

OVERTIME

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-11

Policy Number: HR-29

SCOPE

This policy applies to all permanent and temporary employees of the University, with the exception of Department Heads and employees in management and professional contract positions, unless specific provisions of a Collective Labour Agreement or Protocol apply.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

For permanent full-time employees, “standard hours of work” refers to hours of work assigned to an employee for each day and for the regular workweek.

For permanent part-time employees, “standard hours of work” refers to the workday assigned to a full-time employee, engaged in the same kind of work, for each day and for the regular workweek.

For permanent employees, “overtime” refers to the hours worked in excess of the standard hours of work of a full-time employee.

For temporary employees, “overtime” refers to hours worked during the week that exceed forty (40 hours), as required by the Act respecting Labour Standards.

“Work week” refers to the period beginning at 00:00 on Sunday and ending at 24:00 on the following Saturday.

POLICY

1. The University compensates employees who are required to work overtime.
2. Overtime should be authorized by the Department Head prior to the work being done, whenever possible; in the event of an emergency, the employee may elect to perform the required duties and inform his immediate supervisor as soon as possible.

OVERTIME

Page 2 of 3

3. Employees requested to work overtime on a regular workday are compensated at one and a half times their regular rate of pay for the period worked overtime.
4. Employees required to work overtime on a scheduled day off are compensated at:
 - a. one and a half times their regular rate of pay for all hours worked up to the standard hours of work for a day and
 - b. two and a half times their regular rate of pay for all hours worked in excess.
5. Employees required to work overtime on a statutory holiday are compensated at:
 - a. two times their regular rate of pay for all hours worked up to the standard hours of work for a day
 - b. three times their regular rate of pay for all hours worked in excess.
6. Employees recalled to work outside their regularly scheduled hours, after having left University premises, receive a minimum of two (2) hours pay at the applicable overtime rate. The meal allowance referred to in paragraph 9 below applies only if the employee actually works a minimum of three (3) hours.
7. Overtime may be compensated by remuneration or the equivalent time off in lieu, at the applicable overtime rate, at the discretion of the Department Head.
8. Time off accumulated must be used prior to May 31st or compensated within the next fiscal year.
9. Employees are entitled to a meal allowance in the amount of \$6.00 if they work a minimum of three (3) hours of authorized overtime above their regular scheduled workday.
10. Employees are entitled to be reimbursed for taxi fares for a return to their place of residence, on presentation of a receipt, if they work a minimum of four (4) hours of authorized overtime above their regular scheduled workday.

OVERTIME

Page 3 of 3

PROCEDURE

11. Department Heads are responsible for approving all overtime payments and submitting the time sheets required to the Payroll Office.
12. Department Heads are responsible for maintaining records of time off in lieu and informing the Payroll Office of the number of hours to be paid if time off is not taken.