

## OVERTIME/TIME-IN-LIEU

### Background

To compensate non-teaching staff who are identified as hourly employees, who due to the needs of the school division, are required to work in excess of their assigned hours.

### Procedures

1. Overtime shall be any time authorized to be worked in excess of eight (8) hours in any day or forty (40) hours in any week and shall be authorized in writing by a Superintendent, Principal or Department Manager/Supervisor/Coordinator **prior** to the time being worked except for emergent or critical situations. In emergent or critical situations the employee shall notify their immediate supervisor of the situation, undertake the necessary work to the extent required and on the next work day following the incident submit in writing the work performed and hours worked for approval
2. Employees authorized to work overtime have the option of being paid for overtime in accordance with *The Saskatchewan Employment Act* or the option of banking time-in-lieu at appropriate overtime rates.
3. Employees authorized to be paid for overtime must complete the form *Support Staff Request for Additional Pay – Form 513-5*. Authorization for paid overtime must be provided by the Principal and/or Superintendent, or the Supervisor/Coordinator and/or Department Manager.
4. Employees authorized to bank time-in-lieu must complete *Form 513-9 Option of Time-In- Lieu*. Authorization to bank time-in-lieu must be provided by the Principal and/or Superintendent or the Supervisor/Coordinator and/or Department Manager.
5. When employees are approved to use time-in-lieu replacement staff will not be permitted unless authorized in writing by the Superintendent or Department Manager.
6. Time-in-Lieu shall not exceed 40 hours per fiscal year and it is the responsibility of the employee and immediate supervisor to ensure strict compliance to this limit. Time-in-lieu shall be tracked at the local school or facility. Any employee who has accrued 40 hours of time-in-lieu and who is authorized to work additional hours shall be required to complete Form 513-5 and submit the additional hours for approval of additional pay.
7. Employees, who work on the basis of the academic year, must use time-in-lieu prior to June 30 of the given school year and any time not scheduled to be used by June 30 must be processed using Form 513.5 by June 15
8. Employees, who work on the basis of the calendar year, must use time-in-lieu prior to August 31 or within ninety days of accruing the extra time if worked within the preceding ninety days. Any time not scheduled to be used by August 31 must be processed using Form 513.5 by August 15.

9. In the event of an inconsistency between this procedure and a provision in a collective bargaining agreement, for those employees covered by the collective bargaining agreement, the provisions of the applicable collective bargaining agreement shall apply.
  
10. For employees not covered by a collective agreement the following positions are deemed to be eligible for overtime and/or time in lieu provisions as outlined above: Receptionist, Accounting Assistant, Executive Assistant, Learning Support Assistant, Transportation Assistant, Transportation Information Systems Assistant, Operations Information Systems Assistant, Payroll Assistant, Data Reporting Assistant, Network Technician, Facilities Technician, and Mechanic. All other Out-of-Scope positions are eligible for flex time but are not eligible for the overtime/time-in-lieu provisions of this Administrative Procedure except in rare extenuating or emergent situations that are approved by the Director.

Reference: The Saskatchewan Employment Act  
Forms Manual: Form 513-5; Form 513-9

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