



## Hours of Work Tracking Policy

Policy owner: Operations Manager  
Audience: URSU Staff, URSU Executive, URSU Board of Directors  
Approved: Board of Directors (Board Meeting July 27, 2017)  
Last Reviewed: July 27, 2017  
Review Schedule: July 2019

### 1. Introduction

This policy addresses the manner in which employees of URSU track their time worked on behalf of the organization. It covers all part-time and full-time employees as well as the Executive Committee Members and, when relevant, the URSU Board of Directors.

### 2. Definitions

**POS** - A Point-of-Sale system used to electronically track time.

**Timesheet** - an electronic document or application approved by the Operations Manager for the purpose of tracking hours worked without a POS.

**Shift Segment** - A continuous stretch of time worked by an employee.

**Employees** - includes all employees of URSU (salaried, hourly, full-time, part-time, temporary, contract) as well as Executive Team members and Directors of the URSU Board (where applicable).

### 3. Policy

- 3.1. Every employee is responsible for tracking their own time. Managers may track time for an employee if it is deemed to be a reasonable accommodation of that employee's needs and capacities.
- 3.2. Employees will be informed of the method used to track hours worked by their immediate Supervisor.
- 3.3. Supervisors shall ensure that each employee receives the appropriate training and instruction in the use of the appropriate tracking method.
- 3.4. Time must be entered as accurately as possible. Start/End times can be rounded up or down to the nearest 5 minute increment only.
- 3.5. A break of greater than 15 minutes constitutes a cessation of work and should be counted as an End of a shift segment.



- 3.6. For those who use a POS to track time, time must be entered immediately before a shift begins and immediately after a shift ends. For all others, time must be entered within 3 business days of a shift or day of work.
- 3.7. Lunches are to be excluded from the time worked. Employees are expected to take at least a 30 minute unpaid lunch break every day for any shift greater than five (5) hours.
- 3.8. When attending conferences or meetings, the following rules apply:
  - 3.8.1. Travel time can be counted as time worked to a maximum of eight (8) hours per day.
  - 3.8.2. Information sessions, training, lectures, seminars, roundtables and similar activities throughout the conference can be counted as time worked.
  - 3.8.3. The time that the employee is free to "come and go" as s/he pleases including attending voluntary social events presented as part of the conference, is not considered as time worked. Networking events that are part of the conference schedule can not be counted as time worked.

#### **4. Roles & Responsibilities**

- 4.1. All employees are responsible for filling out their own timesheets.
- 4.2. Managers are responsible for approving the hours worked of their reporting employees. The General Manager's time is approved by the Executive Committee, and the Executive Committee's time is approved by the General Manager. If the Board of Directors is required to track their time, the Executive Committee will approve their time.
- 4.3. Managers and Supervisors must approve hours worked by their direct reports;
  - 4.3.1. For full-time salaried staff, on a monthly basis within two (2) business days of a month's end date.
  - 4.3.2. For part-time staff, on a biweekly basis within one (1) business day after the pay period cutoff in order to coincide with scheduled pay periods.



## **5. Consequences for Non-Compliance**

- 5.1. Employees who fail to fill out their hours worked according to this policy may not receive pay within a particular pay period or could have their pay held until compliance is reached.
- 5.2. Employees who do not comply with this policy will face standard disciplinary procedures proportional to the seriousness of the error, up to and including the possibility of termination.
- 5.3. The intentional falsification of time worked may warrant termination.

## **6. Related Information**

- 6.1. URSU/CUPE 1486 Collective Bargaining Agreement
- 6.2. [Saskatchewan Employment Act](#)
- 6.3. [URSU Hours of Work Policy](#)