

Background

Pembina Hills Public Schools recognizes that from time to time, employees may be asked to work in excess of their assigned hours or work an alternative schedule due to the needs of the Division.

Definitions

Assigned Hours – the hours for which an employee was hired.

Excess Hours – all hours beyond an employees assigned hours and approved by the Supervisor/Principal. These hours are administered in accordance with the Alberta Labour Standards Code and the articles of this Administrative Procedure.

Additional Assigned Time – hours worked in excess of the employee’s assigned hours but not more than eight hours per day.

Overtime – hours worked in excess of eight hours per day or 44 hours per week.

Procedures

General

1. Excess hours must be approved by the employee’s Supervisor prior to the hours being worked.
2. Excess hours are authorized for the following circumstances, or as approved by the Supervisor/Principal:
 - a. Emergent issues or projects,
 - b. Public use of facilities,
 - c. School activities after hours, or
 - d. Busy work load times, e.g. School Start-up.
3. Employees cannot accumulate additional assigned time or overtime during their coffee or lunch breaks.
4. Excess hours shall be measured by quarterly hour increments, e.g. 15 minutes, 30 minutes, 45 minutes.
5. Excess hours will be appropriately recorded on the employee’s timesheet and submitted to the Payroll Department on a monthly basis.
 - A. Additional Assigned Time
 1. Additional assigned time shall be credited on a one to one basis and will be paid each month at the regular rate of pay.
 2. Additional assigned time cannot be banked.
 - B. Overtime
 1. All overtime shall be paid at a rate of 1.5 times the regular rate of pay.
 2. If the Supervisor agrees to an employee signing an overtime agreement, overtime will be banked at the rate of 1.5 times the regular hours. Once an overtime agreement has been signed, all overtime will be banked.

3. Banked overtime taken shall be appropriately recorded in the electronic absence system.
4. Banked overtime must be taken within six (6) months of accumulation. If banked overtime is not taken within six months of accumulation, it will be paid at a rate of 1.5 times the regular rate of pay.

C. Call Out:

1. Employees who are requested by their Supervisor to attend an emergency on a call out basis will be paid a minimum of two (2) hours at the applicable rate.
2. The Supervisor will determine what constitutes an emergency and if a call out is required.
3. Call out is not automatically overtime hours.

Middle Management Days in Lieu

1. Senior Administrators, Managers, and Middle Managers are allocated five (5) vacation days in any one year (July 1 – June 30) in lieu of time commitments outside of the regular work day.
2. Days in lieu are not intended to be awarded on an hour-for-hour basis of any excess hours worked.

Alternative Schedules

1. Alternative Schedules are agreed upon by the employee and the Supervisor which allow for altered start and finish times.
2. Coffee or lunch breaks are not to be used to alter start or finish times.
3. Short-term alternative schedules may last up to two-weeks in duration.
4. Long-term alternative schedules are for an extended period of time and are for a fixed term.