



LANGUAGE FLUENCY ALLOWANCE

Frontier School Division values the use of First Nations languages by staff where those languages directly support student learning and parental involvement. In recognition of this, the Division will provide an allowance to employees who are eligible based on the established criteria.

Teaching Staff

Teaching staff are eligible for the language fluency allowance pursuant to the Collective Agreement between Frontier School Division and the Frontier Teachers' Association.

Support Staff

Where an employee not covered by the Collective Agreement displays an acceptable level of fluency in a language other than English or French and where it is established by the Board that the particular language directly supports student learning or parental involvement, the employee may be paid an allowance based upon a rate established by the Division. This rate shall be reviewed annually.

A list of support staff positions eligible to receive the allowance is available from the Human Resources Department.

Effective September, 2009, support staff presently receiving the Language Fluency allowance are excluded from the provisions of the eligibility test as outlined in this policy.

Staff will continue to receive the allowance provided the language is used regularly and frequently to support the daily teachings and learning environments in the classroom for a student or a group of students or with parents/guardians to directly support parental involvement in the students' educational programs.

The attached regulations outline the criteria and process for receiving the allowance.

To receive the Language Fluency Allowance, teaching and support staff shall complete the application form in Exhibit E.2.A – EX1.

Information: [Collective Agreement, Frontier School Division and Frontier Teachers' Association](#)

Adopted September 1, 2009		
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LANGUAGE FLUENCY ALLOWANCE

The criteria and process for this allowance follows.

1. Teaching Staff

As per policy, teaching staff shall apply for the Language Fluency Allowance by completing Section A of the form in Exhibit E.2.A-EX1.

2. Support Staff

a. Criteria

An employee must meet one of the following criteria to be eligible for the language fluency allowance:

- i. Use of the language directly supports the educational program of a student or a group of students in a particular school. This involves activities directly related to the students' daily teaching and learning environment in the classroom. The employee must use the language on a regular and frequent basis in support of this program for the student or group of students, or
- ii. Use of the language directly supports parental involvement in supporting a student's educational program through direct and regular communication between parent(s) and school.

b. Application Process

- i. The employee shall apply for the Language Fluency Allowance by completing the application form in Exhibit E.2.A-EX1. The employee forwards the application form to the Principal to complete Section B, and the Principal/supervisor forwards the form to the Area Superintendent for approval.
- ii. If the language is determined to meet the criteria in 2.a.i. or 2.a.ii. above, the Area Superintendent and Principal will select one or more persons to test the employee's fluency.
- iii. Upon completion of the testing, the Area Superintendent will approve or deny the request for the allowance and submits the form to Human Resources for processing.
- iv. Applications must be made annually. However, those staff presently receiving the allowance are excluded from the testing requirements.

Adopted September 1, 2009		
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APPLICATION FOR LANGUAGE FLUENCY ALLOWANCE

Notes:

1. Employees applying for Language Fluency Allowance shall complete Section A of this form and request the Principal/supervisor to complete Section B.
2. The Principal/supervisor forwards the application to the Area Superintendent who, if the criteria in Section B is met, arranges for fluency testing.
3. The Area Superintendent forwards the application to Human Resources for processing.
4. Applications for the allowance must be made annually. However, those staff presently receiving the allowance are excluded from the testing requirements.

SECTION A (To be completed by Applicant)

Name: _____ School/Office: _____

Position: _____ Grades/Program: _____

Please submit to the Principal/supervisor for completion of Section B.

SECTION B (To be completed by the Principal/Supervisor)

Criteria

Please indicate which of the following criteria the applicant meets.

Teaching Staff

- a. Teaches Grades N-3; _____
- b. Teaches the language at least 12% of the time; or _____
- c. Uses the language for interpreting and assisting the Principal in the school or for communicating with students and parents. _____

Support Staff

- a. The language is used regularly and frequently to support the daily teaching and learning environment in the class-room for a student or group of students. _____
- b. The language is used regularly with parents/guardians to directly support parental involvement in the students' educational programs. _____

Upon completion of Section B, the Principal/supervisor forwards the application form to the Area Superintendent.

SECTION C (To be completed by the Tester(s))

Tester No. 1

I have tested the above-named employee's fluency in the _____ language on the following date _____.

I recommend _____ / I do not recommend _____ that the employee receive the Language Fluency Allowance.

Signature of Tester No. 1

Date

Tester No. 2

I have tested the above-named employee's fluency in the _____ language on the following date _____.

I recommend _____ / I do not recommend _____ that the employee receive the Language Fluency Allowance.

Signature of Tester No. 2

Date

Please submit to your Principal for signature.

Principal

Date

SECTION D. (To be completed by Area Superintendent)

I recommend _____ / I do not recommend _____ that the above-named employee receive the Language Fluency Allowance.

Area Superintendent's Signature

Date

Please submit to Human Resources for processing and copy to applicant.

Adopted September 1, 2009	Revised March 2011	
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