



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Overtime

Overtime work must be requested and authorized by an employee's immediate supervisor prior to commencement of such work. All management is exempt from the below overtime regulations.

- Overtime shall be related to special projects and kept to a minimum and should not form a regular part of an employee's work schedule.
- Upon request from the department manager, employees may be required to work overtime. Employees may not accumulate such lieu time in excess of 40 hours without written approval from HR, and must take accumulated hours at a time approved by the department manager. Such time must be scheduled within 10 days and taken within 3 months of being accumulated. If accumulated hours are not used within 3 months, they may be paid out at the discretion of the Department Manager.

Employees who are required to work overtime 1 full hour beyond the Employee's normal daily hours of work shall be compensated at the rate of time and one half (1 ½) the normal hourly rate of pay for all such overtime work. Overtime compensation shall be based on the rate of pay in effect at the time the overtime is worked. Employees shall be paid two times (2 x) his/her normal hourly rate of pay for all overtime worked on an Employee's subsequent day of rest.

An Employee, who is required to work a minimum of 3 hours' overtime following her scheduled hours of work and where it is not practical for her to enjoy her usual meal break before commencing such work, shall be granted thirty minutes with pay as a meal period and shall be provided with a \$10 meal allowance. When overtime work prevents the taking of the meal break, the Employee shall be credited with thirty minutes of pay at the overtime rate and provided with a meal provided with a \$10 meal allowance.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.