

SCHEDULE “E”

Overtime

Article 17.1 of your Collective Agreement states:

- (a) Where authorized in advance by the Employer, all hours worked in excess of seven (7) hours per school day shall be compensated at the rate of time and one-half (1 ½) the regular rate of pay or time and one-half (1 ½) off at the option of the Employee. Time off shall be taken at a time mutually agreeable to the parties otherwise, the Employee shall be paid for the overtime worked.

From time to time, Employees work more than their specified hours due to transportation, personal care, required meetings and supervision issues associated with students with special educational needs. Please ensure that you document all time worked over and above your assigned hours and forward to your Immediate Supervisor.

School: _____

Name: _____

School Year: _____

Date	Assigned Hours	Overtime Hours Worked	Reason

Approved by: _____

Date: _____