LIVE THE CANADIAN EXPERIENCE

ADMINISTRATIVE AND FINANCIAL GUIDE 2016–17

cmec

Council of Ministers of Education, Canada

Conseil des ministres de l'Éducation (Canada)

Canadian Heritage

Patrimoine canadien

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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Summary of disbursements – Sept. to March actual

Employer Grev School Board **Employer code** 01-999 **Province or territory** British Columbia **Program year** 2016-17

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 sessions	Pan-Canadian Training Session travel allowance for Odyssey only	June Salary	Promotion agents		Miscel-laneous	Total	Remarks	Late start	Withdrawal date
Sur-name	First name								Additional indemnity	Employer's contribution			See legend	YYYY/ MM/DD	YYYY/ MM/DD
Alain	Mireille	FFL	14,400.00			120.00						14,520.00			
Davis	Marcia	ESL	11,300.00	600.00	1,200.00	95.00						13,195.00		2016/10/17	
Martin	Chris	FSL	6,100.00	600.00			75.00					6,775.00	2		2016/11/24
		Total	31,800.00	1,200.00	1,200.00	215.00	75.00					34,490.00			
CMEC USE			**2100**	**2125**	**2125**	**2110**	**2115**	**2102**	**2500**	**2100**		**2105**	**2006**	**2010**	
Less advance												18,000.00			
Balance												26,830.53			

Name of financial officer Brian Malcolm

Date 2017/04/05 Signature B. Malcolm
YYYY/MM/DD

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

Approved by coordinator
Date 2017/04/12 Susan Davies
YYYY/MM/DD

CMEC USE

Verified _____

Approved _____

Cheque number _____

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.

Legend

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

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 (CMEC), and the Department of Canadian Heritage are very happy to welcome you among some 350 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 40 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 35,000 participants.

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

With the signing of the new protocol in 2009, the Accent program was discontinued. However, 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.

Management of Odyssey

Funded by the Department of Canadian Heritage, Odyssey is administered at three levels: pan-Canadian, provincial/territorial, and local.

CMEC is responsible for management at the pan-Canadian level. Decentralized administration of the program is provided by the provinces and territories. Local administration is the responsibility of supervisors, who, in cooperation with coordinators, oversee the work of the language assistants.

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 her or his 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;
- dealing with 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 exceptional 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 her or him regularly to talk about the outline of your activity plan. She or he 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.myodyssey.ca/en/activities)
The CMEC-published manual Discovering English can also help inspire you!

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, DVDs, CDs, 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.

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.

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 double occupancy, and you will be paired with another language assistant as a roommate. This is compulsory and determined by the coordinator.
- 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. You will have another language assistant as a roommate. **It's part of the experience!** 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.

[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 and return, as directed by your coordinator. These evaluations help your coordinator evaluate your work and they are essential if you wish to renew your Odyssey mandate.

Personal information

You must provide your coordinator or supervisor with your mailing address, e-mail address, and telephone number. It is important that you inform her or him 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 on-line profile up-to-date.

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 a travel allowance to return home. There may be further implications in other jurisdictions.

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 her or him 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 her or him
- 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 her or him 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 exceptional 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 her or him
- 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 her or his 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 she or he has 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

* Current requirements provide that 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 her or his 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
- dealing with students with special needs or 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.

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 her or his 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, etc.).

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 Web sites like kijiji and Craiglist, local newspapers, or on-line 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 educational institution, with the coordinator's approval.

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.

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 a second time. 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:

- complete an application form
- attach the required documentation
- 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 she or he is currently employed

The documents 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 they want to participate in Odyssey again, they will not have to take part in an interview. However, language assistants who wish to participate *in the other official language* will be required to attend an interview.

FINANCIAL INFORMATION – SALARY AND BENEFITS

Employer[3]

The employer is the school board, division, district, authority, or the educational institution where the language assistant works. Every language assistant signs an employment contract with his/her employer. **Please note that language assistants are not unionized.**

Salary

The gross salary is $18,500, covering September to May. It includes vacation or holiday pay, as well as any other benefit 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 she or he takes 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 travel allowance[4]

Beginning- and end-of-year travel

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

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 travel allowance 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).

Language assistants who are from out of province/territory but who are recruited locally are not eligible for the beginning-of-year travel allowances. 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 a travel 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 beginning- and end-of-year travel allowances.

NOTE: The beginning- and end-of-year travel allowances are non-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

Language assistants who do not return to their positions after December 31 may keep the first part of their mid-year travel allowance but are not entitled to the second part.

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

Allowance for the pan-Canadian training session

Compulsory pan-Canadian training session (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. The part of the travel expenses from the training session to 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.

Employers shall **automatically** pay the travel allowance to language assistants, as soon as possible and within 20 working days following their official start date. 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

From Ontario South to Quebec South: $175
– training session allowance

From Quebec South to Newfoundland and Labrador: . . . $525
– interprovincial travel

$175 + $525 = $700

Example 2

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

From British Columbia to Quebec South: $600
– training session allowance

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

$600 + $75 = $675

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

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

Most expenses are reimbursed at fixed 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. 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.

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 and those paid for attendance at provincial or territorial training sessions **are not taxable** 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 trips are vacations or for pleasure.

