

**JAMES BAY LOWLANDS  
SECONDARY SCHOOL  
BOARD**

**ADMINISTRATIVE PROCEDURE  
HUMAN RESOURCES NO. 404**

Effective	September 1, 2022
Last Revised	August 15, 2023

## MAINTENANCE ON-CALL / VACATION TIME / OVERTIME

### PURPOSE

The James Bay Lowlands Secondary School Board and Moosonee District School Area Boards both desire to have a clear procedure in place for evenings and weekend on-call shared Board needs. The Boards identify the need for maintenance employees to be available to ensure the safe operations of all Board facilities (NLSS school building, MPS school building, the shared Board office building and all housing units of the Boards) in the evenings and on weekends. The Boards further identify the need for emergency responses to unforeseen circumstances involving Board facilities that require maintenance employee's expertise during the evenings and weekends.

The Boards recognize the shared Facilities Manager, shared Facilities Supervisor and the shared Maintenance Technicians are 12-month employees and are needed to be available for evening and weekend on-call emergency situations.

The Boards seek to establish an equitable recognition process for on-call work, work performed beyond the regular working hours of maintenance technicians and to value earned vacation time. The Board also strive to apply procedures that ensure the sound and efficient management of its human resources are in place at all times to meet the operational needs of the organization.

### PROCEDURES

#### General Expectations for On-Call Time / Recognition

1. The Facilities Manager, as part of their duties, will be on-call during the weekday evenings from Monday through to Thursday. If the Facilities Manager is away, then Facilities Supervisor will be on-call during the weekday evenings.
2. The Facilities Supervisor, as part of their duties, will be on-call for one weekend each month. The weekend begins at 4:30 pm on Friday and ends at 8:00am on Monday (except long weekends),
3. The Maintenance Technicians will be equitably scheduled to be on-call for available weekends. If a statutory holiday lands on that employee's on-call weekend, that day will be considered as part of the on-call weekend.
4. The on-call weekend schedule will be created at least two months in advance, the Facilities Manager is responsible for the creation of the on-call weekend schedule.

5. On-call employees should have a Board maintenance vehicle available to them.
6. Employees on-call must have the maintenance cell phone (705) 336 – 8586, charged and on their person during the entire on-call weekend. The maintenance cell phone needs to be fully charged and returned to either the Facilities Manager or the Facilities Supervisor, if the Facilities Manager is away, at the end of the on-call time.
7. On-call employees will be paid a stand-by rate at their straight time hourly rate of pay. On-call employees will be recognized for 9 hours of straight time hourly rate pay for a regular weekend and 12 hours of straight time hourly rate pay for a statutory holiday weekend.
8. If an employee is called out while on stand-by they will be paid a minimum of 4-hours at 1.5 times of their regular hourly rate of pay. Additional calls taking place during a 4-hour minimum period are included in the initial call-out. If a call comes in after a call-out period has ended a new minimum 4-hours will be recognized. If the call-out exceeds the 4-hour minimum, the employee will be paid at 1.5 times their regular rate for the entire call-out.
9. It is expected that the on-call employees are available to respond at all times during their stand-by on-call period.
10. Employees not scheduled on-call can be called out if the supervisor needs them to attend and assist with a call. The employee who is not on-call can decline the supervisor's request. If the employee agrees to attend the call, they would be entitled to a 4-hour minimum call out pay at 1.5 times of their regular hourly rate of pay, but would not be entitled to stand-by pay.
11. Employees will be responsible for finding coverage for their on-call weekend if they are unavailable. Trading of on-call weekends will be permitted with permission of the Facilities Manager or the Facilities Supervisor, if the Facilities Manager is away.
12. An On-Call Log is to be filled out for each call-out which identifies the person who made the call, the problem encountered, and the time the maintenance tech was at the call out. No call-out will be paid without supporting documentation. (*see attached On-Call Form*)
13. Completed *On-call Forms* need to be submitted to the Finance and HR Administrator.
14. If a maintenance staff member is also a member of the Moosonee Volunteer Fire Department and there is a fire call while the employee is on stand-by on-call for the Board, the expectation as agreed to with the Fire Chief will be:
  - The stand-by on-call maintenance employee may respond to the fire call
  - While at the fire call the Board maintenance cell phone will be monitored by the Fire Chief or designate
  - If there is a call-out on the Board maintenance cell phone, the Fire Chief will pull the maintenance employee from the fire call to respond to the Board call
  - If there is an emergency situation, the stand-by on-call maintenance employee will prioritize the Board call-out need, the Fire Chief or designate will re-allocate volunteers so the maintenance employee can leave the fire call to respond to Board call-out need

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**General Expectations for Maintenance Vacation Time**

1. Eligible vacation time will be shared with maintenance employees at the start of each school year.
2. All maintenance vacation time needs to be pre-approved by the Facilities Manager and must be requested at least two weeks in advance. In the event of an emergency, other considerations may be given.
3. Recognizing that most of the school building and Board housing repairs are completed over the summer no more than two maintenance staff can take vacation at any one time and a limit of three weeks per employee will be in place during the summer months to ensure Board operations are not negatively impacted.
4. Vacation time will not be granted to maintenance employees during the two weeks before school start up. In the event of extenuating circumstances, other considerations may be given.
5. Vacation time accumulated through overtime needs to follow current Collective Agreement language:

Article 22 – Annual Holidays and Vacation:

22.01 – Full Time Employees (12-month employees)

*e) For clarity, in no case will an employee be permitted to accumulate more than 80 hours of overtime leave*

**General Expectations for Maintenance Overtime**

1. All overtime must be pre-approved by the Facilities Manager or Facilities Supervisor.
2. Overtime recognition will be handled according the maintenance technician employee's current Collective Agreement – Article 11.07 - Overtime
3. All overtime will be documented on the maintenance technician's time card and then each employee's time card will be signed off by the Facilities Manager or Facilities Supervisor for recognition.

**REFERENCE DOCUMENTS****Board:**

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Collective Agreements

**On-Call Form** (JBLSSB and MDSAB)

Employee's Name: \_\_\_\_\_

**Stand-by Tracking:**

On-Call <b>Start</b> Date/Time	On-Call <b>End</b> Date/Time	# of Stand-by Hours @ straight time hourly rate of pay ( <i>circle</i> )
		<b>3</b> or <b>6</b> or <b>9</b> or <b>12</b>

**Call-Out Log:** *If an employee is called out while on stand-by they will be paid a minimum of 4-hours at 1.5 times of their regular hourly rate of pay. Additional calls taking place during a 4-hour minimum period are included in the initial call-out. If a call comes in after a call-out period has ended a new minimum 4-hours will be recognized. If the call-out exceeds the 4-hour minimum, the employee will be paid at 1.5 times their regular rate for the entire call-out.*

Call #	Date & Call <b>Start</b> Time	Date & Call <b>End</b> Time	Person Who Called	Call Details
<b>1</b>				
<b>2</b>				
<b>3</b>				

**\*\*Please use a second On-Call Form if needed to document additional calls\*\***

*To be completed by Finance and HR Administrator or Designate:*

Pay Recognition	# of Hours	Total # of Hours
Straight Time Regular Hourly Rate of Pay		
1.5 Times Employee's Regular Hourly Rate of Pay		
	<b>Total Hours Paid Out</b>	

\_\_\_\_\_  
*Finance and HR Administrator Signature*

\_\_\_\_\_  
*Date*

**\*\*Copy of Signed Form to be Returned to Employee by Finance and HR Administrator**