 <p>HOURS OF WORK AND OVERTIME</p>	<p>Human Resource Manual</p>
<p>School Year Employees</p>	<p>Section 1203</p>

SCHOOL YEAR EMPLOYEES

PURPOSE

1. The Government sets up a regular schedule of hours of work for employees based upon working requirements. The Government and the Union may agree to alter this regular schedule for employees whose work year follows the school year.

APPLICATION


2. These guidelines and procedures apply to Special Needs Assistants, Instructors in Young Offenders Facilities, School Community Counsellors, Dental Therapists, Library Technicians, Student Support Assistants and such other employees as the Employer may, in consultation and with the Union 's agreement, designate as school year employees.

DEFINITIONS

3. **School year** means the work year established by the employer for school year employees. This normally means a work year that starts a week before the first day of the school year and ends a week after the last day of the school year.

PROVISIONS

4. School year employees work seven and one half (7 ½) hours each day. School year employees are not required to report for duty during Christmas, Easter and summer recesses as adopted in school calendar.
5. School year employees are not entitled to earn annual leave credits or take the annual leave referred to in Article 18 of the Collective Agreement with the NEU.
6. School year employees are paid at the appropriate yearly pay level for their position over a 12 month period.
7. Where a school year employee dies or otherwise terminates employment during a school year, the employee or estate will receive that portion of the summer recess pay the employee is entitled to, in accordance with the number of days worked during that school year.

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8. Where a school year employee starts sometime during the school year, the employee will receive that portion of the summer recess pay to which the employee is entitled, in accordance with the number of days worked during the school year.
9. Where the Department of Education wishes to designate other employees as school year employees a written request must be made by the Executive Director of the appropriate region to the Director Employee Relations who will conduct discussions with the NEU to reach agreement.
10. When the Union's agreement is obtained, Employee Relations will advise the Executive Director. The Executive Director discusses the change in status with the employee and confirms it in writing. This letter must be copied to Employee Relations, Job Evaluation and Compensation and Benefits to ensure the records for the position are updated.

AUTHORITIES AND REFERENCES

11. Main Collective Agreement with NEU
Group 6, School Year Employees

CONTACTS

12. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**

or

**Director Compensation and Benefits
Department of Finance
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