TABLE OF TAXABLE AND NON-TAXABLE PAYMENTS

SALARY	TRAVEL AT BEGINNING AND END OF YEAR	MID-YEAR TRAVEL	TRAVEL FOR TRAINING SESSIONS
Taxable	Non-taxable	Taxable	Non-taxable
T-4 (Relevé 1 in Quebec) issued by the employer	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)

Procedure for reimbursement to employer

CMEC will make three payments to the employer during the program year. The gross monthly salary is not to exceed $2,056, and the gross total salary is not to exceed $18,500 for the nine-month period.

REIMBURSEMENT PROCEDURE

STEPS	1st PAYMENT (ADVANCE)	2nd PAYMENT	3rd 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 2016 to March 2017.	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 2016 to March 2017.
1st step	The **educational institution** will automatically receive an advance to cover the period from September to the end of November.	The **educational institution** completes and signs the *Summary of disbursements* (Appendix H) for the actual expenses from September to March (less the advance received), keeps a copy, and **send the original to the coordinator** for approval **by April 15.**	The **educational institution** completes and signs the *Summary of disbursements* (Appendix H) for the actual expenses of the months of April and May, keeps a copy, and **sends the original to the coordinator** for approval **by June 15.**
2nd step	The **coordinator prepares** the *Confirmation of completed duties up to November 30* (Appendix G) according to the information in the database. He or she approves it and **forwards it to CMEC.**	The **coordinator verifies** the content of the *Summary of disbursements* (Appendix H), approves it, and **forwards it to CMEC.**	The **coordinator verifies** the content of the *Summary of disbursements* (Appendix H) approves it, and **forwards it to CMEC.**
3rd step	**CMEC** prepares a cheque and send it to the **coordinator.**	**CMEC** compares the information provided in Appendix H with that in the database, prepares a cheque, and sends it to the **coordinator**.	**CMEC** prepares a cheque, based on the information provided in the database, and sends it to the **coordinator.**
4th step	The **coordinator sends** the cheque to the employer.	The **coordinator sends** the cheque to the employer.	The **coordinator sends** the cheque to the employer.
Remarks		If applicable, enclose a copy of the *Request for reimbursement* (Appendix F). 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

Beginning- and end-of-year 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.

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

E-mail address
Language assistant's e-mail 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
Person responsible for the administration of Official Languages Programs, including 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
Compulsory training activities organized by coordinators 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.

Salary
Salary paid to language assistants. Language assistants receive a maximum of $18,500 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.

APPENDIX A

Table of disbursements for the employer

ITEM	AMOUNT	PAYMENTS	DEDUCTIONS*	RECEIPTS
Salary	$ 18,500 for nine months	First payment no later than one month after the language assistant takes up her or his 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)	• 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	• no • yes • yes • no	• 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**	no	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 jurisdictions, reimbursements are paid automatically.**

***** n/a = not applicable**

APPENDIX B

Interprovincial/territorial travel allowance

Information for coordinators and financial officers

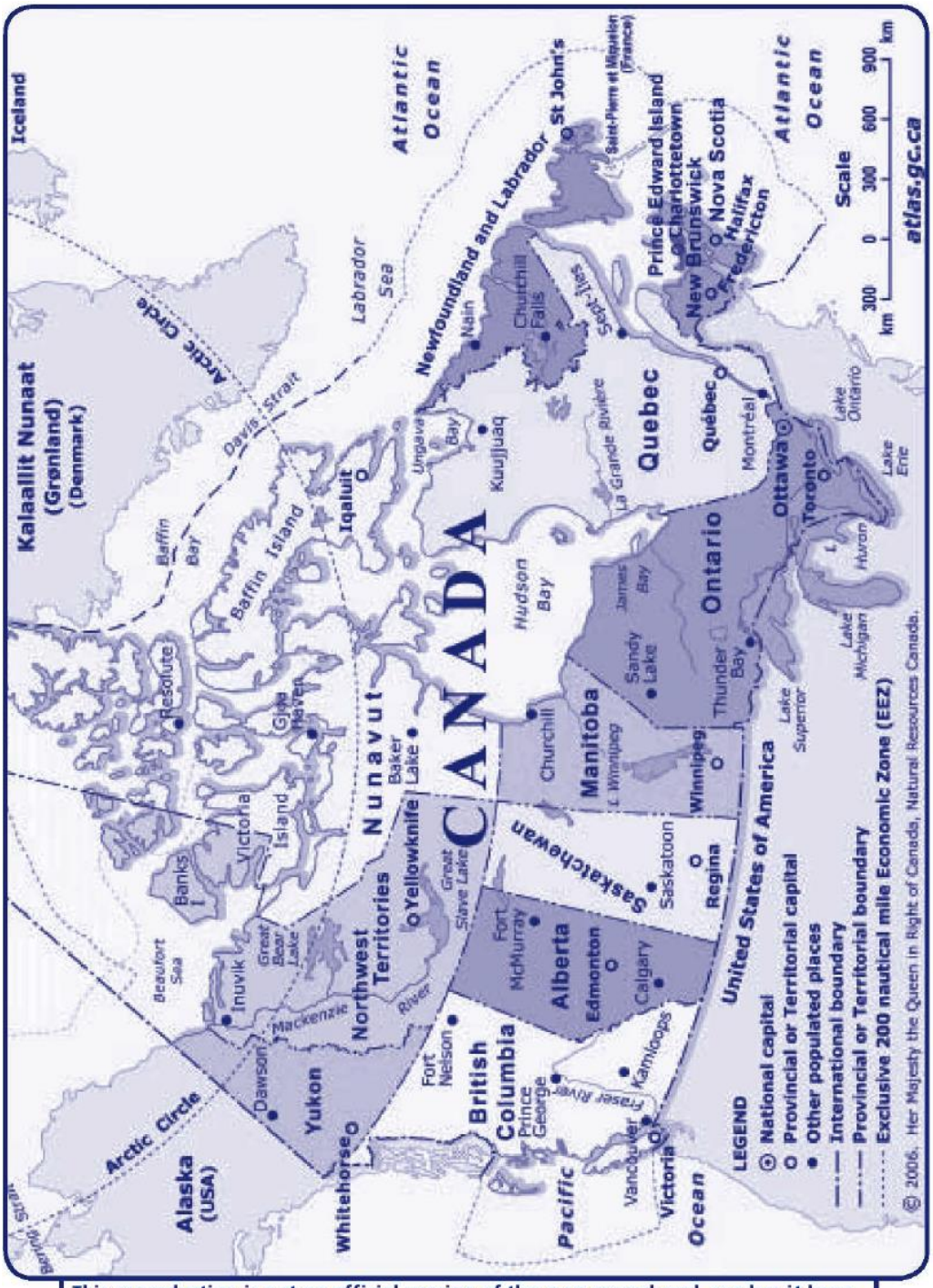
NOTE: These payments are made automatically to language assistants in September, December, January, and May. These amounts go toward **travel expenses** and have been calculated based on the average of travel costs at various times of the year.

