



## 2.1.2 Non-Teaching Employees

2.1.2.1 A non-teaching employee *required* to work additional hours in excess of what is outlined in the employee's letter of offer or contract shall be compensated at the appropriate rate.

Requests for payment of additional hours must be approved by Human Resources prior to the event. If the employee chooses, and the supervisor agrees, additional hours may be banked and taken at a later date upon mutual agreement between the employee and the supervisor. If an employee is invited and *encouraged* to attend, the employee shall be paid in accordance with their letter of offer or contract and may leave the event upon working their regular daily hours.

2.1.2.2 If the employee is required to travel to another location different from their usual workplace to perform work, the time travelling to and from that other location is counted as work time.

2.2 Provision for payment of expenses is to be made in a timely manner following receipt of the appropriate application or forms for the funds. Expense claims are to be submitted monthly. Claims submitted after year end cut off may be denied.

## 3. Vendors

3.1 Payments are to be made in accordance with prevailing business practices to vendors who have provided goods or services to the Division.

3.2 The general practice for payment of accounts for commercial vendors is to be net thirty (30) days, that is, payment within thirty (30) days of the invoice.

3.3 Every reasonable effort is to be made to take advantage of cash discounts for early payment offered by certain vendors or to avoid financial penalties for late payment.

3.4 Exceptions to the procedures are to be made only in extenuating circumstances by the authority of the Director of Education or the Superintendent of Business.

