



POLICY
SUBJECT:
APPROVAL DATE:
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GCJ
HOURS OF WORK/OPERATION
December 8, 1987
November 3, 2003
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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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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.



Regulations governing procedures and operations for the hours of work/operation as determined by the Chief Superintendent.

1. "Banked Time" Program for Office Staff

The following guidelines will apply for the accumulation of banked time:

1.1 Personnel Eligible

- 1.1.1 Office clerical employees and employees in the Administrative 1-10 Group, Administration Buildings, Prince Charles Resource Centre and Child Guidance Clinic are eligible to participate in the banked time program. Part-time personnel and those who work only when schools are in session are not eligible.
- 1.1.2 Participation is subject to receiving approval in advance from the individual's supervisor, section head, department supervisor or principal and authorized by the employee's Superintendent or Department Director.
- 1.1.3 The banked time period may start any time from July 1 of each school year.

1.2 Banking Time

- 1.2.1 Not to exceed thirty (30) minutes per day (except for authorized overtime).
- 1.2.2 Not to exceed a total of five (5) days in any one (1) year unless prior authorization is given by the Chief Superintendent or designate.
- 1.2.3 Authorized overtime of not less than thirty (30) minutes may be banked on a straight time basis if desired, subject to prior agreement with the supervisor.
- 1.2.4 Banked time shall only be allowed when there is work which must be completed and this work cannot be accommodated during the normal working day.
- 1.2.5 Banked time may be used for one (1) or two (2) days absence at any one time.
- 1.2.6 The approval of the appropriate Superintendent or Department Director must be obtained with respect to:
 - (a) the employee's participation;
 - (b) when the extra time is to be worked; and
 - (c) when the "banked" time is to be used.In some cases it may be possible, at the time the employee elects to participate, to determine the date(s) when the "banked" time is to be used. However, this may not always be possible and a decision will need to be made later when the needs of the service and staff requirements for particular days can be more definitely ascertained.

A person who reports to more than one supervisor (e.g., in more than one school) must have the approval of both supervisors before making plans for banking time.
- 1.2.7 Full service must be maintained by all departments throughout normal office hours.
- 1.2.8 Accurate record-keeping shall be the responsibility of the Principal or Department Director.



**ADMINISTRATIVE RULE/
PROCEDURE** **GCJ-R**
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2. Procedure for Authorizing Overtime to be Worked by Teacher Assistants

- 2.1 When a Principal of a school that employs Teacher Assistants anticipates some event which will require Teacher Assistants to work overtime, the Principal will report the particulars to the Superintendent with a request for authority to have the teacher assistants work overtime and will arrange with the Superintendent the number of hours to be authorized for payment of salary.
- 2.2 The Superintendent will notify the Human Resources Officer, giving details of overtime which has been authorized.
- 2.3 The overtime worked by Teacher Assistants will be included in the regular time sheet, signed by the Teacher Assistant and certified by the Principal.
- 2.4 Upon receipt of time sheets the payroll department will refer the time sheets which include payment for overtime to the Human Resources Officer to confirm the payment of overtime claimed.



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**The Winnipeg School Division
 Substitute Teacher Assistant Time Report**

Name: _____ School: _____

Week 1 Monday Tuesday Wednesday Thursday Friday

Date: _____ _____ _____ _____ _____

No. of
Hours _____ _____ _____ _____ _____

Legend: SH - Statutory Holiday ILL - Illness PB - Personal Business (see below) NC - No classes (did not work and did not attend in-service or convention, etc.)

Week 2 Monday Tuesday Wednesday Thursday Friday

Date: _____ _____ _____ _____ _____

No. of
Hours _____ _____ _____ _____ _____

TOTAL HOURS _____

Certified Correct:

(Principal)

(Signature of Substitute Teacher Assistant)

Substituting for _____

FOR DIVISION OFFICE USE ONLY

Distribution Code _____

School No. _____ Employee No. _____

Hours	Rate	Gross Pay	Unemploy. Insurance	Pension	Income Tax	C.P.P.	Net

Prepared: _____ Checked: _____ Entered: _____ Verified: _____



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**The Winnipeg School Division
 Substitute Clerical Staff Time Sheet**

Name: _____

When Completing this Time Sheet Please Print

Date Worked	Hours Worked		Total Hours	Substitute For	School
	A.M.	P.M.			
<i>Example:</i> Feb. 1/93	8:00-12:00	12:45-4:00	7.25	Janet Smith	Daniel McIntyre

 Principal

 Signature of Clerk

Distribution Code _____
 School No. _____

Employee No. _____

Hours	Rate	Gross Pay	U.I.C.	Pension	Tax	C.P.P.	Net

Prepared: _____

Checked: _____



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The Winnipeg School Division
STATEMENT OF OVERTIME

DATE:

To: PAYROLL DEPARTMENT

Re: Support Staff (Non-Teaching) Overtime

Employee's Name _____

Position _____

Department _____

Section _____

For the Bi-Weekly period ending _____

DATE	TIME WORKED	HOURS	PARTICULARS
	TOTAL HOURS	-	

Employee's Signature _____

Supervisor's Signature _____

Approved for Payment _____

FOR PAYROLL USE ONLY

HOURS AT TIME AND ONE-HALF RATE AMOUNT

HOURS AT DOUBLE TIME _____



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The Winnipeg School Division
REGULAR TIME

EMPLOYEE NAME: Print	SCHOOL/BUILDING: Print
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This side to be used to record REGULAR TIME only. For overtime use reverse side.

WEEK NO. 1					WEEK NO. 2				
Date		Time		Time	Date		Time		Time
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	

When a full working day is not accounted for on this card, enter reason(s) below:

Any employee who registers time other than his/her own shall be liable to suspension or dismissal.

Employee Signature



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**The Winnipeg School Division
OVERTIME**

This side to be used to record OVERTIME only

WEEK NO. 1					WEEK NO. 2				
Date		Time		Time	Date		Time		Time
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	
	IN		OUT			IN		OUT	



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SIDE II

**The Winnipeg School Division
 Custodial Overtime Submission Report**

Submission Period from _____ to _____ 20__ School _____ School No. _____

Date		Time Overtime Worked				Nature of Overtime				Office Use Only (DO NOT WRITE)	Overtime Hours	Overtime Claimed By: Print Last Name & Initial	Lunch Money (✓)
Mth.	Day	Time Started a.m.	p.m.	Time Finished a.m.	p.m.	WF (✓)	Last Name of Absent Custodian	Permit No.	Dist. Code				

Reasons for Excess Overtime:				Reason for Excess Overtime:				Certified Correct:	
Date	State specific duties performed for excess overtime			Date	State specific duties performed for excess overtime			Signature of Chief/Head Custodian	
								Date: _____ 20/___	