	BC	AB	SK	MB	ONS	ONN	QCS	QCN	NB	NS	PE	NL	YK	NT	NU
BC	0	175	300	350	525	575	600	700	700	700	725	950	500	650	1300
AB	175	0	175	300	425	525	550	625	600	625	625	875	550	500	1175
SK	300	175	0	175	400	450	525	575	525	550	550	800	675	625	1225
MB	350	300	175	0	350	175	375	525	450	500	500	725	725	625	1075
ONS	525	425	400	350	0	0	175	375	300	325	350	550	925	825	725
ONN	575	525	450	175	0	0	300	400	375	400	400	625	950	925	900
QCS	600	550	525	375	175	300	0	0	175	250	300	525	1000	950	825
QCN	700	625	575	525	375	400	0	0	175	300	300	625	1125	1100	950
NB	700	600	525	450	300	375	175	175	0	175	175	450	1050	1025	900
NS	700	625	550	500	325	400	250	300	175	0	175	400	1075	1050	925
PE	725	625	550	500	350	400	300	300	175	175	0	450	1050	1075	1075
NL	950	875	800	725	550	625	525	625	450	400	450	0	1100	1100	1075
YK	500	550	675	725	925	950	1000	1125	1050	1075	1050	1100	0	650	1400
NT	650	500	625	625	825	925	950	1100	1025	1050	1075	1100	650	0	875
NU	1300	1175	1225	1075	725	900	825	850	900	925	1075	1075	1400	875	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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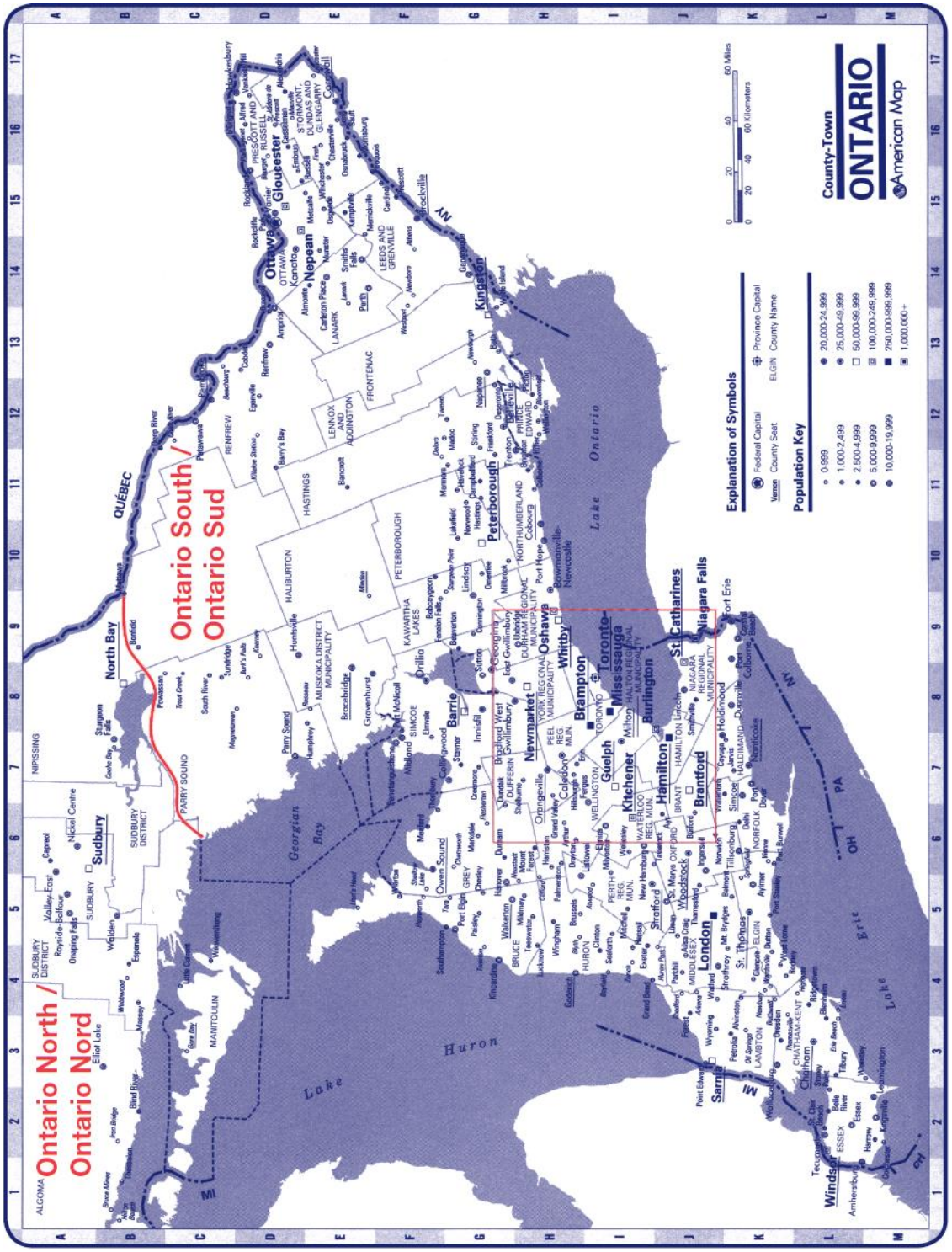
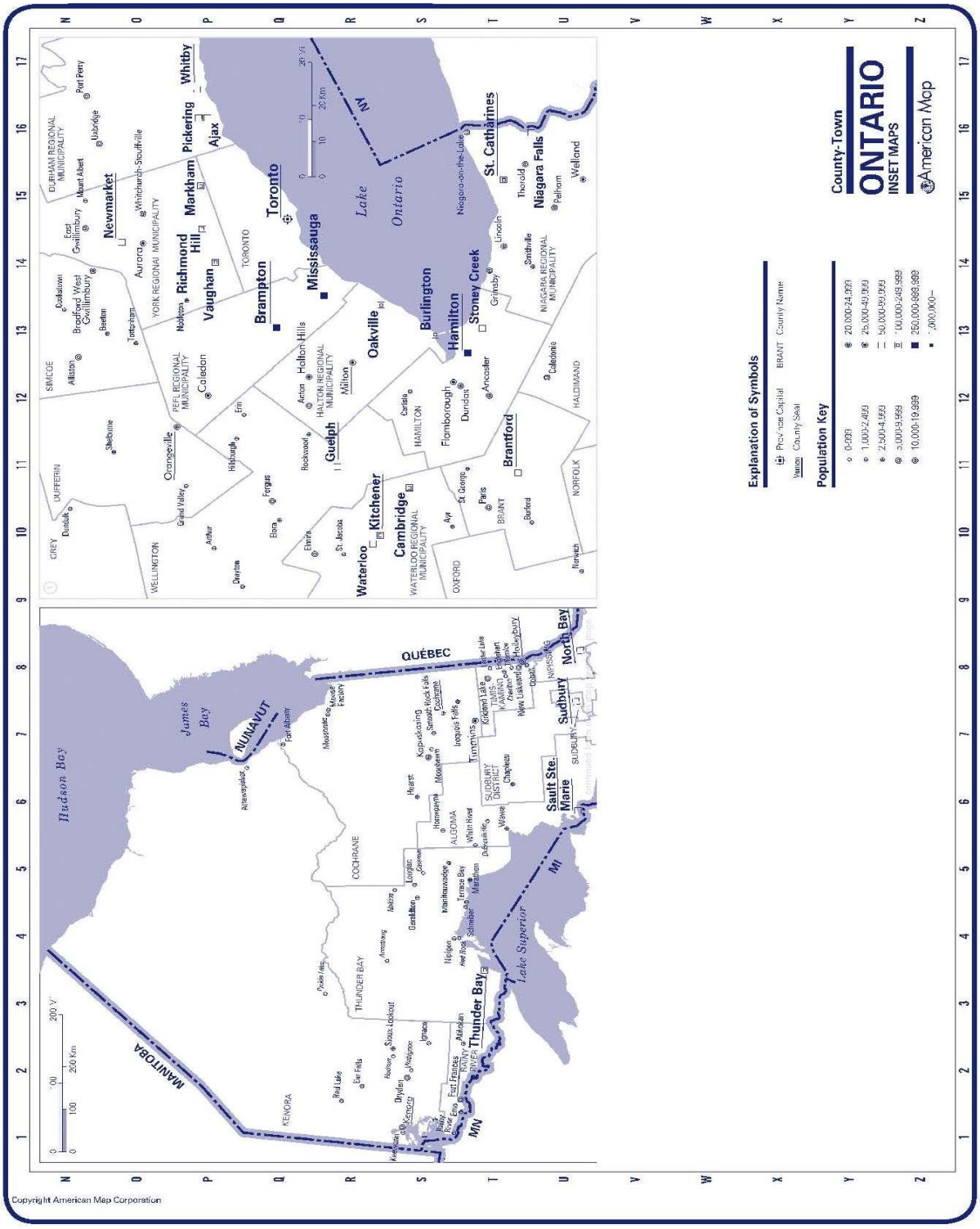
APPENDIX D

