



OVERTIME POLICY

NON-UNION ADMINISTRATION

1.0 INTRODUCTION:

The University may require employees to work beyond their normal hours of work in order to complete various assignments.

2.0 INTENT:

2.1 This policy is intended to ensure appropriate and obligatory compensation, per the Employment Standards Act (ESA), for overtime worked to all non-union employees who do not act in a managerial or supervisory capacity. This policy will clarify and articulate the University's position regarding scheduling of and compensation for overtime.

2.2 In accordance with the ESA, staff whose work is managerial or supervisory in nature, are exempt from the requirement of compensation for overtime.

3.0 RESPONSIBILITIES:

3.1 Managers/Supervisors/Deans/Directors:

Managers/Supervisors/Deans/Directors are responsible for providing advanced authorization, in writing, where possible, for all overtime worked by those individuals reporting directly to them. Wherever possible, prior notification of at least four (4) hours will be provided when overtime is necessary.

3.2 Employees:

Employees must notify their Manager/Supervisor and obtain prior approval, in writing, when possible, when requesting to work overtime to complete their assigned duties.

4.0 COMPENSATION:

4.1 On occasion employees may be required to work after their normal scheduled hours either beyond a regular day or on a scheduled day off. Every effort should be made to avoid staff having to work overtime on a continual basis.

- 4.2 Casual or unauthorized time worked at the staff members' own discretion is deemed ineligible for overtime/lieu compensation. This includes time accumulated by working during lunch hours, missing breaks, early arrival or late departure.
- 4.3 Funding of overtime payment is the sole responsibility of the department.
- 4.4 Compensation for authorized overtime shall be in the form of (2) times the hourly rate, for all hours worked in excess of the regular full-time work week. The work week may vary by position within the various departments and may be thirty-five (35), or forty (40) hours.
- 4.5 In accordance with the ESA, the employee may be compensated for overtime hours by receiving one and one-half hours of paid time off work for each hour of authorized overtime worked instead of overtime pay if:
 - i. The employee and the supervisor/manager agree to do so; and
 - ii. The paid time off work is taken within three months of the work week in which the overtime was earned or, with the employee's agreement, within 12 months of that work week.
- 4.6 When an overtime payment is to be processed, the Manager/Supervisor is responsible for informing the Payroll Office of the pertinent information required, prior to the next pay period.
- 4.7 Permanent Part-time staff who work beyond the regular weekly assignment shall be paid the straight time rate up to a regular full time work week (35 hours/week or 40 hours/week). Overtime compensation (two times the hourly rate) shall be provided for all hours worked in excess of a regular full-time work week.
- 4.8 Part-time casual or temporary staff shall be paid the straight time rate up to forty-four (44) hours per week, per the ESA. Overtime compensation (two times the hourly rate) shall be provided for all hours worked in excess of forty-four (44) hours.