

Background

Pembina Hills School Division 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 40 hours per week.

Callout – hours worked when an employee is asked to come back to work after the normal work day is done in order to do special work or attend an emergency. Callout does not extend the work day.

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 by working through 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, signed by the Supervisor 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 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 hours at a rate of 1.5 times the regular rate of pay.
2. The Supervisor will determine what constitutes an emergency and if a call out is required.

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. Long-term alternative schedules are approved, through the Supervisor, by the Superintendent or designate.

Reference

[Form 4-09 Individual Overtime Agreement](#)