

RENTALS

Who do I contact for information regarding school rentals?

Please refer to Policy JDA in Section 6. If you need additional information contact Gay Hoffman at 659-7024.

What do I need to do after I have worked a rental?

You must fill in a “Timesheet” (PR4) with all the pertinent information, have your principal sign the form and forward to Gay Hoffman directly.

When will I receive payment?

Support and service staff will receive payment on the regular monthly payroll (PR12).

Technicians will receive their payment on the casual payroll (PR14).

Who needs to fill in a timesheet?

Any regular employee who works a rental must fill in a timesheet i.e. teachers, students, caretakers, building operators. Any student who works a rental must complete a Rental Timesheet (PR3).