



POLICY
SUBJECT:
APPROVAL DATE:
REVISION DATE:
PAGE:

GCJ
HOURS OF WORK/OPERATION
December 8, 1987
November 3, 2003
1 of 2

1. HOURS OF WORK - INSTRUCTIONAL STAFF

- 1.1 Instructional staff shall register in person in their respective buildings and be on duty at least fifteen (15) minutes before the opening hour in the morning and five (5) minutes before the opening hour in the afternoon. Instructional staff shall remain in their classroom following completion of classes to ensure that the classroom is vacated.
- 1.2 Instructional staff shall, unless specifically excused, attend all meetings called by the Superintendent or Principal during the school day for the purpose of discussing matters of concern to the school.
- 1.3 Hourly paid instructional staff shall be in attendance in their respective classrooms prior to the commencement of class and shall remain in their classrooms to ensure that the classroom is vacated following completion of their class.

2. HOURS OF WORK - NON-TEACHING STAFF

- 2.1 The regular hours of work for all full-time employees except those covered by collective agreements shall be seven and one-quarter (7-1/4) hours per day exclusive of meal breaks but inclusive of rest breaks.
- 2.2 The regular hours of work for full-time employees covered by collective agreements shall be those hours specified in the respective agreement.
- 2.3 Individual daily assignment of hours shall be authorized by the Chief Superintendent.

3. OVERTIME

- 3.1 Overtime shall be any time in excess of daily or weekly hours that is assigned and/or authorized by a Superintendent, Department Director or Supervisor, prior to the time being worked.
- 3.2 Employees other than employees covered by collective agreements, employees in the Administrative 1-10 Group, and employees in the Administrative 11-20 Group shall be eligible to receive overtime pay on the basis of one and one-half (1-1/2) times their basic rate of pay for the first four (4) hours, and two (2) times their basic rate of pay for all other hours worked beyond the regular daily hours of work specified in 2.1 above.
- 3.3 Employees covered by collective agreements shall be eligible for overtime pay in accordance with the terms of their collective agreements.
- 3.4 Employees, other than teaching/clinical and administrative staff, required by the Division to work overtime for a period in excess of two (2) hours immediately following their regular hours of work shall be entitled to a payment of five (5) dollars as a meal allowance.

4. HOURS OF OPERATION

- 4.1 The offices of the Administration Buildings, the Child Guidance Clinic and the Prince Charles Resource Centre shall be open from 8:30 a.m. to 4:30 p.m. Monday to Friday, during the school terms.
- 4.2 The Chief Superintendent shall have the authority to alter the hours of operation for these sites during the periods when school is not in session.
- 4.3 The office hours for school sites shall be determined by the Chief Superintendent.



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GCJ
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2 of 2

5. BANKED TIME

5.1 The Chief Superintendent shall be authorized, subject to the exigencies of the service, to make adjustments in work schedules for employees not covered by collective agreements as considered desirable to provide the opportunity for flexibility in working hours.

5.2 Banked time for employees covered by collective agreements shall be as detailed in their respective agreements.

6. COMPENSATING TIME

6.1 Employees, other than employees covered by collective agreements. employees in the Administrative 1-10 Group, and employees in the Administrative 11-20 Group, shall be eligible to receive compensating time off in lieu of overtime as outlined in Section 3.

6.2 The Chief Superintendent or designee shall be authorized to grant up to five (5) days' leave with salary in any one year to employees in Administrative Salary Classes 1-10 to compensate for overtime and to develop the guidelines for the application of this policy.

6.3 Employees covered by collective agreements shall be eligible to receive compensating time off in accordance with their respective collective agreements.

6.4 Employees of the Division who regularly attend Board meetings shall be permitted to take compensating time up to one week, subject to the exigencies of the service.

6.5 The Chief Superintendent shall be authorized to grant up to five (5) days' leave with salary in any one year, on an hour for hour basis, to employees in the Administrative Salary Classes 11-20 to compensate for attendance at meetings outside of regular working hours. This time shall be exclusive of the compensating time referred to in 6.4 above. This time shall be taken subject to the exigencies of the service.

7. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

7.1 Where provisions regarding hours of work or operation exist within a collective agreement, they shall apply.