



How to Invoice your hours:

Each instructor will receive access to a google doc where they can log hours taught/worked. Hours need to be submitted by month's end and Ron will issue cheques during the following week.

See sample Invoice Sheet:

Advantage Boating		From YOUR NAME						
2777 Cassels Street		SIN:						
Ottawa, ON		Mailing Address:						
K2B 6N6		Phone number:						
		DOB:						
Description	Date	Start time	Finish time	Total time	Lunch time (hrs)	Total Hours	Rate	Gross Total
WW4	6/21/2015	9:00	17:00	8	1	7.00		
WW4	6/27/2015	9:00	17:00	8	1	7.00		
WW4	6/28/2015	9:00	17:00	8	1	7.00		
EV6	7/7/2015	17:30	21:00	3.5	0	3.50		
Review Night	7/8/2015	19:00	21:00	2	0	2.00		
EV6	7/9/2015	17:30	21:00	3.5	0	3.50		

Instructor Salary Rate Chart:

# Courses Taught with Advantage Boating	Hourly Pay Rate
7 or more	17.00
4 to 6	16.00
1 to 3	15.00
Teaching Bonus: 140 hours taught in current year with minimum of 2 full weekend courses taught	Add \$2.00 to hourly pay rate for those courses above 140 hours