



## ADLC Procedures Manual AP 20-10

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### ADLC Marker Compensation

Marker compensation can come from three different services: marking, attendance at meetings, and instructional design support. The following explains the process for each service.

#### Lesson and Exam Marking:

- Markers must invoice **ONLY ONCE** for the **ENTIRE** calendar month.
- Markers cannot invoice before the end of the month for which they have provided services, unless they are on vacation for the remainder of that month.
- This invoice is to be received within 10 calendar days following the end of the month.
- Markers cannot invoice for multiple months at a time unless exceptional circumstances are approved by the Coordinator of Student Services or an Administrator.
- ADLC has **30 days** from the date the invoice was received to make the payment to the marker.
- Payment will be processed on the **third Tuesday of every month**. Payments are deposited directly on the **third Thursday or Friday of every month**.
- Regardless of the individual Marker's circumstance, for examples noted above.
- Payment is processed and coded through ADLC's Business Services Department.

For each of the following services, except for orientation, the lead teacher completes and signs a Marker Invoice Claim/Approval Form.

#### Attendance at Meetings:

- As currently stated in Marker's contract:
  - Contract Markers are required to attend orientation and training meetings. Remuneration for attending such meetings is based on the August Pembina Hills Regional Division No. 7 Substitute Teacher pay rates.

**Orientation:**

- Orientation occurs at a mutually agreeable location and time between the marker, the lead teacher and/or the Coordinator of Student Instruction. New markers will be paid for orientation with payment processed following the orientation. The Finance Department will deposit directly using the sign-in sheet as their documentation.

**Training Meetings:**

- A record of attendance at training meetings is given to the Lesson Recording staff in the appropriate campus by the Lead Teachers.
- The Lead Teacher will fill out an “Invoice Claim/Approval” form from ADLC Principal Support and return that form to Lesson Recording.
- Markers add the training meeting charges to their monthly invoice, as verified by the Lesson Recording Staff.

**Instructional Design:**

- As currently stated in Marker’s Contract:
  - Contract Markers may be requested to do course development work, (such as assignment or assessment related project work, or assistance with writing or review associated with course development), as required by ADLC administration. Markers will be paid according to the rates calculated from 1/200th teacher pay to a maximum as detailed in the Marker contract.
- A Request for Contract Services (RCS) is completed by the project lead teacher. It is signed by the marker, the project lead teacher and the Coordinator of Learning Resource Development or an ADLC Administrator. The RCS is then forwarded to the Manager of Projects and Contracts.
- The Marker will submit an invoice, separate from their monthly invoice, to the Manager of Projects and Contracts for approval and payment.

**Substituting for Other Circumstances:**

- Markers who are substituting for any other reason (e.g. vacation, illness), must be a Pembina Hills Regional Division approved substitute, on the substitute teacher list and is governed by regular PHPS processes.

- Payment in these circumstances comes directly from Pembina Hills Regional Division Payroll department, and will be direct deposited.