

Overtime

Policy No. 316

Policy Statement:

In circumstances when employees are required by their supervisor to work some additional hours in excess of their regularly scheduled workday or work week, paid time off is provided in lieu of extra-time pay or overtime pay.

Definition:

Extra-time for a full-time employee are hours worked in excess of the seven (7) hours up to eight (8) hours per day, or in excess of thirty-five (35) hours up to forty-four (44) hours per week, whichever is greater.

Extra-time for a part-time employee are hours worked in excess of the normally scheduled numbers of hours up to eight (8) hours per day, or up to 44 hours per week, whichever is greater.

Overtime hours are any hours worked by an employee in excess of either (8) hours per day or forty-four (44) hours per week, whichever is greater.

Intent of Policy:

In some occasional instances additional time might be needed to meet deadlines and respond to urgent situations. It is understood that employees will not need to work overtime on a regular basis.

The intent is to set out when working extra-time and overtime is appropriate and how extra-time and overtime is to be managed and paid.

Procedure:

- a) An extra-time/overtime agreement must be signed between the employer and the employee to receive paid time off in lieu of extra-time or overtime pay. (See Appendix 316A Extra-time/Overtime Agreement). The agreement may also be incorporated into an employee's Contract for Employment.
- b) Prior written or verbal approval by the immediate supervisor must be obtained before performing extra-time/overtime work. Appendix 316B Extra-time/Overtime Request Form may be used as needed.
- c) Approved extra-time/overtime hours are accrued in one-half (1/2) hour increments.
- d) For all extra-time worked, paid time off in lieu will be based upon the rate of one times (1x) the employee's basic rate of pay and will be scheduled and taken during regular working hours.
- e) For all overtime hours worked, paid time off in lieu will be based upon the rate of one and a half times (1.5x) the employee's basic rate of pay and will be scheduled and taken during regular working hours.

- f) Total hours worked per day (including normally scheduled, extra-time and overtime hours) will not exceed twelve (12) hours.
- g) All hours worked, including extra-time and overtime, will be recorded and reported weekly or on a regularly scheduled basis (electronic or paper timesheet record) by the employee and approved by the supervisor.
- h) Any paid time off in lieu of extra-time must be taken by the employee within six (6) months of the date of the applicable extra-time worked. If paid time off in lieu is not taken within six (6) months, the employee shall automatically be paid for the extra-time hours. Any unused banked extra-time will be paid to the employee at one times (1x) the rate of pay. Payment for extra-time worked will be processed, at a minimum, with the June and December payroll.
- i) Any paid time off in lieu of overtime must be taken by the employee within six (6) months of the date of the applicable overtime worked. If paid time off in lieu is not taken within six (6) months, the employee shall automatically be paid for the overtime hours. Any unused banked overtime will be paid to the employee at one and a half times (1.5x) the rate of pay. Payment for overtime worked will be processed, at a minimum, with the June and December payroll.
- j) In the case of resignation or termination of an employee, banked extra-time and overtime hours, not taken as paid time off in lieu, will be paid to the employee no later than 3 days after the last date of employment.

Exception:

The policy does not apply to managerial, supervisory and specified professional positions. If, on occasion, the number of hours worked significantly exceeds the regular work week hours, arrangements may be made, with mutual agreement of the immediate supervisor and the employee, to allow paid time off in lieu at the regular rate of pay.

Refer to Policy:

No. 323 Contract for Employment
No. 338 Standard Hours of Work

Refer to Appendix:

316A Extra-time/Overtime Agreement
316B Extra-time/Overtime Request Form
323A Contract for Employment Full Time
323B Contract for Employment Part Time