

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to ensure fair, equitable and consistent treatment of employees who participate in delivering SAIT-supported initiatives, recognizing that employee participation builds community, goodwill and contributes to morale and a positive culture.

## **PROCEDURE**

### **DEFINITIONS**

**SAIT-supported initiatives** Events and activities that contribute to institutional positioning or other SAIT strategic priorities. These initiatives are identified by the president and CEO or the Executive Management Committee, or if at the division or school/department level, by the relevant vice president or dean/director.

### **GOVERNING PRINCIPLES**

1. Many SAIT-supported initiatives require employee participation and involvement in order to operate successfully.

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2. Sait values and encourages the contribution that employees make to Sait-supported initiatives.

## PROCEDURE

1. Sait-supported initiatives participation falls into three general categories:
  - a) Participation is directly required as part of the employee's job;
  - b) Participation is not directly required as part of the employee's job; however, Sait requires that employee to participate; or
  - c) Participation is not directly required as part of the employee's job and is not required by Sait; however, the employee is interested in participating.
2. Compensation for participating in Sait-supported initiatives will be provided in the following circumstances:
  - a) If the employee's role at the Sait-supported initiative is directly required as part of the employee's job:
    - i) Participation in Sait-supported initiatives taking place during regular working hours will be compensated by the employee's regular salary.
    - ii) Participation in Sait-supported initiatives taking place outside of regular working hours will be compensated by time in lieu or overtime as applicable. Time in lieu and/or overtime will be subject to the following restrictions:
      - Approval must be provided by the employee's supervisor in advance of the Sait-supported initiative taking place.
      - The employee must secure supervisory approval to determine when to take time in lieu, which will be subject to operational requirements.
      - The maximum time in lieu to be accrued at any given time is three days (hours per day are dependent on compensation group).
      - Must be taken within 30 days unless the supervisor otherwise approves.
  - b) If an employee's role at the Sait-supported initiative is not required as part of the employee's job but Sait requires the employee to participate in the initiative:

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- i) Participation in SAIT-supported initiatives taking place during regular working hours will be compensated by the employee's regular salary.
  - ii) Participation in SAIT-supported initiatives taking place outside of regular working hours will be compensated by time in lieu or overtime as applicable. Time in lieu and/or overtime will be subject to the following restrictions:
    - Approval must be provided by the employee's supervisor in advance of the SAIT-supported initiative taking place.
    - The employee must secure supervisory approval to determine when to take time in lieu, which will be subject to operational requirements.
    - The maximum time in lieu to be accrued at any given time is three days (hours per day are dependent on compensation group).
    - Must be taken within 30 days unless the supervisor otherwise approves.
  - c) If an employee's role at the SAIT-supported initiative is not required as part of the employee's job and SAIT does not require the employee to participate in that initiative, but the employee is interested in participating:
    - i) At the discretion of the dean, director or designate, SAIT may allow the employee to participate in the SAIT-supported initiative during normal business hours. This paid time is subject to operational requirements and the employee must secure written approval from the employee's supervisor in advance of the SAIT-supported initiative.
    - ii) Participation in SAIT-supported initiatives outside of regular business hours will be done on the employee's own time.
3. Participation in activities not officially identified as SAIT-supported initiatives will be done on the employee's own time and no compensation will be provided.

## POLICY/PROCEDURE REFERENCE

HR.1.6 SAIT-Supported Initiatives policy

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