

## Policies and Procedures

Effective: 2019/09/01  
Next Review: 2022/04/01

### Policy 6110: Banked Time

#### A. PURPOSE

Selkirk College acknowledges that it may be necessary under extenuating circumstances for employees to work overtime. This banked time policy outlines guidelines for staff to follow, supports applicable legislation and is pursuant to Selkirk Colleges' strategic direction pertaining to a healthy workplace.

#### B. SCOPE / LIMITS

If approved by the supervisor, Selkirk College provides employees with the option of banking overtime hours worked in excess of their regular workweek hours (usually 35 or 37.5 hours). These banked hours or "banked time" can be used as paid time off. This policy outlines the expectations of how to take banked time and the maximum hours allowed within a bank.

#### C. DEFINITIONS

**Banked Hours:** Hours in lieu of an overtime hour's payment based on languages in the PPWC collective agreement and Administrative Staff and Benefit agreement.

**Flex work schedule or "flex time":** A term that is used for a varied schedule. Employees that have roles that allow for flex work schedule, most often in the exempt group, can upon a discuss with the manager/supervisor have flexibility that allows employees to vary their arrival and/or departure time as long as they work the prescribed number of hours a pay period and be present during a daily "core time."

#### D. GUIDELINES

Employees must take their banked time off within 16 weeks or 4 months in which the time was earned. If the banked hours are not used within this timeframe, or employment is terminated for any reason before the banked hours are used, the employee will be paid at the rate at which the banked hours are earned. The banked time may be taken all at once or over the four month time period and will be at the Supervisor/Manager's or designates authorization.

Banked hours shall be kept to a minimum and should be part of a regular work schedule. The maximum number of hours an employee can bank is 35 hours without using some or all of the bank.

The Supervisor/Manager or designate, shall have the right to limit the amount of banked time off in lieu of overtime pay.

Supervisor/Managers may deny the use of banked time at certain times if the time away will be operationally challenging.

Selkirk College reserves the right to schedule paid leaves as a method of ensuring that banked time is utilized within 16 weeks or 4 months of being accumulated.

All over time hours must be approved using the Banked Hours Timesheet (Appendix A) by the employee's Supervisor/Manager prior to being worked and in accordance with the Selkirk's banked time policy and employee agreements.

## Policies and Procedures

**Responsibility, Recommendation and Approval Dates**

**Executive Responsibility:** Vice President, College Services

**Administrative Responsibility:** Director of Human Resources

**Recommended by Policy Review Committee:** 2019-06-12

**Recommended/Approved by Education Council:** N/A

**Approved by President:**

**Linkage to Board Policy:**

Appendix A

### BANKED HOURS TIMESHEET

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department \_\_\_\_\_ Week commencing: \_\_\_\_\_

		HOURS WORKED		Project or Initiatives	HR/Payroll OFFICE USE ONLY		
		Start	Finish		TOTAL	minus	ACTUAL
	Day of Week	Start	Finish		TOTAL	minus	ACTUAL
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						

*The times recorded should be actual start and finish times. Please be aware that 30 minutes will automatically be deducted on each day to take into account your official break.*

*Please note: Use the 100 digit clock, (i.e. .50 equates to 30 minutes)*

Signature: \_\_\_\_\_ (Employee) Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (Supervisor/Manager) Date: \_\_\_\_\_