

Flexitime:

The intention of the Flexitime procedure is to allow staff flexibility with work and personal commitments. The Flexitime process is not intended to replace vacation time allocated to each staff member. Staff directly affected includes non-management personnel in Regional Office, ADLC, Facilities and Transportation and Information Technology Services.

1. All staff, except Senior and Middle Management, are permitted to work flexible hours, banking any additional hours worked as time in lieu. Senior and Middle Management are allocated an additional five (5) days of vacation annually in lieu of any overtime hours worked.
2. Accumulate maximum of 6 days per year. July 1 to June 30. Once an employee has accumulated the equivalent of 6 flex days, no further accumulation is allowed during the July 1-June 30 period.

Supervisors will approve the employee's flexitime arrangement. Example: for accumulation:

- busy work load times, or
- emergent projects, or
- 15 minutes per day

Non-allowed times of accumulation:

- entire lunch hour (employment standards requires a minimum 30 minute lunch break)
- coffee breaks

In accumulating flexitime and maintaining a healthy workplace, staff should strive not to work beyond the hours of 7:30 a.m. to 5:00 p.m.

Any use of flexitime in lieu must be approved by Supervisor or designate.

3. Employees will be responsible for including their flexitime hours on their timesheet and tracking the amount accumulated. Payroll will report to the employee and their supervisor when the employee has met the **six (6)** day accumulation in the year.
4. Logical Days as per the annual calendar:
 - 2 days to be taken during Christmas Break;
 - 2 days between July 14 - August 15, added to vacation time;
 - 2 days between October 15 - May 15;
 - All days taken will be subject to approval of the immediate supervisor.
5. Flexitime is based on actual time accumulated, not including vacation, days absent or time off.

6. Time worked in excess of the normal working day is considered to be banked as time in lieu on a 1 to 1 basis.
7. All days accumulated in the July 1-June 30 period must be taken by the following December 31st.
8. Staff must consider current projects and co-workers when using their flextime.
9. Administrative Assistants are expected to work the same length of day as other department staff. (When they are working a full day.) This is because they are needed to help coordinate the activities of all staff within the department.
10. Staff in the Facilities and Transportation and Information Technology Services areas may have to work hours that are outside the "normal" work day to facilitate services to schools. Examples may include getting into schools earlier before staff and students, or staying later to complete tasks in order to avoid excessive transportation costs.
11. Facilities and Transportation are the exception to this Administrative Procedure in that time in lieu can be banked to a maximum of 40 hours, unless otherwise authorized by the Director.

Overtime:

1. Support Services - Overtime is paid out in only two circumstances:
 1. When the employee has worked more than 44 hours in a regular work week. (Generally only on special projects).
 2. When the employee is called at home and is required to attend to an emergency. Call-outs are paid out as two hours minimum. The Director will maintain a list of items that constitute an emergency.All other situations will be addressed per Employment Standards Code.