division Office Admin.	Bi-weekly	1/26 annual salary on alternate Fridays
Teachers	Semi-monthly	1/24 annual salary on 15 th and end of month

Substitute Teachers	Semi-monthly	Actual days worked, on 15 th and end of month (1 pay period holdback)
Bus Drivers	Bi-weekly	Bi-weekly salary paid on alternate Fridays (1 week behind)
Spare Bus Drivers	Bi-weekly	Bi-weekly salary paid on alternate Fridays (1 week behind)
IANTE Staff	Bi-weekly	Bi-weekly salary paid on alternate Fridays (1 week behind)
CUPE Staff	Bi-weekly	Bi-weekly salary paid on alternate Fridays.
Trustees	Semi-monthly	1/24 annual salary on 15 th and end of month

4. Frequency and Timing of Benefit Deductions:

Type of Deduction	Frequency	Timing Staff who work 10 months of the year – 2 deductions per month in May and June to prepay July and August premiums.
Life Insurance	Each pay	
Dependant Life	Each pay	10 months of the year
A D & D	Each pay	10 months of the year
Blue Cross/Total Guard **	Each pay (if 3 pays in month, only first 2 pays)	All year
LTD	Each pay	
Union Dues	Each pay	
Pension	Each pay	

5. **Records of Employment (ROE's):** Records of employment will automatically be issued by Payroll every time there is an interruption in earnings. These occasions include maternity/parental leaves, layoffs, and Winter/Spring/Summer breaks for teaching and IANTE staff. Teachers on permanent contracts will not receive an ROE during Winter/Spring/Summer breaks.
6. **Access to Personnel Records:** Staff may view their own personnel file at the Division Office by making an appointment with Human Resources. Staff wishing to obtain a copy of any item in their personnel file may do so at their own expense. Records cannot be removed from the Division Office and examination of the records must be done in the presence of a Division Office representative.

7. **Photo Release:** All staff must complete a [Photo Release Form](#) indicating whether they allow the Division to use their photograph for promotional purposes. Staff may change their preference at any time by advising their Principal/manager in writing.