Map of Ontario - See insets, p. 25



INSETS

Ontario



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TOTAL	**10,753,573**	

CITIES AND TOWNS

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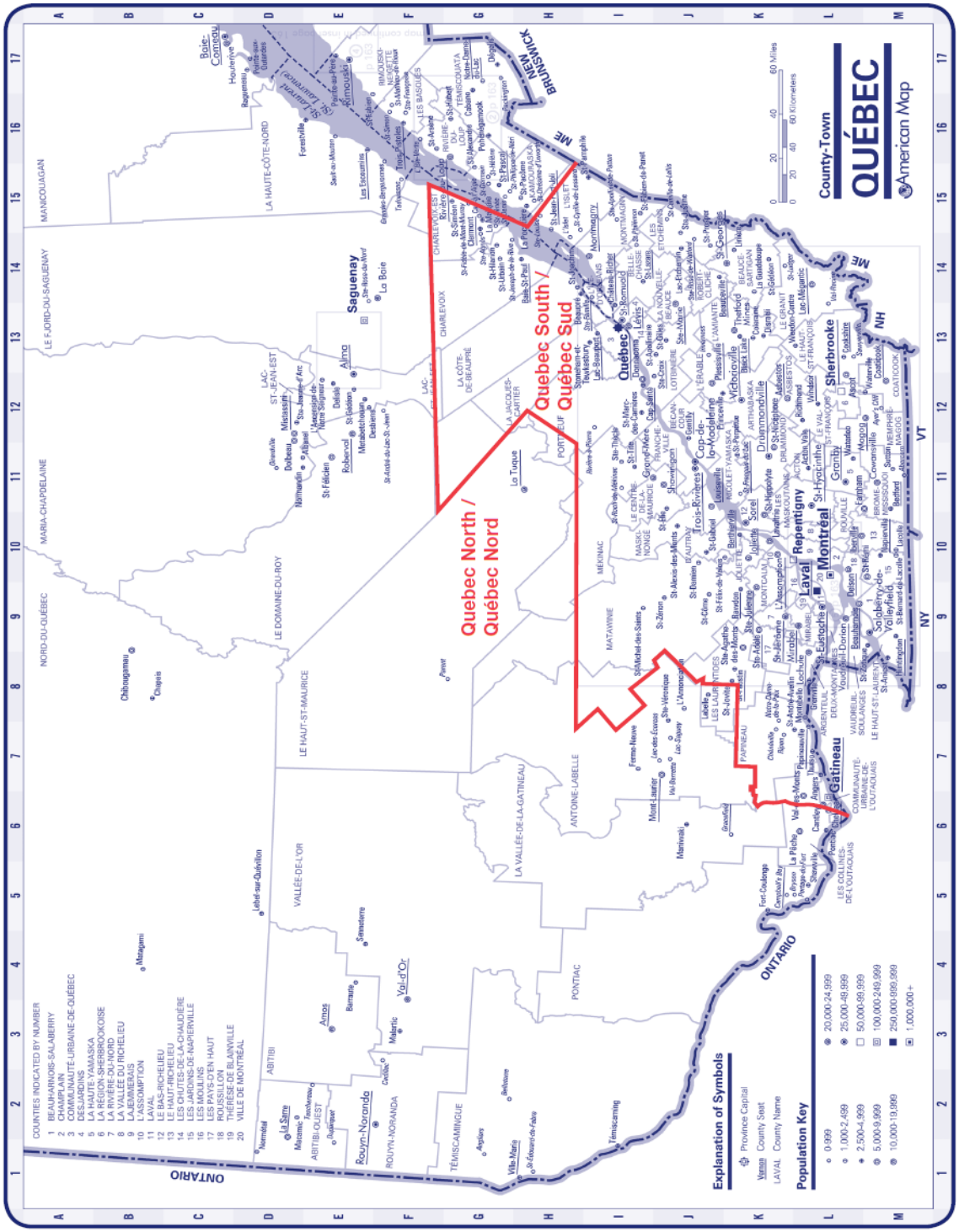
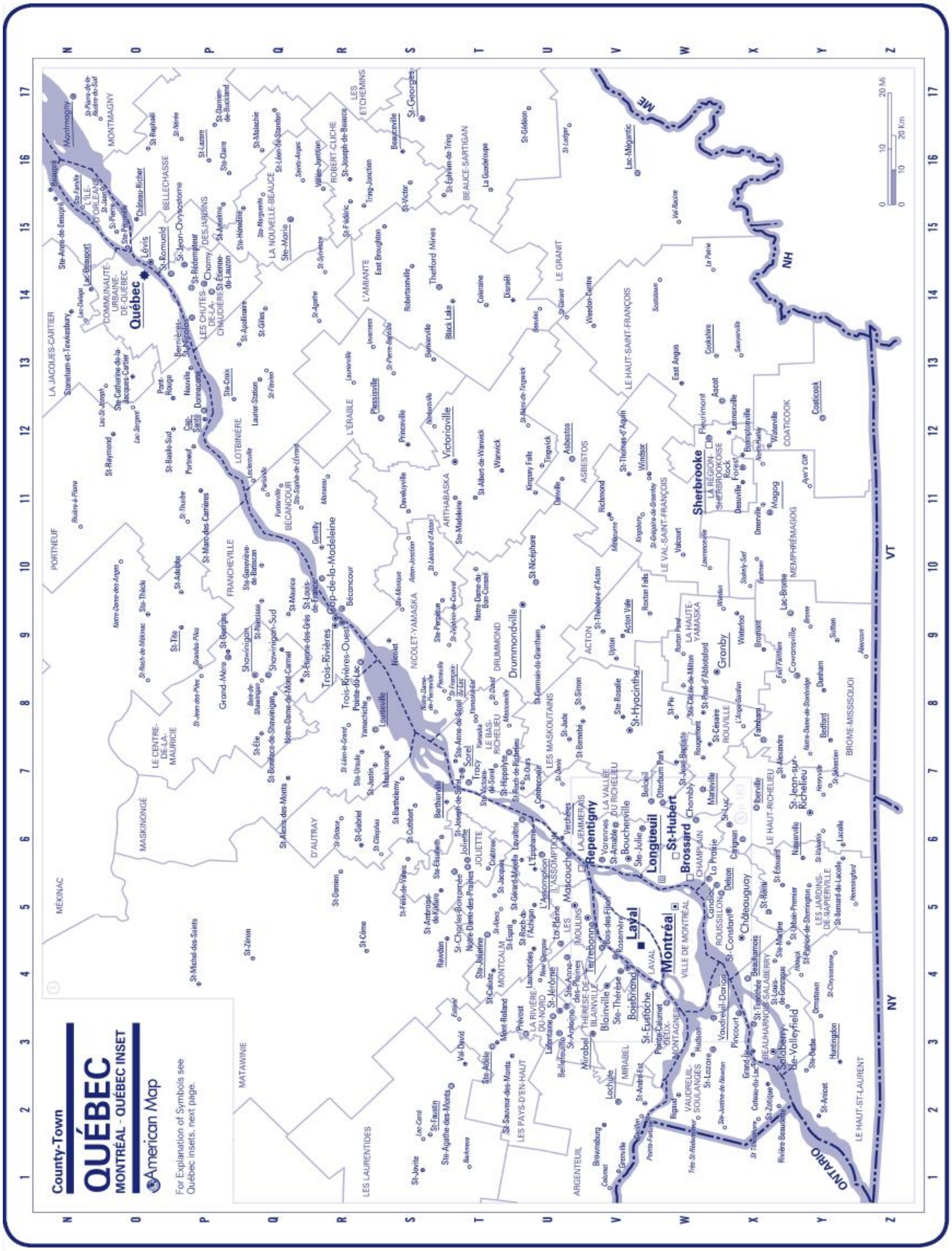
APPENDIX E

