



Date: January 29, 2025 **Agenda Item:** 8.8
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Lisa Lacroix, Associate Superintendent Human Resources
Subject: **Administrative Procedure 445: Time-in-Lieu: Central Office Staff GEC**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 445: Time-in-Lieu: Central Office Staff GEC, has been reviewed and updated as part of the regular review schedule. Updates to the timelines in which the time-in-lieu must be used by preventing excessive carryover and promoting work-life balance. These timelines also include clear procedures for advance notice and supervisor approval to ensure operational planning. The changes are intended to ensure consistency and fairness.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (6) School Authority Operations and Resources
- INDICATORS:**
- a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
 - c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and
 - e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

Governance Implications:

[Administrative Procedure 205: Developing Administrative Procedures](#)

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Administration is prepared to respond to questions at the January 29, 2025, Public Board meeting.

Attachment(s):

1. AP445: Time-in-Lieu: Central Office Staff GEC - [Website Version](#)
2. AP445: Time-in-Lieu: Central Office Staff GEC - Tracked Changes

445: Time-in-Lieu: Central Office Staff GEC

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

At times it may be necessary that GEC staff work longer than their regularly scheduled hours to meet the timelines surrounding a specific task. When this is required, a plan may be created by Senior Executive, in concert with the appropriate director and/or manager, to compensate the employee.

PROCESS

The Associate Superintendent Human Resources will be responsible for maintaining and communicating a process for time-in-lieu and overtime for Central Office.

PROCEDURE

1. The Superintendent will set parameters for scheduling office hours.
2. Scheduling of regular hours worked in the day is the decision of the Department Lead in consultation with the Superintendent.
3. With the prior approval of ~~his/her~~their direct supervisor, an employee may work more than ~~their his/her~~ regular hours and accumulate time-in-lieu owed to the employee to a maximum of 25 days per school year. This time-in-lieu will be banked as per Alberta Employment Standards. In extenuating circumstances, employees may be granted permission to accumulate additional time-in-lieu with advance written approval from the Superintendent.
4. Time-in-lieu of hours owed to the employee must be earmarked for specific time off and will be scheduled with the employee on an hour-for-hour basis.
5. All time-in-lieu earned ~~in a school year from September through December~~ must be used by August 31 for 12-month employees or by June 30 for 10-month employees ~~December 31~~ of the same school year it was incurred. ~~All time-in-lieu earned from January through August must be used by August 31 of the school year it was incurred.~~
6. All extra hours worked and time-in-lieu utilized must be recorded in Employee Self Service and approved by the direct supervisor on a weekly basis.

References:

General Employment Conditions

History

2020 Jan 29 Initial Approval

2020 Nov 25 Amended

[2025 Jan 29 Amended](#)