



# Memo

**To** All District Custodial Staff

**From** Roy Paul, Manager of Custodial Services / Health & Safety

**RE** **OVERTIME, COMMUNITY USE OF SCHOOLS – CUSTODIAL STAFF**

**Date** September 20, 2007

Effective January 1, 2004 we will be tracking accumulated overtime that is a result of Community Use of Facilities.

Article 10.5 of the Collective Agreement states:

*“Employees may accumulate a maximum of forty-eight (48) hours of time off in lieu of overtime, per calendar year, while working Community Use.”*

Once you have reached the maximum of (48) hours then all future overtime that is a result of Community Use of Facilities will be paid out.

cc: Manager of Maintenance  
Human Resources