

Information for Boards of Trustees regarding additional payments for staff during lockdown situations.

Based on the various collective agreements covering staff employed by schools there are two distinct categories.

Full-Time Teachers / whether permanent or Long Term Relievers

Both secondary and primary teachers are salaried workers without defined hours of work. While the STCA and ASTCA do contain an overtime clause it does not apply to the lockdown as it was not timetabled teaching time so is not overtime as defined in the secondary and area school collective agreements. The Primary teachers' have an hours of work clause in their collective that is sufficiently expansive to cover the lockdown.

Part-Time Teachers / (whether permanent or long term Relievers)

These teachers may be entitled to an additional payment if the lockdown meant they actually worked additional hours. May be entitled to an additional payment if the lockdown meant they *actually worked additional hours* **and** those additional hours were "*class contact hours*" (classroom or timetabled teaching hours).

They would **not** be entitled to an additional payment if they were not actually working i.e. teaching.

Processing Payment: *instruct payroll using a NOVO20t form or through Novopay Online*

Short-term Relievers (Day Relief)

May be entitled to an additional payment if the lockdown meant they *actually worked additional hours*. There is no specific provision but the payment of additional hours (to the hours that teacher was booked for) can be paid using the day relief hourly rate.

Processing Payment: *being confirmed*

Full-time Support Staff

May be entitled to an additional payment at their ordinary rate if the lockdown meant they worked additional hours and at the overtime rate if the lockdown meant they actually worked in excess of 8 hours for the day or 40 hours for the week.

Processing Payment: *instruct payroll using a NOVO13nt form or through Novopay Online*

Part-time Support Staff

May be entitled to an additional payment if the lockdown meant they *actually worked additional hours*.

They would **not** be entitled to an additional payment if they were not actually working.

Processing Payment: *instruct payroll using a **NOVO13nt** form or through Novopay Online*

Employing Boards will need to determine if staff were working during the period of the lockdown in order to determine if they are entitled to an additional payment. Employing boards may want to consider whether they would meet any additional expenses incurred by an employee where the employee's arrangements were disturbed by the lock down (for example childcare costs). Any such payments would come out of Board funds.

NB: In all cases should the Employer deem that the employee does qualify for reimbursement they could consider time off in lieu as an alternative to extra payments, but only by agreement with the employee.