

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 454
SECTION:	RELATIONS		
PROCEDURE:	SUPPORT STAFF HOURS OF WORK & ADDITIONAL WORK TIME		

BACKGROUND

It is recognized that periodically throughout the year, paraprofessional support staff may be required to attend to duties with students (or related to students) beyond the regular school day. It is expected that such circumstances would only amount to an accumulation of an hour or two on rare occasions, which could be taken as time off upon arrangement with the Principal. All banked time must have the prior approval of the Principal and be formally recorded by the Principal.

Professional support staff are not entitled to bank time under any circumstances. Employees in this category include: School Counselors, Occupational Therapists, Speech and Language Pathologists, Coordinators, Consultants, IT Technologists, , Liaison Workers, and any other position(s) paid on the professional scale i.e.: at or above the minimum annual salary on the current Provincial Salary Scale for Teachers.

PROCEDURES

1. Banking of extra hours worked beyond those regularly scheduled is only available to paraprofessional support staff and with prior approval of the Principal.
2. Time is to be banked only when paraprofessional staff are required to provide services to students beyond regular scheduled hours and such services cannot otherwise be provided during the regular scheduled working day. School excursions of one day or less leaving before regular scheduled hours and/or returning after regular hours would qualify for banked time. However, banked time is NOT to be recorded when paraprofessionals are required to support a special needs student for scheduled events which extend over a regular 8 hour working day, or an overnight excursion. In these circumstances, the extra time is to be recorded on the employee's monthly time sheet and shall be recognized at 1.5 hours of pay per hour.
3. Actual time worked by an employee beyond regular hours and which qualifies for banking purposes under this procedure is to be recorded – in minutes - by the Principal.
4. Time is NOT to be banked for any regularly occurring or scheduled activity, duty, or responsibility (ex: supervision of students requiring support at lunch) – such time must have the prior approval of the Principal and Director/Designate and is recorded on the employee's monthly time sheet.
5. Attendance at staff meetings by paraprofessional support personnel is voluntary and is not eligible for banked time. .

6. When attending religion inservices, orientation day, etc., employees should record on their time sheet the actual hours worked - including (approved) travel time when the inservice is outside the community in which they normally work. The caretaker, maintenance, and secretarial may return to work to complete their regular daily hours and record them as such on their time sheets.
7. Time for voluntary activities and time for extracurricular activities shall not be considered for banked time.
8. As part of the student's in-school learning support team, paraprofessional staff may be required to meet with parents or guardians from time to time during the school year. Often the paraprofessional's role is such that their input is important to the decision making process. It seems reasonable that one or two of these meetings would be considered part of the employee's regular responsibilities; however, if the frequency is greater than two times per year, the employee may request that the Principal consider such meetings for banked time.
9. Employees are to record their accumulated banked time (total hours as at the date on the form) on their monthly time sheets submitted to the Division Office.
10. Banked time is to be used in the school year it is accumulated. There shall be no carry-over from one year to the next nor shall accumulated banked time be paid out by the board.

Date Issued: November 21, 2007

Date Revised: August 17, 2010
May 12, 2017