ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations Overtime Pay, Banked Time and Call In PER #06

Revised: **November 2026**

Background

Grounded in our Catholic faith and the inherent dignity of every person, Christ The Redeemer Catholic Schools (CTR) recognizes the dignity of work and the importance of treating all employees with fairness, respect, and justice. As a Catholic learning community, CTR is committed to fostering employment practices that honour the contributions of staff, support their well-being, and promote a healthy balance between professional and personal responsibilities. The Division is committed to ensuring equitable and responsible practices regarding overtime compensation, banked time, and call-in requirements, while exercising prudent stewardship of its resources and complying with applicable employment legislation.

The CTR's Board of Trustees' (Board) Policy on Compensation and Benefits for Non-teaching Staff states "*the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement.*"

The Alberta Employment Standards Code establishes minimum standards of employment for employers and employees in the workplace. The Employment Standards Code defines overtime as all hours worked in excess of: 8 hours a day and / or, 44 hours a week. Overtime hours are to be calculated both on a daily and weekly basis. The higher of the two numbers is overtime hours worked in the week.

In addition, the Employment Standards Code outlines which employees are eligible for overtime payments and how an employee is to be paid for overtime worked. Staff members must receive approval from their supervisor prior to working any overtime hours that exceed their regular scheduled/planned hours. The preference for any overtime required is banking of time. Overtime Pay and Banked Time is to be approved and remitted to the payroll department at Christ The Redeemer for reconciliation monthly using the Support Banked Lieu Form.

Procedures

Overtime Hours and Overtime Pay

1. **Definitions**
   - 1.1. **Overtime Hours and Overtime Pay:** Alberta Employment Standards, Bill 2, came into effect September 1, 2019, and states that employers must pay eligible employees at least 1.5 times their regular hourly rate for overtime worked or provide banked overtime at a rate of 1.0 times for each overtime hour worked. Overtime pay is calculated on the greater of numbers of hours worked in a week (in excess of 44) or number of hours worked in a day (in excess of 8 hours). Those employees that are identified as overtime exempt are subject to the Overtime Exempt process as outlined in this Administrative Procedure.

2. **Banked Overtime Hours**
   2.1. Staff members must receive approval from their supervisor prior to working overtime hours.
   2.2. Banked overtime hours must comply with Alberta Employment Standards legislation.
   2.3. Banked Overtime hours shall be appropriately recorded on the employee's Support Banked Lieu Form.
   2.4. On a monthly basis, each school and division office department shall submit all Support Banked Lieu Forms to payroll by the end of the 16th day of each month.
   2.5. Employees shall bank overtime hours based on hours worked in excess of their regular scheduled hours. Employees shall bank at 1.0 times any hours worked up to 8 hours per day that are in excess of their regular planned hours and up to a maximum of 44 weekly regular hours. Employees shall bank at 1.0 times any hours worked in excess of 8 hours daily or 44 hours weekly.
   2.6. In consultation with their supervisor, banked hours shall be taken as soon as possible. Employees have up to 6 months from the end of the pay period in which the hours were earned to use them. Banked overtime that is unable to be taken within 6 months of when it is earned will be paid out at the rate at which it was earned.
   2.7. Banked Hours shall not be used to extend a vacation or to create an additional vacation period. They are to be used in small increments as soon after accumulation as possible.
   2.8. Staff members are not to purposefully accumulate Banked Hours for the purpose of creating additional vacation time.

3. **Overtime Pay**
   3.1. Staff members must receive approval from their supervisor prior to working overtime hours.
   3.2. Overtime worked shall be appropriately recorded on the employee's Support Overtime Submission Form.
   3.3. On a monthly basis, each school and division office department shall submit all Support Overtime Submission Forms to payroll by the end of the 5th day of each month in order to capture the previous month.
   3.4. Employees shall be paid overtime hours worked based on hours worked in excess of their regular scheduled hours. Employees shall be paid at 1.0 times their regular rate of pay for hours worked up to 8 hours per day that are in excess of their regular planned hours and up to the 44 weekly hours. Employees shall be paid at 1.5 times their regular rate of pay for hours worked in excess of 8 hours daily or 44 hours weekly.

