

OVERTIME WORK

Belief

The Division will permit paid overtime for support staff in order to provide service in situations where normally scheduled work periods will not adequately provide for emergent school system requirements.

Guidelines

1. If overtime is required, approval of the employee's supervisor must be provided prior to the overtime work being commenced.
2. The Superintendent authorizes paid overtime for the following circumstances, as approved by the immediate supervisor:
 - 2.1 Emergencies
 - 2.2 Public use of facilities
 - 2.3 Support staff absence due to illness
 - 2.4 Overtime agreements
 - 2.5 School activities after hours
3. Overtime hours may be banked and taken as time off in lieu of payment as provided in the Employment Standards Code. The employee's immediate supervisor shall approve time off in lieu prior to the time being taken.
4. All overtime shall be calculated in accordance with the Employment Standards Code.
5. Subject to direction from the Superintendent, administrative personnel are authorized to approve overtime for their respective area of responsibility as follows:
 - ◆ Principals - School Based Support Staff
 - ◆ Director of Plant Facilities - Maintenance Staff
 - ◆ Transportation Manager – Transportation Staff
 - ◆ Director of Business Services - Administration Office Support Staff
 - ◆ IT Manager – Technology Department Staff
 - ◆ Facilities Manager – Custodial Staff

6. In cases of emergency, particularly where safety is a factor, all employees are authorized to use their own judgment if appropriate administrative personnel are not available. Any action taken shall be reported to appropriate administrative personnel as soon as possible.
7. The following procedures with respect to record keeping shall apply:
 - 7.1 Employee Overtime Form (Form 441-1) must be submitted to Payroll as approved by the Administrator.
 - 7.2 Overtime hours worked and claimed shall be reported monthly to Payroll on or before the 17th of the month.
 - 7.3 Overtime Agreements (Form 441-2) must be approved by authorized administrative personnel and filed with the payroll department prior to arrangements being made with an employee for time off in lieu or overtime pay.

Reference: Section 60, 61, School Act
Employment Standards Code