



## Hours of Work Tracking Policy

Policy owner: General Manager  
Audience: URSU Staff, URSU Executive, URSU Board of  
Approved: Board of Directors (Board Meeting October 20, 2020)  
Last Reviewed: August 13, 2019  
Review Schedule: July 2021

### 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

- POE** - a Point-of-Entry system used to electronically track time. (i.e. electronic devices, tablets, smartphones, time clocks, biometric sensors, etc.)
- Timesheet** - an electronic document or application approved by the Operations Manager for the purpose of tracking hours worked without a POE.
- 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 POE 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 two (2) calendar 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 they please 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 cannot be counted as time worked.

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

- 4.1. All employees are responsible for filling recording their own time worked.
- 4.2. Managers are responsible for approving the hours worked of their reporting employees. 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. On a monthly basis, the accounting department will supply the Executive Committee with an attendance report of the General Manager.
- 4.4. Managers and Supervisors must approve hours worked by their direct reports;
  - 4.4.1. Ideally on a daily basis.
  - 4.4.2. At minimum, on a biweekly basis no later than noon (12:00 pm) the first business day after the pay period cutoff (usually every other Monday) in order to coincide with scheduled pay periods.
- 4.5. Executives are required to work on average 40 hours per week of which at least 30 hours per week must be "in office" during regular business hours. Should the Employee fail to meet their obligations as per Sections 1.5 and 1.6 of the employee contract in any given month, the Employee's attendance will be automatically forwarded to the URSU Board HR Committee for review and evaluation.

## **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](#)