



AP 6.10

Category: Personnel and Employee Relations

Accumulated/Banked Time

BACKGROUND & RATIONALE

CAPE's staff consists of certificated and non-certificated employees.

The Superintendent, a certificated employee of the CAPE Board, CFO and CEO of the Board, is assigned responsibilities in accordance with the *Education Act, Section 222 & 224* and the *Superintendent Regulation*. The Superintendent reports to the Board Chair and the CAPE Board.

The Secretary-Treasurer, a non-certificated employee of the CAPE Board, is assigned responsibilities through the contract of employment in accordance with the *Education Act Section 68*. The Secretary-Treasurer works with and reports to the Superintendent and ultimately to the CAPE Board.

The Facility Manager, a non-certificated employee of the CAPE Board, is assigned responsibilities through the contract of employment and works under the immediate supervision of the Principal and reports to the Secretary-Treasurer and Superintendent.

The Executive Assistant, a non-certificated employee, is assigned responsibilities by the Superintendent and Secretary-Treasurer, and works under the supervision of the Superintendent and the Secretary-Treasurer.

Administrative Assistants, non-certificated employee, are assigned responsibilities by the Principal and works under the supervision of the Principal.

The Principal, a certificated employee, is assigned responsibilities as per the *Education Act Section 197*. Works under the supervision of the Superintendent and reports to the Superintendent.

Vice-Principals, certificated employees of the CAPE Board, are assigned responsibilities by the Superintendent. Work under the immediate supervision of the Principal but ultimately report to the Superintendent.

Teachers, certificated employees of the CAPE Board, are assigned responsibilities as per the *Education Act Section 196*. Work under the supervision of the Principal and report to the Principal.

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Educational Assistants, non-certificated employees of the CAPE Board, are assigned responsibilities by the Principal and work under the supervision of teachers.

It is expected that any time commitment required by any position fall under the area of “job description” and is not remunerated as overtime or time in lieu.

DEFINITION

1. **Certificated Employee** - an individual that holds a valid Alberta teaching certificate.
2. **Non- Certificated Employee** - an individual that does not holds a valid Alberta teaching certificate but many hold certification in child care, early childhood development or education, education assistant, or other relevant certification.

PROCEDURE

3. A position such as the Facility Manager position, may require the employee to attend to work outside of regular hours to a greater degree than one can reasonably expect, for work related requirements or emergencies.
Accumulated/Banked time is permitted.
4. Teacher instructional time includes time scheduled for purposes of instruction, examinations/testing and other student activities where direct student–teacher interaction and supervision are maintained.
5. Employee assignable time includes activities that support student programming, safety and parent communications including supervision, field trips, drama and art events, science and heritage fairs, assigned professional development, preparation time on site, staff meetings, Teacher Conventions, etc.
6. Any other time a staff member volunteers to school events such as supervising a dance, school-wide events requiring additional set up or clean up, extra-curricular or co-curricular school activities such as coaching a team, is neither instructional time nor assigned time. In these cases, Accumulated/Banked time is permitted.
7. This accumulated/banked time is compensated via time in lieu.
8. To avoid misunderstandings, prior approval from the Principal or the Secretary-Treasurer is required before staff members volunteer their time with the expectation of it being Accumulated/Banked time.
9. Accumulated/Banked time is compensated at a rate of 1 hour for each hour worked above and beyond those hours worked as per contractual agreement.

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10. Accumulated/Banked time must be taken during the September 15 to June 15 time period, as per contract of employment.
11. The Accumulated/Banked time must be recovered within 90 days of being earned.
12. The Accumulated/Banked time cannot be used during exam times, parent-teacher conferences, or during any other time that the Principal deems disruptive to the school's calendar year, and is subject to availability of substitute teachers.
13. An employee wishing to recover the Accumulated/Banked must submit a formal request to the Principal at least one (1) week (7 days) prior to the effective date of the request. No action is to be taken until the Principal has approved the request.
14. All Accumulated/Banked time must be used in the year it is accumulated. There is no carry over from year to year.

References:

Education Act

CAPE contract of employment

Alberta Human Resources and Employment-Employment Standards

CAPE STAFF HANDBOOK

Charter Schools Teachers Code of Professional Conduct

ATA Teachers Code of Conduct

CAPE Code of Professional Conduct for Non-Certificated Staff

CAPE Code of Professional Conduct for Certificated Staff

Adopted: October 14, 2024