


Chapter:	Financial Administration	Classification:	Public Document
Subject:	Payroll		
For:	Entire Division	 Authorized by Executive Director	

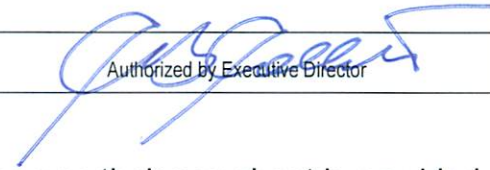
1. Policy

- 1.1 Superintendents and senior probation officers will ensure that payroll is processed in accordance with the following
 - 1.1.1 General Civil Service Regulations, including but not limited to:
 - 1.1.1.1 Pay and Hours of Work
 - 1.1.1.2 Overtime
 - 1.1.1.3 Holidays
 - 1.1.2 Master Civil Service Agreement, including but not limited to:
 - 1.1.2.1 Article 18, Hours of Work
 - 1.1.2.2 Article 19, Overtime
 - 1.1.2.3 Article 22, Holidays
 - 1.1.2.4 Article 38, Pay Provisions
 - 1.1.2.5 Appendix 1, Clerical Bargain Unit (CL)
 - 1.1.2.6 Appendix 3A, Adult Custody Classification and Pay Plan (ACC)
 - 1.1.2.7 Appendix 3D, Maintenance and Operational Services Classification and Pay Plan (MOS)
 - 1.1.2.8 Technical Classification and Pay Plan (TE)

2. Payroll Procedures

- 2.1 The collective agreement will be interpreted in a consistent manner, in conjunction with advice from the PSC.
- 2.2 Payroll sheets will be kept in a secure location to prevent tampering and not removed from a facility or office.
- 2.3 Payroll sheets refer to those submitted on paper or through electronic systems such as SAP Employee Self Service (ESS).
- 2.4 Payroll sheets are to be completed accurately to reflect actual hours worked, as follows
 - 2.4.1 all overtime will be approved by the supervisor each shift
 - 2.4.2 all shift premiums will be approved by the supervisor on duty each shift
 - 2.4.3 all work times by casual and relief staff will be approved by the supervisor on duty each shift

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2.4.4 it is the responsibility of staff to ensure their pay sheet is provided to the supervisor on duty for payroll inputting no later than 8 AM biweekly on the day specified by the superintendent or senior probation officer

2.4.4.1 pay sheets received after the cut off date and time will not be processed until the following pay period

2.5 Payroll sheets will be reviewed biweekly by the designated supervisor to ensure accuracy and notate instances of abuse or discrepancies. The designated supervisor will

2.5.1 communicate discrepancies identified on pay sheets to the employee

2.5.1.1 repeated discrepancies or abuse to be investigated

2.5.2 be provided access to all supporting documentation and systems, including

2.5.2.1 schedules

2.5.2.2 electronic shared calendars

2.5.2.3 hard copy individual calendars

2.5.2.4 notebooks

2.5.2.5 electronic schedule system

2.5.3 ensure that overtime is not schedule while an employee is on sick leave or the shift immediately following an employee's return to work from sick leave

2.5.4 ensure maximum hours of work not to exceed the collective agreement

3. **Standing Operating Procedures**

3.1 Superintendents and senior probation officers will develop Standard Operating Procedures (SOP) relating to the payroll process in accordance with this policy and communicate it to all staff.

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