

<p>Personnel and Employee Relations 7562 Adjusted Work Schedule</p>	Administrative Application	
	Last Reviewed /Approved on:	February 12, 2019
	References:	Education Support Professionals Conditions of Employment, Compensations and Benefits, Sec. 7 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes and values the contribution of its employees, and recognizes that because of the nature of individual duties, employees may need to adjust their work schedules in order to meet school division needs. **This application does not apply to teachers, CUPE staff, or substitute staff.** An adjusted work schedule cannot infringe about the department/schools ability to conduct their business, in the event that this is the case, the employee(s) will not be able to access an adjusted work schedule.

Definition

There are four (4) ways to address an adjusted work schedule in a department:

1. **Earned Days Off (EDO's) – Catholic Education Centre Staff only**

A way to handle/reduce overtime or meet specific business needs is to schedule longer working days with prescheduled time off. An Earned Day Off (EDO) should not be confused with standard time in lieu. The superintendent in charge of any department should have a rationale for the usage of the adjusted work schedule with specific department staff in their charge. This rationale must indicate that the school work day will not be interrupted. EDO's are for employees to access a recovery day as these employees have been extending their work day by 21 minutes. This day may also be used for business and appointments. It is recommended that these days are used periodically and not accumulated as that is not the intended purpose.

a. Guidelines for Earned Day Off (EDO)

- i. An EDO is subject to any contract restrictions held by any specific employee or employee group. Individual employees should review their contracts and possible restrictions therein prior to approaching their respective superintendent for permission to access an EDO.
- ii. An EDO is available only to twelve (12)-month, non-instructional Education Support Professionals including out-of-scope support personnel.
- iii. Employees extend their work day an extra twenty-one (21) minutes per day to allow for one (1) extra day per month to be taken off at a later date. The extra minutes are not to be in place of coffee breaks. Extensions and specific work days must be agreed upon, in writing, by the employee and their superintendent.
- iv. An EDO is to be utilized under a modified "use them or lose them" approach. No more than five (5) days should be accumulated at any one time. It is recommended that an employee does not accumulate five (5) days – that is

contrary to the intended purpose of EDO's. If more than five (5) days are held, the employee will lose the additional day(s) that may exist, at the discretion of the superintendent in charge. The Business and Finance Department and Human Resource Services Department will monitor the storage banks quarterly and report to the principals/superintendents the number of accumulated days. Earned days should be taken as time off; no compensation will be paid for unused days.

- v. An EDO will be set up in payroll using a specific storage bank. The bank would automatically assure the days earned on a monthly basis are recorded.
- vi. Employees must record the day they have taken off on their timecard, enter the date into the absence management system and indicate that this is a result of an EDO; they have used an EDO. Payroll would then reduce the storage bank accordingly. As with any other absence, the absence is reported the following month it occurs. All active storage bank balances are printed on the employee's monthly earning statements.
- vii. EDO's may only be taken in half-day ($\frac{1}{2}$) day or one (1) day allotments.
- viii. Superintendents utilizing EDO's in their department should have a monitoring plan reflecting these guidelines.
- ix. Other arrangements that are not reported through the employee's monthly time card cannot be accepted as a basis for compensation at a later date.

2. **Flex Time**

This refers to an employee start and end times that differ from the standard times. This could be an established time on a regular basis or could be used to meet needs, not to be used as banked time.

3. **Overtime**

This refers to payment for time worked beyond the regular work day and week (normally 7 $\frac{1}{4}$ hours/day and 36 $\frac{1}{4}$ hours/week). Employees accruing EDO's shall receive pay beyond the regular work day and week of normally 7.6 hours/day and 38 hours/week. Authorized overtime is compensated at a rate of 1.5/1 for the first two (2) hours in any given week. Overtime in excess of two (2) hours in any given week is compensated at rate of 2/1. Employees have the option of receiving compensation for overtime as either a cash payment or 'time of lieu' (see below).

Overtime must be recorded on the monthly time card, with pre-authorization by their immediate principal and superintendent in writing. These payments are paid for out of the school division salary budget. It is recommended that overtime be used sparingly and should not exceed ten (10) hours OTC for 10-month staff (OM) and ten (10) hours OTC for 12-month staff.

Superintendents noticing patterns of significant use of overtime should discuss this usage with the Director. Other arrangements that are not reported through the employee's monthly time card cannot be accepted as a basis for compensation at a later date.

4. **Time in Lieu**

This refers to employees receiving compensation for overtime worked as time off with pay. With pre-approval from a principal and superintendent, an employee could exercise the option of taking overtime off as 'time in lieu' rather than a cash payment. The immediate supervisor must initial the intent on the employee's time card. The employee will have overtime calculated at a rate of 1.5/1 for the first two (2) hours in any given week. Overtime in excess of two (2) hours in any given week is compensated at rate of 2/1 and recorded in the employee's overtime storage

bank which is tracked in the payroll system. (Time in lieu must be recorded referencing overtime banked withdrawn (OTC) on their time card). This will reduce the employee's overtime storage bank in the payroll system.

Other arrangements that are not reported through the employee's monthly time card cannot be accepted as a basis for compensation at a later date.

5. **Annual Vacation**

This refers to 12-month employees who accrue vacation time based on years of service. Requested annual vacation may be approved if the request meets the requirement of the specific department or school site. A maximum of one (1) week annual vacation may be scheduled during the teaching days of the school year on approval by the Supervisor. The Supervisor may grant annual vacation greater than one (1) week. If the requested annual vacation time jeopardizes the productivity of the department or school site, the request may be denied. No more than five (5) days of Annual Vacation should be carried forward to the next year.

Application

1. Adjustments to a work schedule may be made when this meets the needs of the school/central office and is preapproved by the principal/superintendent and subject to operational feasibility.
2. Utilizing an adjusted work schedule will not incur any additional costs to the school division. Only overtime will add costs, this must be preapproved.
3. Substitute staff cannot be called in to replace a staff member accessing an EDO, a Time in Lieu day or an Annual Vacation day. A 10-month employee cannot cover for a 12-month employee on an EDO. (The Catholic Education Centre Reception Desk, HR Teacher Administrative Assistant and HR ESP Administrative Assistant are the only exceptions).
4. There are several avenues to choose from to accommodate adjusted work schedules, they are as follows:
 - a. **Earned Day Off (EDO)** - applicable to 12-month, non-instructional staff.
 - b. **Flex Time** - applicable to 10-month and 12-month, non-instructional staff.
 - c. **Overtime** - should only be used in rare cases and be pre-approved.
 - d. **Time in Lieu** - applicable to 10-month and 12-month, non-instructional staff.
5. Communication of this initiative will be the responsibility of each principal/superintendent in charge of respective departments.
6. Whenever possible, it is expected that banked days accumulated by way of an adjusted work schedule will be utilized for appointments. (dentist, doctor, physiotherapist, etc.)
7. The principal/superintendent in charge of any school/department should develop a rationale for the usage of adjusted work schedules. This rationale must ensure that the school workday will not be interrupted.
8. The application of these guidelines for part-time staff will be pro-rated.

9. During the months of July and August, EDO's cannot be accrued.

NOTE:

10-month, non-instructional staff are not eligible for EDO's as their work year schedules are tied to the school year schedule.