

## **Background**

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

## **Procedures**

1. Standard work hours are those hours during which all employees must be present at their assigned work stations.
2. Excess hours worked will be accumulated and reimbursed in accordance with the Alberta Labour Standards Code and the articles of this Administrative Procedure.

### 1. Excess Hours

- a. All excess hours worked must be approved by the employee's Supervisor prior to the hours being worked.
- b. Excess hours are authorized for the following circumstances, or as approved by the Supervisor/Principal:
  - Emergent issues or projects,
  - Public use of facilities,
  - School activities after hours, or
  - Busy work load times, e.g. School Start-up.
- c. Employees cannot accumulate excess hours during their coffee or lunch breaks.
- d. Excess hours, whether overtime or additional regular time, shall be measured by quarterly hour increments, e.g. 15 minutes, 30 minutes, 45 minutes.
- e. All excess hours worked will be appropriately recorded on the employee's timesheet and submitted to the Payroll Department on a monthly basis.
- f. Additional regular time or banked overtime taken shall be appropriately recorded in the electronic absence system.
- g. Additional regular time or banked overtime must be taken within six (6) months of accumulation.

### A. Overtime:

- i. All overtime hours shall be paid at a rate of time and one half the regular rate of pay.
- ii. Overtime hours shall be banked at the discretion of the Supervisor at a rate of time and one half. An overtime agreement shall be signed.
- iii. 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. The Supervisor will determine what constitutes an emergency and if a call out is required.

### B. Additional Regular Time:

- i. Additional regular time are those hours worked in excess of the Employee's standard work hours, but less than 8 hours per day. These hours shall be credited on a one to one basis.

- ii. Program Assistants and Bus Drivers are not eligible to bank additional regular time. Any time beyond the employee's standard work hours shall be paid.
- iii. A combination of overtime and additional regular time may be accumulated.

2. Middle Management Days in Lieu

- a. 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.
- b. Days in lieu are not intended to be awarded on an hour-for-hour basis of any excess hours worked.

3. Alternative Schedules:

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