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# FACT SHEET

## Attendance and Compensation for School Meetings/Events

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**CUPE 997 MEMBERS** who are required, through clear direction by the employer to attend, meetings such as IEP plan reviews, parent meetings or special school events such as Christmas Concerts, graduation ceremonies, book fairs, talent shows, field trips or other functions held outside of regular working hours, must be paid for their time.

The Member's regular hourly wage is to be paid for all work performed up to 7 or 8 hours worked in a day depending on bargaining unit (see below).

Overtime is payable when the CUPE 997 Member works:

- in excess of 7 hours in a day in the OCTEA Bargaining Unit or
- in excess of 8 hours in a day in the CM Bargaining Unit

If you are asked to work beyond your regular work day we recommend that you discuss with your supervisor/Principal how many hours the extra assignment will be including discussion about overtime pay if applicable. We suggest that this discussion take place prior to working the extra hours to ensure you are both clear with respect to the extra hours / overtime to be paid.

For more specific information regarding Educational Assistants attending a school field trip please refer to our Fact Sheet on "Educational Assistants attending Field Trips..." posted under Resources > Fact Sheets at [www.cupe997.ca](http://www.cupe997.ca)

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For further clarity the information copied below comes directly from our Collective Agreement.

### ***C9.00 ATTENDANCE AT MANDATORY MEETINGS/SCHOOL EVENTS***

Where an employee is required through clear direction by the board to attend work outside of regular working hours, the provisions of the local collective agreement regarding hours of work and compensation, including any relevant overtime/lieu time provisions, shall apply.

Required attendance outside of regular working hours may include, but is not limited to school staff meetings, parent/teacher interviews, curriculum nights, Individual Education Plan and Identification Placement Review Committee meetings, and consultations with board professional staff.



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### **From the OCTEA Collective Agreement:**

16.05 Time and one half (1 ½) shall be paid for all work performed on Monday to Friday over and above seven (7) hours per day or thirty-five (35) hours per week. All time worked on Saturday will be paid at the rate of one and one half (1 ½) times the rate of pay for all hours worked. Double time shall be paid for all work performed on Sundays and Statutory Holidays.

Note: Where an Educational Assistant is required to accompany students on a field trip, overtime will be recognized for hours of direct student supervision.

16.06 Permanent part-time employees who are asked to work more than their regularly scheduled hours shall be paid at their regular rate for hours up to seven (7) hours per day or up to thirty-five (35) hours per week, but at the appropriate overtime rate for any hours in excess thereof.

16.07 An employee will not be permitted to work overtime except with the prior approval of the Principal or Supervisor.

### **From the CM Collective Agreement:**

16.05 Time and one half (1 ½) shall be paid for all work performed on Monday to Friday over and above eight (8) hours per day or forty (40) hours per week. All time worked on Saturday will be paid at the rate of one and one half (1 ½) times the rate of pay for all hours worked. Double time shall be paid for all work performed on Sundays and Statutory Holidays.

16.06 Permanent part-time employees who are asked to work more than their regularly scheduled hours shall be paid at their regular rate for hours up to eight (8) hours per day or up to forty (40) hours per week, but at the appropriate overtime rate for any hours in excess thereof.

16.07 An employee will not be permitted to work overtime except with the prior approval of the Operations Supervisor or Maintenance Supervisor (as appropriate).

*For more information / clarification on this or any other item please contact the CUPE 997 Office.*

*Please see a complete list of our Fact Sheets at: <http://cupe997.ca/resources/fact-sheets/>*