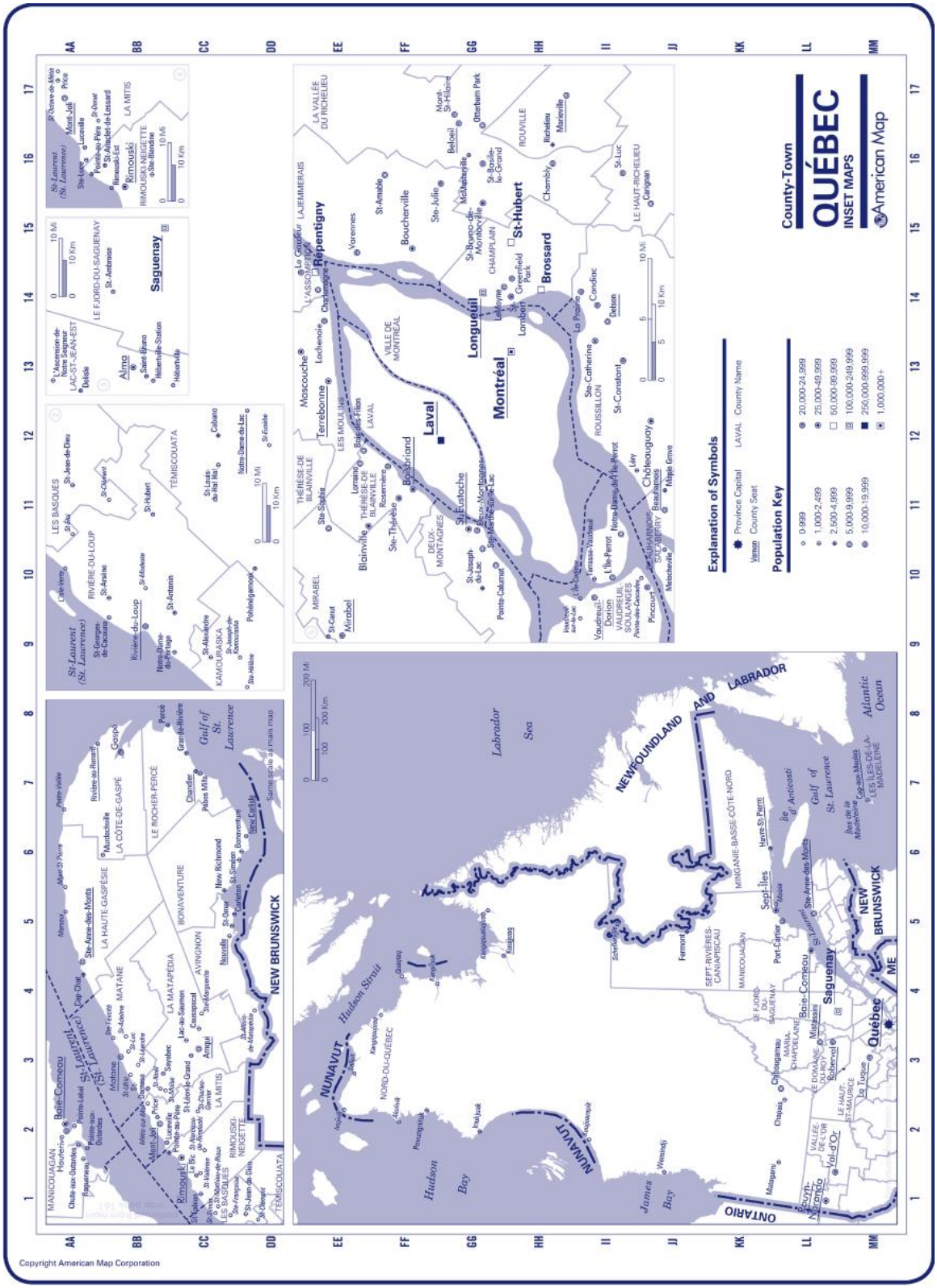
Map of Quebec - See insets, pp. 29-30



INSETS - Quebec/Montreal - Quebec South



INSETS - Quebec



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APPENDIX F

Example of *Request for reimbursement*

ODYSSEY WITHOUT LIMITS

Request for reimbursement

Name:	Austin Pelley	**Name of employer:**	School Board X
Mailing address:	1 X Road City, Province/Territory A2Z 1U8	**Host province or territory:**	British Columbia
		Reimbursement for:	Training

Date	Detail	Receipts	Transportation	Living Expenses	Other	TOTAL
November 14, 2016	Local Bus to Station		1.25			1.25
	Bus to and from Vancouver	X	46.50			46.50
	Dinner			18.00		18.00
	Hotel	X		60.59		60.59
November 15, 2016	Breakfast			7.00		7.00
	Lunch (provided)			--		--
	Taxi to bus station	X	6.00			6.00
	Local bus to home		1.25			1.25
	TOTAL		55.00	85.59		140.59

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.

Name Austin Pelley

2016/11/17 Signature *Austin Pelley*

YYYY//MM/DD

Employer's use only

Name Brian Malcolm Title Manager of Finance

2016/11/17 Signature B.Malcolm Amount paid $ 140.59

YYYY//MM/DD

For coordinator's use only *Susan Davies* Date 2016/11/21

YYYY/MM/DD

APPENDIX G

Example of *Confirmation of completed duties up to November 30*

(The exact format of this appendix is subject to change)

ODYSSEY

APPENDIX G

Confirmation of completed duties up to November 30

Employer Grey School Board **Employer code** 01-999 **Province or territory** British Columbia **Program year** 2016-17

Name of language assistant			Indicate why the language assistant did not complete his duties up to Nov. 30			First semester advance (pro rata) : $2,000/month or $6,000/semester
Surname	First name	Stream	Late start	Withdrawal date	Remarks (See legend)	
Alain	Mireille	FFL				6,000.00
Davis	Marcia	FSL	17/10/2016			3,000.00
Martin	Chris	FSL		24/11/2016		6,000.00
			CMEC USE	**2105**	**Total**	**15,000.00**

CMEC USE

Verified _____

Approved_____

Cheque number_____

Legend

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

Approved by coordinator
Date 2016/12/15 *Susan Davies*
YYYY/MM/DD

Note: Coordinators should approve this form on-line, keep a copy for their own records and forward a copy by e-mail to CMEC Secretariat by December 15.

APPENDIX H

Example of *Summary of disbursements*

(The exact format of this appendix is subject to change)

ODYSSEY

APPENDIX H

Summary of disbursements – Sept. to March actual

Employer Grey School Board **Employer code** 01-999 **Province or territory** British Columbia **Program year** 2016-17

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 sessions	Pan-Canadian Training Session travel allowance for Odyssey only	June Salary	Promotion agents		Miscel-laneous	Total	Remarks	Late start	Withdrawal date
Sur-name	First name								Additional indemnity	Employer's contribution			See legend	YYYY/ MM/DD	YYYY/ MM/DD
Alain	Mireille	FFL	14,400.00			120.00						14,520.00			
Davis	Marcia	ESL	11,300.00	600.00	1,200.00	95.00						13,195.00		2016/10/17	
Martin	Chris	FSL	6,100.00	600.00			75.00					6,775.00	2		2016/11/24
		Total	31,800.00	1,200.00	1,200.00	215.00	75.00					34,490.00			
CMEC USE			**2100**	**2125**	**2125**	**2110**	**2115**	**2102**	**2500**	**2100**		**2105**	**2006**	**2010**	
Less advance												18,000.00			
Balance												26,830.53			

Name of financial officer Brian Malcolm

Date 2017/04/05 Signature B. Malcolm
YYYY/MM/DD

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

Approved by coordinator
Date 2017/04/12 Susan Davies
YYYY/MM/DD

CMEC USE

Verified _____

Approved _____

Cheque number _____

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.

