



Living Sky School Division No. 202

Administrative Procedure (AP) Manual

| Procedure Name: Time Banks and Overtime Pay | | | |
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| Procedure Type: | Human Resources | Implementation Date: | JAN 1, 2006 |
| Procedure Number: | 5.24 | Last Approval Date: | JAN. 25, 2023 |
| AP Owner: | HR Administrator | Last Reviewed: | JAN. 25, 2023 |
| Legal Reference(s): | <i>The SK Employment Act – Part II – Employment Standards The Employment Standards Regulations – Part III</i> | | |

Background

Employees are expected to work the number of hours assigned to them as described in collective agreements or employment contracts. However, in rare circumstances, a supervisor may request a support staff member to work time in addition to their regular hours. This additional time may be banked or paid out.

Scope

This procedure applies to out-of-scope and CUPE support staff. It does not apply to managerial, executive or professional staff.

Roles & Responsibilities

Supervisor - is responsible for assigning and approving time that exceeds employees' regular hours of work

Support Staff - are responsible for recording all time worked in excess of their regularly assigned hours as described in this procedure

Definitions

Overtime Bank - is an agreement between the employer and employee that allows any overtime hours that an employee works to be banked rather than paid out. The banked time can be taken off with pay during regular working hours at some mutually agreed upon later date.

Time in lieu - refers to hours earned in excess of regular contract hours up to daily and/or weekly overtime thresholds.

Overtime thresholds - are defined in the current CUPE 4747 Collective Bargaining Agreement (CUPE support). For out-of-scope support staff, overtime refers to hours worked in excess of eight hours/day for a five-day week (or 10 hours/day for four-day week). Overtime also applies if employees work more than 40 hours/week.

Paid time - refers to hours that are paid out upon being earned rather than being banked. Time in lieu is paid at the employee's regular rate of pay; overtime is paid at the applicable overtime rate. All employees (Central Services and school-based) who choose to be paid for time worked that exceeds their regular hours must fill out the *Support Staff Time in Lieu/Overtime Hours* form.

Banked time - refers to hours that are earned and credited at the appropriate rate to the employee's time bank. Central Services employees who choose to bank time must fill out the *Support Staff Time in Lieu/Overtime Hours* form (described below). School-based employees do not need to complete this form if they are banking time; it is tracked at the school. Banked time is a combination of time in lieu (hour for hour) and banked overtime (applicable



overtime rate). Banked time can be taken off with pay during regular work hours at some mutually agreed to later date.

Procedures

1. School-Based CUPE Support Staff

- a. The request to work extra hours and bank time must come from the principal, who may ask CUPE support staff to attend certain school events when deemed necessary (e.g. student conferences, staff meetings, etc.).
- b. When **overtime** is required, the overtime thresholds described in the CUPE Collective Bargaining Agreement must be adhered to, and overtime rates will be paid or credited as applicable.
- c. Banked time must not accumulate beyond two days at any given time.
 - i. Every effort must be made to allow for banked time to be taken before June 30th of the school year during which it was earned.
 - ii. In the event that an employee is unable to take time off by June 30th, the remaining hours in the time bank shall be paid out.
- d. Employees shall give reasonable notice when desiring to use their banked time. Once approved by the principal, changes may be made by mutual agreement.
- e. The principal or designate is responsible for monitoring each employee's banked time.
- f. Banked days must be taken at a time mutually acceptable to employees and principals that will not negatively affect students.
- g. No replacement shall be hired to cover employees who are taking their banked time.

2. Central Services Support Staff

- a. The request to work extra hours must come from the supervisor.
- b. When overtime is required, the overtime thresholds described in *The Saskatchewan Employment Act* shall be adhered to, and overtime rates as set out in The Employment Standards Regulations shall be credited where applicable.
- c. Banked time shall not accumulate beyond an unreasonable amount.
 - i. Every effort must be made to allow for banked time to be taken before August 31st of the year during which it was earned.
 - ii. In the event that an employee is unable to take time off by August 31st, the remaining hours in the time bank shall be paid out.
- d. Employees shall give reasonable notice when desiring to use their banked time. Once approved by the service lead, changes may be made by mutual agreement.
- e. Accumulated banked time must be recorded on paper and approved by the supervisor. Counsellors receive approval from the principal of their home-based school.
- f. No replacement shall be hired to cover employees who are taking their banked time.

Appendices

5.24A – Time Banks and Overtime Pay Form