

Restrictions in overtime, time in lieu and EDOs

Background

In recognition of the Division's duty to provide quality education, schools and offices will be staffed with personnel of high quality and commitment.

The determination of the Supervisory Personnel shall be defined as follows: IT Manager, Finance Manager, Maintenance Coordinator, Facilities Supervisor, KidsFirst North Program Manager and Payroll Supervisor

The determination of Field Staff shall be defined as follows: IT Field Services Technician, Service Desk Technician, Transportation Coordinator, Facilities Compliance Safety Officer, Caretakers, Local/Area Maintenance, Groundskeeper, Tradespeople, Apprentices, Equipment Operator, Communications/Lean Leader, Network Administrator, Data Services Administrator and Server Administrator

Supervisory Employees

Procedures

1. Supervisory Employees are restricted from working overtime and shall not accumulate time in lieu.
2. Supervisory Employees will receive nine EDO's (Earned Days Off) per year that are predetermined on an annual basis as division office closures.

Field Employees

1. Field Employees who travel extensively throughout the division may earn time in lieu. Field Employees are encouraged to manage their time and take days off to avoid accumulation. Payment of Time in lieu must be approved by the Director of Education.
2. Field Employees do not receive EDO's (Earned Days Off).