

Administrative Procedures Manual	Administrative Procedure 521
	Non-Instructional Shift Differentials for Snow Removal
Page 1 of 1	APPROVED: January 2015 AMENDED/REVIEWED: September 2019, January 2020, May 2022
LEGAL REFERENCE:	

Background

As per the September 1, 2021 to August 31, 2024 [Non-Instructional Collective Agreement](#) page 24, "Employees will receive a shift differential for snow removal of \$1.25/hour between 4:30 p.m. and 6:00 a.m."

All attempts will be made to ensure work is done during the regular snow removal time, Monday to Friday, between 8:00 a.m. and 4:30 p.m. but in the instances where this is not possible, a shift differential will be applied to the hours worked. The procedures for the submission of time and acquisition of shift differential are outlined below.

Procedures

1. Ensure explicit approval is obtained by the Director of Operations, prior to working the applicable hours.
2. Complete [Form 521-1 Snow Removal Weekly Time Sheet](#), and submit every week. Time sheets will be entered into the online system [Absence](#) every Friday.