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Information – Fact Sheet Regarding Field Trips

Educational Assistants should ensure confirmation, from their Principal, regarding arrangements for what time will be paid, at what rate, for any time worked beyond the regular work day for "field trips" PRIOR TO the trip occurring.

This is particularly important for any "overnight field trips" per the OCTEA collective agreement:

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

Key Points:

- regular time is paid for any time up to 7 hours; any time beyond 7 hours in a day is to be paid at the overtime rate
- each situation is different as the need for "direct student supervision" will be dependent upon the students needs: i.e.: could you be required to wake during the night to assist?
- a determination needs to be made, prior to the Field Trip, with respect to the number of hours per day you will be paid
- speak with your Principal/Supervisor to ensure you are both clear with respect to the overtime to be paid
- you may wish to have something in writing for your files — possibly a copy of the e-mail or note confirming the agreed upon arrangements
- there needs to be recognition you are providing "your time" for this Field Trip
- Educational Assistants should not feel obligated to pay any monies towards the cost of a "field trip"
- attending a "field trip" is not a condition of employment
- you should not feel guilty if you are unable to go on the Field Trip
- if you do not attend the Field Trip, you may be "assigned" elsewhere in the worksite for the day(s) of the Field Trip

Overtime may be recognized by either pay on your pay cheque or via "Lieu Time". This again should be discussed and agreed upon with your Principal/Supervisor and determined prior to the Field Trip.

Need further information/clarification

Don't hesitate to contact the Educational Assistant Chief Steward Debbie Gillan – ea@cupe997.ca or the CUPE 997 office

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References:

Article 16.05 — Pages 14, 15 of the Office, Clerical, Technical and Educational Assistants Collective Agreement

"Time and one half (1 1/2) 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 (1.5) 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."

"16.09 Time off in Lieu

If an employee requests time off in lieu of payment for overtime and this request is approved by the Supervisor, the time off shall be based on the appropriate overtime rate for each hour worked.

Lieu time may be accumulated, with the time off to be scheduled and taken at a time mutually agreeable to the employee and the immediate supervisor and, in any case, no later than the August 31st following the month in which the time was accumulated. Any remaining accumulation at August 31st will be paid out at the appropriate overtime rate on the next regular pay.

Provided sufficient notice is given, requests to take lieu time shall not be unreasonably denied."