

**ADDITIONAL WORK DISTRIBUTION – CUPE MEMBERS**

**Background**

In conjunction with Article 5.6 of the CUPE collective agreement, it is emphasized that all overtime is voluntary and the employer and union agree that it is to be kept to a minimum. Overtime should not be assigned where the work can be performed at straight time. Security runners are not covered by this procedure. The following principles apply:

**Procedures**

- 1) Additional work, when required, is to be authorized in advance by an excluded supervisor/principal. If this cannot be done on each occasion due to the emergent nature of the additional work to be done, please ensure that CUPE supervisors are aware of the conditions or circumstances whereby they can authorize additional work on the excluded supervisor's/principal's behalf.
- 2) Additional work should not be assigned at overtime rates where the work can be performed at straight time.
- 3) Additional Work to be assigned Monday-Saturday should be offered in the order outlined below:
  - a) For all classifications except caretaking:
    - i) Part time employees: may work up to the maximum daily or weekly hours for their classification up to six days per week at straight time. Any extra hours are to be called in from the site to CADS at the time they are being worked. Unless entitled to the next rotational overtime opportunity outlined in paragraph 5 below, part time employees are not to be offered an assignment that would take the employee beyond the maximum daily or weekly hours for their classification.
    - ii) Casuals: who have not worked the maximum daily or weekly hours for their classification will be offered additional work at straight time rates of pay. However, they are not to be offered an assignment that would take the employee beyond the maximum daily or weekly hours for their classification.
    - iii) If no part time or casual employee is available at straight time, the additional work is to be distributed equally, at the applicable overtime rate per the Regular employee overtime distribution process outlined in paragraph 5 below, to regular employees at the site in the classification prior to be offered to casuals at applicable overtime rates.
    - iv) It is at the employer's discretion to decide if the Stores classification will perform duties of a day shift, Monday to Friday, delivery driver who is absent due to illness and/or emergent situations, rather than utilizing

the additional work procedure outlined in 3.a.i to 3.a.iii. above.

b) For caretaking:

- i) For caretaking the above applies except i. and ii. are reversed so part time caretakers are only offered additional work after all casual caretakers have declined. Any additional work hours are to be called in from the site to CADS at the time they are being worked.

4) Additional Work to be assigned on Sunday and Statutory Holidays should be offered in the order outlined below:

- a) To regular employees at the site in the classification required per the regular employee overtime distribution process outlined in paragraph 5 below.
- b) If no regular employee is available per a) above, the work on Sundays will be offered to casual caretakers and cafeteria staff at straight time (all other casuels at the applicable overtime rates), and the work on Statutory holidays will be offered to all casuels at the applicable overtime rate.
- c) If no regular or casual delivery driver is available per 4.a and 4.b above the Stores person will be offered the applicable overtime.
- d) When additional work is required that at 12:01 on a Sunday or statutory holiday would otherwise be assigned through the regular employee overtime distribution process in paragraph 5 below, a casual can be scheduled to begin the shift at straight time the evening before, providing that the hours worked into the Sunday or statutory holiday do not exceed the assigned straight time hours. Otherwise, the work will be divided between the casual and the appropriate person per the process in paragraph 5 below for the remainder of the shift.

5) Regular employee overtime distribution process:

- a) The supervisor/principal at each site is to maintain one overtime rotation list for regular part time and full time employees in each classification where additional work at overtime rates may be available and the list is to be posted where employees in the classification can review it. This list includes employees on UFN assignments, temporary postings and casual backfills (who are to be assigned to the list in the place of the person they are replacing) but does not include casuels or the Stores person. Once assigned to the rotation list, employees may not change places on the list, nor may they trade their overtime opportunity or assignment with another employee.
- b) The additional work at overtime rates is to be distributed equally, based on equal/rotational opportunity, not hours, per the overtime rotation list outlined above.
- c) When offered additional work at overtime rates, employees are expected to respond (yes or no) immediately. The location on the rotation list is not affected by accepting or refusing an overtime opportunity. Continuation of

shift overtime such as in paragraph 7 below is not assigned by rotation.

- d) Employees are not to be called for additional work at overtime rates if they do not work their full scheduled shift prior to the overtime and/or are booked off on the next scheduled shift following the overtime shift (e.g. vacation, leave, banked overtime, illness, etc.) and future calls are based on their position on the rotation.
  - i) In case of emergent events paragraph 5.d will not apply to the following classifications for the work in their respective class specification: Maintenance Trades, Grounds, Equipment Operator, Security Runner, Delivery Person, or IT.
- 6) The regular employee overtime distribution process does not apply to employee call backs pursuant to Article 5.6.D of the collective agreement. Additionally, where an employee in the classification is already working, the additional work may be added as a continuation of the employee's shift, per paragraph 7, rather than utilizing the employee callback outlined in Article 5.6.D of the collective agreement.
- 7) Additional work that is a continuation of an employee's regular duties, on the same day, beyond the maximum daily hours for the classification will be paid at overtime rates and is not subject to rotational distribution or any of this Administrative Procedure, with the exception of paragraph 1 and 8. This includes casuals who are scheduled at straight time but are subsequently requested to continue their shift at overtime rates in order to complete an assignment in progress.
- 8) Banked Overtime is outlined in Article 5.6.F. In addition:
  - a) The maximum annual withdrawal from the overtime bank is two weeks of paid time off per pay year.
  - b) Any request for withdrawal from the carry forward portion of the overtime bank that exceeds the maximum two weeks of paid time off per pay year will be in the form of a payout.

Reference: Section 65, 85, School Act  
Collective Agreement

Revised April 2023