Legend

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

APPENDIX I

List of coordinators

BRITISH COLUMBIA

Mr. Marc Labelle

Provincial Coordinator
French Education Branch
Ministry of Education

P.O. Box 9887, STN PROV GOVT
Victoria BC V8W 9T6

Tel.: (250) 356-2516
Fax: (250) 387-1470
E-mail: French.Education@gov.bc.ca

ALBERTA

Ms. Vivian Abboud

Team Leader
Official Languages in
Education Programs
Alberta Ministry of Education

44 Capital Boulevard, 9th Floor
10044 108 Street NW
Edmonton AB T5J 5E6

Tel.: (780) 427-2940
Fax: (780) 422-1947
E-mail: officialang@edc.gov.ab.ca

SASKATCHEWAN

Ms. Brigitte Périllat

Coordinator
Programs Branch
Saskatchewan Ministry of Education

2220 College Avenue, 7th floor
Regina SK S4P 4V9

Tel.: (306) 787-6048
Fax: (306) 787-3164
E-mail: brigitte.perillat@gov.sk.ca

MANITOBA

Ms. Michelle Landry-Nanka

Coordinator
Bureau de l'éducation française
Manitoba Education and Advanced Learning

1181 Portage Avenue, Suite 509
Winnipeg MB R3G 0T3

Tel.: (204) 945-6935
Fax: (204) 945-1625
E-mail: languesofficielles@gov.mb.ca

ONTARIO

Ms. Catherine Teixeira

Coordinator
French-Language Education Policy and Programs

Mowat Block, 8th Floor
900 Bay Street
Toronto ON M7A 1L2

Tel.: (416) 325-2793
Fax: (416) 325-2472
E-mail: odyssey.program@ontario.ca

QUEBEC

Ms. Marie-Maude Camirand

Coordinator
Direction des relations extérieures
Ministère de l'Éducation, de l'Enseignement supérieur

Édifice Marie-Guyart
1035 rue de la Chevrotière, 26e étage
Québec QC G1R 5A5

Tel.: 1 (877) 866-4242
Fax: (418) 646-9170
E-mail: Odyssee-Quebec@education.gouv.qc.ca

NEW BRUNSWICK

French as a second language

Ms. Fiona Stewart

Coordinator
Department of Education and Early Childhood Development

P.O. Box 6000 / E3B 5H1
250 King Street, Place 2000, 2nd Floor
Fredericton NB E3B 9M9

Tel.: (506) 444-4916
Fax: (506) 457-7835
E-mail: odyssee.odyssey@gnb.ca

English as a second language and French as a first language

Mr. Marc-André Comeau

Coordinator
Department of Education and Early Childhood Development

250 King Street, Place 2000
Fredericton NB E3B 9M9

Tel.: (506) 453-8882
Fax: (506) 444-2969
E-mail: odyssee.odyssey@gnb.ca

NOVA SCOTIA

Coordinator, French program Partnerships
Department of Education and Early Childhood Development

2021 Brunswick Street
P.O. Box 578
Halifax NS B3J 2S9

Tel.: (902) 424-8073
Fax: (902) 424-3937
E-mail: moniteur@novascotia.ca

PRINCE EDWARD ISLAND

Mr. Gilles Arsenault

Coordinator of French Programs
Department of Education, Early Learning and Culture

Holman Centre
250 Water Street, Suite 101
Summerside PE C1N 1B6

Tel.: (902) 438-4859
Fax: (902) 438-4884
E-mail: gxarsenault@edu.pe.ca

NEWFOUNDLAND AND LABRADOR

Ms. Renée Keough

Coordinator
Language Programs Section
Program Development Division
Department of Education

P.O. Box 8700
St. John's NL A1B 4J6

Tel.: (709) 729-6041
Fax: (709) 729-4845
E-mail: reneekeough@gov.nl.ca

YUKON

Mr. Yann Herry

Coordinator, French Programs
Department of Education

P.O. Box 2703
Whitehorse YK Y1A 2C6

Tel.: (867) 667-8610
Fax: (867) 393-6339
E-mail: yann.herry@gov.yk.ca

NORTHWEST TERRITORIES

Ms. Raymonde Laberge

Coordinator
Early Childhood and School Services
Department of Education, Culture and Employment

P.O. Box 1320, Lahm Ridge Tower, 3rd Floor
Yellowknife NT X1A 2L9

Tel.: (867) 920-8992
Fax: (867) 873-0109
E-mail: raymonde_laberge@gov.nt.ca

NUNAVUT

Ms. Martine St-Louis

Director
Bureau of Education and Services in French (BEFS)
Department of Education

P.O. Box 1000, STN 960
Iqaluit NU X0A 0H0

Tel.: (867) 975-5627
E-mail: MStlouis@gov.nu.ca

COUNCIL OF MINISTERS OF EDUCATION, CANADA

Ms. Chelsea Smith

National Coordinator, Official Languages
Council of Ministers of Education, Canada

95 St. Clair Avenue West, Suite 1106
Toronto ON M4V 1N6

Tel.: (416) 962-8100, ext. 233
Fax: (416) 962-2800
E-mail: c.smith@cmec.ca
Web site: www.myodyssey.ca

COUNCIL OF MINISTERS OF EDUCATION, CANADA

Mr. Jeremy Putt

Interim Manager, Official Languages
Council of Ministers of Education, Canada

95 St. Clair Avenue West, Suite 1106
Toronto ON M4V 1N6

Tel.: (416) 962-8100, ext. 230
Fax: (416) 962-2800
E-mail: j.putt@cmec.ca

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Council of Ministers of Education, Canada
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Canadian Heritage
Patrimoine canadien