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## ADMINISTRATIVE PROCEDURE 560 COMPENSATORY TIME FOR EXCLUDED AND MANAGEMENT EMPLOYEES

### Purpose

This Administrative Procedure outlines the conditions and process under which Chilliwack School District (“District”) Excluded and Management staff (“MGMT-Leaders”) may adjust their work schedules or accrue compensatory time for additional hours worked beyond their regular schedule. This ensures consistent application, transparency, and compliance with organizational practices while recognizing the need for flexibility in managing workload demands.

### Guidelines

In general, MGMT-Leaders are not entitled to overtime under the [Employment Standards Act](#) (the “Act”). due to increased workload or specific projects, MGMT-Leaders may occasionally be required to put in additional hours outside of their regular workday. In such circumstances, they should work with their supervisor to adjust their daily schedule to either accommodate the additional workload or to exercise flexibility in start/end times to balance out the additional hours worked. As this provision is above and beyond the Act, MGMT-Leaders are not expected to track additional hours worked.

Examples of flexible scheduling for MGMT-Leaders could include:

- A manager works one hour overtime a few times in a week to meet a deadline. They can arrange with their supervisor to start late or leave early at a mutually agreeable time.
- A manager is required to attend a two-hour committee meeting immediately after their regularly scheduled workday. They can arrange with their supervisor to change their schedule to start later that day.
- A manager is required to attend a meeting an hour ahead of their regularly scheduled workday and stay an hour late. They can arrange with their supervisor to start late or leave early at a mutually agreeable time.
- A manager needs to take an emergency call during the evening and works for an hour. They can arrange with their supervisor to start late or leave early at a mutually agreeable time.

In specific circumstances (where the above recommended flexibility in schedule is not possible), MGMT-Leaders will be eligible to accrue compensatory time with pre-approval from their supervisor as follows:

- Time spent at evening or weekend meetings or Board of Education (“Board”) business outside of regular hours.
- Time spent at sessions of Committee and Board meetings outside of regular hours.
- Time spent at public sessions where the individual is in attendance under direction or with the understanding that they should attend.

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- Time spent working after hours or on weekends under the direction or request of a supervisor and related to meetings, projects, specific work, or other extenuating circumstances.

Compensatory time will be tracked and approved as follows:

1. The employee will receive written approval from their supervisor for the additional work that would meet the criteria for compensatory time prior to engaging in the activity. If flexible scheduling can be accommodated, the manager should not request compensatory time.
2. Time accrued will be tracked hour-for-hour on a calendar year basis, January 1 to December 31 and submitted each December for approval.
3. Approved compensatory time will be banked and available to use the following calendar year.
4. The maximum Compensatory Time that can be accrued in one calendar year is 3 days or 21 hours. Additional time will be approved by the supervisor and Human Resources on a case-by-case basis.
5. Time will be banked on an hour-for-hour basis, with a maximum of 7 hours for one day.

Compensatory time accrued must be taken in the immediate calendar year after it is banked. Any remaining banked compensatory time from the prior the year will be paid out at December 31 of that year.

## **Procedure:**

1. The Manager will receive pre-approval from their supervisor prior to engaging in additional work.
2. The Manager will track approved additional time worked on the District compensatory time form.
3. Each December, the Manager will submit the form to their supervisor for final review and approval.
4. Approved forms will be submitted to Human Resources. The Manager will be allotted the approved compensatory days in their bank to use in the immediate calendar year.
5. The Manager can request paid leave of absence using their banked compensatory days at a mutually agreeable time and based on operational requirements.
6. Days taken as compensatory days are to be booked following the usual leave of absence process via the online employee information system.
7. At the end of each calendar year, the Manager will have any remaining banked compensatory days paid out.