

**Medicine Hat School District No. 76  
Principal Approved Overtime Tracking Form - Clerical/EA's**

Employee Name \_\_\_\_\_

School Year \_\_\_\_\_

Employee Role \_\_\_\_\_

- Notes:**
- 1 This form must be completed **daily** by the employee when overtime is earned and signed approval given by the principal.
  - 2 Overtime cannot be worked until authorization has been granted by the school principal.
  - 3 Overtime can only be authorized by a school principal for duties required in exceptional circumstances. This does not include performing regularly assigned duties.
  - 4 See CUPE **Overtime Guidelines** on reverse of tracking sheet.

	Overtime earned after	OT rate earned
Monday - Friday	8 hours/day or less	1.0
Monday - Friday	Greater than 8 hours/day	1.5
Saturday & Sunday	40 hours/wk or less	1.0
Saturday & Sunday	<b>Greater</b> than 40 hours/wk	1.5
Statutory Holidays		2

Date Worked (Include Day of Week)	Overtime Earned or Used	OT Requirements Met on Chart Above	Total Hours Worked on Date	Assigned Hours on Date Worked	Overtime Hours Worked	Hours Worked at 1.0 (Straight Time)	Hours Worked at 1.5 (Overtime)	Overtime Hours Earned (Used)	Accumulated Overtime Balance	Brief Description of Tasks	Employee Initial	Principal Approval

CUPE Overtime Guidelines

January 5, 2016

**Article 23** in the September 1, 2015 CUPE collective agreement states:

23.01 **Overtime** - shall be paid as follows:

- (1) Time and one-half (1 ½) of regular salary, plus allowances for the first four (4) hours **after eight (8) hours of work** in a day and double (2) time thereafter.
- (2) Time and one-half (1 ½) shall be paid on **Saturdays and Sundays** for all hours worked, with the exclusion of hours worked under 22.01(6) (Snow Removal on weekends at employee's request).
- (3) Double (2) time shall be paid on all statutory holidays.
- (4) Notwithstanding Article 23.01(2) above, overtime will not be paid unless the employee works more than forty (40) hours in a week.

23.02 **Emergency Call Outs** - Time and one-half (1 ½) shall be paid for emergency call outs for all hours worked.

23.03 **Authorization** - No overtime shall be paid unless the work concerned has been authorized by the employer or its officials.

**(2) Clerical Group:**

- (a) **School principals** may authorize additional time at the applicable overtime rate, but **only** as it pertains to **time off in lieu** of being paid overtime.
- (b) Time off in lieu of being paid must be taken at a time agreeable to the employee and the employer or its officials. A substitute will not be provided, and time off in lieu must not lead to overtime being required. **Time off in lieu must be taken during the school year earned.** If a mutually acceptable time cannot be found by the end of June in any school year the time shall be paid out based on the Additional Time Tracking and Authorization Form.
- (c) If an employee is required and approved by the Secretary Treasurer or his/her designate, to work above the maximum days and hours during the summer as outlined in Article 24.02(4), they shall be paid at the overtime rate of one and one-half (1½) times of regular salary or time in lieu as mutually agreed.

**(3) Educational Assistant Group:**

- (a) **School principals** may authorize additional time at the applicable overtime rate, but **only** as it pertains to **time off in lieu** of being paid overtime.
- (b) Time off in lieu of being paid must be taken at a time agreeable to the employee and the employer. A substitute will not be provided, and time off in lieu must not lead to overtime being required. **Time off in lieu must be taken during the school year earned.** If a mutually acceptable time cannot be found by the end of June in any school year the time shall be paid out based on the Additional Time Tracking and Authorization Form.