



HUMAN RESOURCES MANAGEMENT 1 – Time-in-Lieu – Central Office

Date: December 5, 2001

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

At times it may be necessary that staff work longer than their regularly scheduled hours to meet the timelines surrounding a specific task. When this is required, a plan to compensate the employee is needed within a framework that provides fairness to the employee and allows the flexibility needed for scheduling time to get tasks completed in an efficient and timely manner.

2.0 PROCESS

The Office Manager will be responsible for maintaining and communicating a process for time-in-lieu and overtime for Central Office.

3.0 GUIDELINES

- 3.1 The Office Manager will set parameters for scheduling office hours.
- 3.2 Scheduling of regular hours worked in the day is the decision of the department head in consultation with his/her staff.
- 3.3 With the prior approval of his/her direct supervisor, an employee may work more than his/her regular hours and build a pool of hours owed to the employee.
- 3.4 Time-in-lieu of hours owed to the employee must be earmarked for specific time off and will be scheduled with the employee on an hour-for-hour basis.
- 3.5 All time-in-lieu must be used by the end of August of the school year it was incurred.
- 3.6 Monthly time sheets for each employee must be approved and signed by the employee's direct supervisor and forwarded to the Executive Assistant to the Secretary-Treasurer.

References: *General Pay Plan*