

## **FLEX TIME FOR EDUCATIONAL ASSISTANTS**

### **Background**

The division recognizes the importance of team collaboration and the inclusion of students with intensive needs in school activities and other events supporting Inclusion and Intervention Plan (IIP) goals. As such, Educational Assistants (EAs) are provided with flex time to compensate them for hours worked beyond their regular workday to promote this inclusion of students who require additional supports. Flex time also allows EAs to participate in student meetings as valued team members, as well as staff meetings.

### **Procedures**

1. The annual Good Spirit School Division EA calendar will outline the number of flex days available each school year to a maximum of 3 flex days per year.
2. A permanent EA who begins on the first day of the EA calendar shall receive 3 flex days per year.
3. Flex time for temporary EAs a portion of the school year will be allotted as follows. Contracts over 4 months will include 1 flex day and contracts over 7 months will include 2 flex days. If further time is required, a request for additional pay (Form 513-5 Support Staff Request for Additional Pay) can be submitted to the Director of Education or designate prior to working the additional hours.
4. An EA returning from a long-term leave of absence during the school year will be allotted 1 flex day if, upon return, there is less than seven months remaining of the school year. For example, an EA who returns in January will be allotted 1 flex day.
5. An EA returning from a long-term leave of absence during the school year will be allotted 2 flex days if, upon return, there is more than seven but less than ten months remaining of the school year. For example, an EA who returns in October will be allotted 2 flex days.
6. To calculate the amount of flex hours per EA, multiply their daily hours by the number of flex days allotted for the school year. For example, 5.5 hours per day x 3 flex days = 16.5 hours.
7. EAs require the approval of their Student Support Teacher (SST) and Administrator before logging flex time worked into Atrieve.
8. EAs are responsible to record an explanation of flex hours worked in the Atrieve Absence entry.
9. Flex time worked must be recorded in 15-minute increments as 0.25, 0.5, 0.75 or 1.0 hours on monthly timesheets.

10. If flex time entered into Atrieve takes the employee over the 8 hour / day threshold, the flex bank will be deducted at time and a half.
11. EAs who have worked their allotted flex time will not be required to work the designated day or days in June as indicated on the EA calendar. Those with flex hours left to work shall work their remaining hours on the designated day or days in June.
12. Flex time is intended to be used for:
  - 12.1. EAs to participate in student team meetings (IIP, MAPS, problem-solving, transition, etc.)
  - 12.2. Providing support to students with intensive needs when participating in school approved field trips that go beyond EA work hours.
  - 12.3. Compensating EAs who have missed their duty-free lunch when supervising students with intensive needs on field trips or other Student Service Coordinator (SSC) approved activities or events.
  - 12.4. SSTs to hold before or after school meetings with their EAs to support communication, consistency, collaboration and capacity building.
  - 12.5. EAs to collaborate with classroom teachers and/or school team regarding programming of intensive needs students they work with.
  - 12.6. Materials preparation for students with intensive needs as approved by the SST.
  - 12.7. Completing division-directed professional development (TEAM Orientation, NVCI, etc.)
  - 12.8. EAs to participate in general staff meetings beyond work hours to a maximum of half of their allotted flex hours for the school year (e.g. An EA with 16.5 hours allotted may use up to 8.25 hours for staff meetings).
13. Flex time is not to be used for:
  - 13.1. EAs to participate in school division activities or field trips beyond work hours where there are no students with intensive needs requiring this level of support.
  - 13.2. Administrative duties not related to students requiring intensive support.

Reference: CUPE Local 4784 Collective Agreement  
Forms Manual: Form 513-1; Form 513-5

**Updated: January 2015, May 2015, December 2015, November 2016, July 2017, April 2018, July 2024**