



Time on Line

Questions & Answers

For Component 6 Employees on Option 1 (Recording Leaves at 7 Hours)

Fax Alert

FYI: to Component 6 Ministry of Housing and Social Development

UNION AND MINISTRY OF HOUSING AND SOCIAL DEVELOPMENT AGREE ON PUBLICATION OF SCHEDULING INFORMATION DOCUMENT

Senior officials in the Ministry of Housing and Social Development and the BCGEU have agreed on the content of a joint question and answer document that will be distributed to members to assist them in better understanding and managing their leave absence scheduling records.

As most of you know, in 2009 Ministry and Union representatives met with staff throughout the province who selected from two choices for the scheduling of leave time absences. At those meetings, staff were provided copies of a jointly prepared Memorandum and Comparative Chart. The parties have decided that it may be useful to provide regular updates to members to answer new questions and concerns.

The question and answer document will be distributed shortly to members and will also be available on the BCGEU website. If required, additional updates about hours of work issues will be provided to members through fax alerts and regular Union and Employer updates.

Thank you for your co-operation and assistance in this process.

Heather Davidson
Assistant Deputy Minister
Ministry of Housing and Social Development

Doug Kinna
Chairperson SIH Component

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https://tol.gov.bc.ca:8080/tol/job_aids/Payroll/True_Flex_Project_View_Timecard.pdf

Scenario 1

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 1		9	9	8	7	7		40
Week 2		7	7	7	9	9		30

70 hours at straight time are reached on Thursday (Week 2) – end of shift.

Friday (week 2) – paid at 2X (day of rest).

Any hours worked beyond i.e. Saturday/Sunday would also be at 2X.

Scenario 2

	Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 1		9	9	8	7	7		40
Week 2		7	7	7	13	13		30 +

70 hours at straight time on completion of 9 hour day on Thursday (week 2).

2 hours on Thursday (week 2) at 1 ½.

2 hours on Thursday (week 2) at 2X.

Thursday (week 2) Meal break of ½ hr @ 2X.

Plus applicable Over-Time meal allowances according to the collective agreement.

Friday (week 2) 13 hours @ 2X plus applicable meal allowances.

Time on Line

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Scenario 3

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 1		Normal EDO works 7	7	7	8	7		29+7 hrs. OT
Week 2		8	8	9	9	7		41

Monday (week 1) 7 hours @ 2X.

(This is the same as Scenario 1 but demonstrates that employees are entitled to overtime if they work an EDO no matter where it falls in the module.)

Scenario 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 1		Normal EDO works 7	7	7	8	7		29 Reg. Hrs. + 7 hrs. OT
Week 2		7 STIIP	7 STIIP	9	9	9		41

Employee has satisfied the 70 hour work week and therefore eligible for 7 hrs. @ 2X for the OT worked on week 1 Monday (day of rest).

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Scenario 5

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 1		9	9	8	8	8		42
Week 2		7	7	10	7	EDO		28 Reg. hrs. + 3 hrs. OT

Week 2 Wednesday – Supervisor requests worker to work overtime – 3 hours.
First 2 hours at 1 ½ and 1 hour at 2X.

Scenario 6

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 1		EDO	7	7	8	7		29
Week 2		7 STIIP	7 STIIP	7 STIIP	9	9		39

The employee is short 2 hours to earn the EDO taken on week 1 Monday. It is not possible to make up time to reach 70 hours in the module without going into overtime. The employee can top up two hours from vacation time to achieve the 70 hours.

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Question	Answer	Rational
EE works Monday & Tues. @ 9 hours – scheduled to take EDO on Wk 1 Fri. Then is sick Wed. Can they change the EDO to a STIIP?	No.	EDO must for operational requirements be scheduled in consultation with the supervisor and cannot be changed. All EDO time is credited as time worked for the EDO so if the employee put in 4 hours of time toward their EDO that day would be reported on TOL as 4 hours worked and 3 hours of STIIP.
Entering sick leaves for less than a full shift. i.e. EE start at 6:30 am, leaves after two hours sick. Do we change the hours worked to 7hrs?	No. The total number of hours for the day would be two hours worked, five hours STIIP.	EE is entitled to two hours at 100% pay and the remainder at 75% - unless the employee elects top-up.
If an EAW works their 70 hours, is any time worked on the regularly scheduled EDO always at double time? In other words, whether worked on the first Monday or the last Friday depending on their schedule.	Yes. NOTE - Not “True Flex” as defined by Master Agreement.	Hours worked on a day of rest i.e. EDO or Saturday & Sunday is paid at 2X for regular full-time employees. Employee must work 70 hours in the two week block in order to compensate the EDO at double time.
Once the 70 hours is reached, would any additional time worked be at double time? (e.g.,	Employees are required to work core hours (8:30–4:30) and not to exceed 70 hours in a two week	SIHS Component Agreement Article 3.2 (a)(2)

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<p>cont'. worked 8 x 9 hour days then a 9 hour day = 70 hours for first 8 days + 2 hours at 1 ½ on that day plus 9 hours at double time for the 9th day?)</p>	<p>cont'. module except for approved OT. Shift patterns for Option 1 is: Five days on/two days off: four days on/three days off</p>	
<p>If an EAW works 9 hour days, including on their EDO then works on the weekend, is there ever a time that we would pay more than double time if there are no breaks (except of course if they work a stat as that is different)</p>	<p>Yes.</p>	<p>Only on Christmas Day or New Years Day. Article 17.4 ...Christmas and New Years compensation shall be at the rate of double time and one half for hours worked, plus a day off in lieu...</p>
<p>Do I have to be paid out in cash for OT?</p>	<p>No.</p>	<p>Refer to Article 16.6 of the Master Agreement. OT can be compensated either in cash or time off, or a combination of both. See also SIHS Component Agreement 5(b)</p>
<p>Can OT be paid out in a separate cheque?</p>	<p>No. Payments for OT are included in regular pay cheques.</p>	<p>Every effort is made to pay out OT as soon as possible after the OT has been reported.</p>
<p>If I choose to be compensated for OT in time off, can I change my mind at a later date?</p>	<p>Yes. As spending authority your supervisor needs to submit your request.</p>	<p>CTO can be paid out upon request and every effort will be made will be made to pay out OT as soon as possible after the request has been submitted. Unused CTO will be paid out automatically at fiscal year-end (or upon termination).</p>