

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Regulation Subject:** SUPPORT STAFF – MAINTENANCE DEPARTMENT

**Date Passed:** 93.06.08

**Date Amended:** May 21, 2019

### **Description**

SUPPORT STAFF – MAINTENANCE DEPARTMENT

**Regulation: No. 402-R**

### HOURS

- Normal hours of work are 8:00 a.m. to 4:00 p.m., Monday to Friday.

### POSTING OF PERMANENT POSITIONS

- Any permanent position shall be posted at the Board Office, Post Offices, Village Government Offices, NLG and urban local offices, and Nass Camp.

### WORK ORDERS

- Maintenance men are to report to the Director of Operations at 8:00 a.m. and to pickup their daily/weekly work orders.

### TIME SHEETS

- All maintenance personnel are required to complete daily time sheets during each day's work and hours of work to be submitted biweekly to the Director of Operations.

### EMERGENCY CALLOUT

- Emergency callout is only to attend to essentials such as heat, water and sewer, where immediate attention is required to prevent further damage to facilities and/or where a facility would become uninhabitable without immediate attention.
- Callout shall be paid as per CUPE Local 2298 Collective Agreement.
- All callouts must be recorded on the daily time sheets and reported to and approved by, before or after the callout, by the Director of Operations.

### OVERTIME

- It is the policy of the Board to compensate overtime with time off. All days off to compensate overtime must be approved in advance with the Director of Operations.

### SICKDAYS – EMERGENCY LEAVE

- All maintenance staff are required to report to the Director of Operations no later than 8:00 a.m. when they are going to be absent through sickness or family

emergencies.

- It is preferable that the Director of Operations be notified the day before an absence if possible.