

NON-TEACHING (CUPE) STAFF PARTICIPATING IN OFF-SITE ACTIVITIES INVOLVING STUDENTS

Procedures

The following guidelines apply to all non-teaching (CUPE) staff participating in off-site activities involving students such as field trips, outings, sporting events and excursions:

1. Only employees who work in classifications having a direct role with students (such as Teacher Assistants, Special Ed Assistants, Aboriginal Support Workers, Youth Workers) may be granted paid work time to attend off-site field trips, outings, sporting events, etc. with students/classes that they normally work with.
2. All other non-teaching employees wishing to attend these outings are required to apply for an unpaid leave of absence to the extent permitted by Article 6.3 of the collective agreement.
3. An administrator or teacher is to be designated 'in charge' for these class outings and these employees are attending to assist the person in charge.
4. Paid employees attending such class outings are to be paid in accordance with the terms of the collective agreement including overtime rates where applicable. Payment of overtime for attending planned field trips is the school's responsibility and is to be limited to a reasonable amount, normally not to exceed 4-6 hours. There is no provision for time off in lieu of overtime, other than for Youth Workers. (Note Article 1.4 "No employee shall be required or permitted to make a verbal or written agreement with the employer or his or her representative which may conflict with the terms of this collective agreement.").
5. School administrators are to ensure that employees, who as part of their classification duties take individual students or small group of students into the community during their regular working hours, are able to provide adequate supervision for the number and type of students that they are responsible for.
6. Since overnight excursions exceeds reasonable overtime limit of 4-6 hours, non-teaching employees volunteering to attend overnight excursions with teacher(s) and students are required to apply for an unpaid leave of absence to the extent permitted by Article 6.3 of the collective agreement.
7. Employees, whether paid or attending in a volunteer capacity, are held to a higher duty of care than volunteers who are not employees; therefore, discipline up to and including termination may be imposed for misconduct or failure to perform responsibilities that they have agreed to undertake.
8. Employees are to be provided a copy of this procedure and be advised in advance of expectations for their responsibilities and conduct while participating in these outings.