4. **Overtime Eligible and Ineligible**

   Under the *Employment Standards Regulation*, AR 14/97, the list of overtime ineligible employees include:

   - Employees who are employed in a supervisory capacity and whose duties do not, other than incidental way, consist of work similar to that performed by other employees who are not so employed.
   - Employees who are employed in a managerial capacity and whose duties do not, other than in an incidental way, consist of work similar to that performed by other employees who are not so employed.
   - Employees who are employed in a confidential capacity and whose duties do not, other than in an incidental way, consist of work similar to that performed by other employees who are not so employed.
   - A Chartered Professional Accountant or candidate within the meaning of the Chartered Professional Accounts Act.
   - An information systems professional, being an employee who is primarily engaged in the investigation, analysis, design, development, implementation, operation, or management of information systems based on computer and related technologies through the objective application of specialized knowledge and professional judgement.

5. **Overtime Eligible**
   All non-teaching staff including some Managers, Officers, Supervisors and Coordinators, overtime hours paid and/or banked are eligible for overtime. These positions may include, but are not limited to, Construction Coordinator, Maintenance Supervisor, Administrative Assistant, and Finance Assistant.

6. **Overtime Ineligible**
   Due to the nature of work for Professional, Supervisory and Management staff, excluding those positions noted in the Overtime Eligible list, flexibility is required to accommodate varying workloads and operational needs. These employees are normally expected to be self-directed with respect to their job function and may sometimes find it necessary to work more than an average workweek to perform their duties satisfactorily. Actual work schedules can vary according to operational needs and requirements. Extra work tasks which are of a periodic or seasonal nature and not excessive in amount are deemed to be part of normal duties. Non-teaching senior administrators are not eligible for paid or banked overtime – these positions may include, but are not limited to:

- Accountant
- Payroll Officer
- Coordinator of Student Information Systems
- Coordinator of Technology
- Coordinator of Human Resources
- Educational Spaces and Planning Project Manager
- Network Administrator
- Transportation Officer
- Procurement Officer and Grant Writer
- Human Resource Officer
- Executive Assistant
- Directors
- Superintendents

Call-In Procedure

Certain operational roles may require employees to be available for work outside of regular working hours for emergent situations. The following outlines the expectations, scheduling, and compensation for employees who are called in to work. Those with managerial duties shall not be compensated for call-in work.

1. Definitions

1.1. Call-In: When an employee is contacted and performs work, either remotely or by attending a worksite, outside the regular working hours.

2. Notification and Employee Ability to Respond to a Call-In Assignment

2.1. Supervisors are responsible for call-in assignments to meet operational needs.

2.2. Employees who respond to call-in assignments must be fit and able to perform their regular duties

3. Compensation Guidelines

3.1. Call-In (Work Performed):

3.1.1. With approval from their supervisor, employees shall be compensated for a minimum of 3 hours pay at their regular wage, even if the actual work takes less time. Employees who work longer 3 hours, will be compensated for the hours worked.

3.1.2. Overtime will be paid at 1.5 times the regular rate if work exceeds 8 hours/day or 44 hours/week.

3.1.3. Travel to a worksite shall be included as paid time.

3.1.4. Mileage shall be claimed if the location is not their regular place of work, and if a personal vehicle is used.

3.1.5. Employees who respond to multiple issues outside of regular work hours shall be contacted by Human Resources to determine compensation.

4. Recordkeeping

4.1. Employees are responsible for completing a Call-in Response Log for each individual call-in where work is performed, including employee name, date and time of call-in, facility or location of job, time of departure to and from site, and description of work performed

4.2. Employees must submit completed forms to their supervisor on the next working day for review and approval.

4.3. Timesheets must be submitted within the applicable pay period to ensure proper compensation.

4.4. If a personal vehicle is used, employees are responsible for submitting a mileage claim in accordance with division policy.

5. Rest Between Shifts

5.1. In accordance with Alberta Employment Standards, employees must be provided with a minimum of 8 consecutive hours of rest between shifts. Employees may return to work after a call-in shift if there is an emergency situation.

6. Health and Safety

6.1. Supervisors must monitor call-in workload to prevent excessive fatigue and ensure employee well-being.

6.2. Adjustments should be made if an employee's call-in duties impact their ability to perform regular duties safely.

6.3. Employees must be fit for duty when responding to call-ins . If an employee is experiencing illness, fatigue, or other impairment that could impact their safety or performance, they must notify their supervisor immediately and refrain from responding.

6.4. All employees designated for call-in duties must be trained in safe work procedures, site-specific hazards, emergency response, and equipment they may be expected to use.

6.5. Supervisors who have staff responding to after-hours emergencies shall coordinate pre-arranged check-in plans and ensure that staff who feel unsafe do not enter a facility and contact 911 or their supervisor for support.