POLICY NO. 79  INTEGRATION PROGRAM RECALL DAYS AND TIME IN LIEU

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Date approved by School Council:

PURPOSE:
Education Support Staff working in Integration need clear guidelines in regard to the school's policy on their entitlement to time in lieu for work performed in excess of their ordinary hours of work and also expectations of work to be performed during the 6 recall days during two school holiday periods in the year.

GUIDELINES:

• RECALL DAYS
  - Education Support Staff working in Integration will be recalled in the last week of the Term 4 holiday period for up to six days according to their work time fraction. Work performed will support student learning. Staff will be notified in writing within the first four weeks of Term 4 of the days they will be required to work.

• TIME IN LIEU:
  - Prior approval to work extra hours must be obtained from the Integration Coordinator. This would be for extra hours worked on school concert day/night, swim programs and excursions.
  - Education Support Staff working in Integration are required to fill in hours worked in excess of their ordinary hours of work in the Time In Lieu Register.
  - The Coordinator signs the register to show that work has been approved. Direction by a teacher to work extra hours does not count for time in lieu.
  - Approval to take time off at a time that suits the staff member and the school also needs prior approval from the Integration Coordinator.
  - The Coordinator signs the register to approve time taken off accrued hours.

• SCHOOL CAMPS – Education Support Staff at Chelsea Heights Primary School who are asked to attend a school camp do so of their own choice. Time in lieu is not taken in these circumstances.

• PROFESSIONAL DEVELOPMENT – Integration staff are expected to attend PD programs at school that relate to their work. Time in lieu is not taken for professional development.

Related Policy:

Policy #19 Integration