

Policy & Procedure Manual

OVERTIME – SCHEDULING – HR-III-1

POLICY:

As per HR-III-4, work schedules for employees are established to meet the functional requirements for the efficient operation of a work area including meeting the diverse needs of people receiving services. From time to time, however, there may be instances where, due to a variety of reasons such as employee illness, emerging work deadlines, changing needs of people receiving services, etc., a change in schedule may be required. In these instances, OPTIONS will review the need for a replacement staff, and where it is determined that a replacement staff is required, we will attempt to replace an employee by arranging to have the work performed at straight time rates or flex work schedules. Where this is not possible, overtime work will be assigned by management and payment made in accordance with the appropriate collective agreement or non union policy. Further to this, overtime can be cancelled at any time.

Non union employees will be given equal time off with pay in lieu to compensate for time worked over 37.5 hours, but under 44 hours per week; or, receive pay at straight time upon administrative approval. Authorized time worked in excess of 44 hours in one week shall be paid at the rate of one and one half times the employee's basic hourly rate of pay or time off equivalent to the overtime rate.

Lieu time worked and earned shall be subject to a maximum accumulated amount of 37.5 hours at any one time and must be taken at a mutually agreeable time within the fiscal year in which it is earned.

Senior Management/Management and supervisory personnel should refer to policy HR-V-6 regarding overtime.

Bargaining unit employees should refer to their respective collective agreements regarding overtime scheduling and premium payment.

Supervisors/Managers/Directors will be required to maintain details of dates, reasons for and costs associated with overtime work performed.

PURPOSE:

1. To inform employees about the expectation that they may be required to work beyond their regularly scheduled hours of work.
2. To inform employees regarding the process for approval and assignment of additional hours of work.
3. To inform employees regarding compensation for overtime work.

GENERAL GUIDELINES:

1. Employees assigned overtime work must be judged by the employer as capable of performing the work to be done.
2. Opportunity for overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift, however, the Supervisor/ Manager/Director will exercise discretion for the assignment.
3. There will be no partiality shown to any employee in the distribution of overtime.
4. The provisions of this policy apply to probationary employees as well as employees who have established positions.

An employee will be expected to work overtime hours when assigned by management personnel. Due supervisory consideration will be given to an employee who raises rationale regarding their inability to work overtime hours.

PROCEDURE:

1. Where a non-union employee feels that additional hours of work beyond their regularly scheduled hours in a week will be required due to workload demands, such employee must obtain management approval for such hours, in order to make any claim for lieu time. Flexing work hours may be discussed at this time, as a possible way to minimize the need to work additional hours.
2. Where any employee is assigned by management personnel to work hours in addition to his/her scheduled hours of work, management personnel will communicate to the employee the specific hours of work which are approved, and these hours will be subject to compensation at the appropriate rate of pay, as payment or banked as lieu time to be taken later, as per the Collective Agreement or OPTIONS policy on overtime as appropriate.

3. Management personnel shall enter the approved hours worked as payment or lieu time into the employee's time card of the current scheduling software system.

NOTE: Banked lieu time is subject to a maximum of 37.5 hours.

4. Employees need to plan for use of accumulated lieu time and must make written requests for use of accumulated lieu time with as much advance notice as possible and within the fiscal year in which it has been earned. Management personnel shall respond in writing to all requests for use of lieu time within a reasonable period of time of receiving such requests and shall enter the approved time used on to the employee's time card in the current scheduling software system. Last minute requests for use of time to be off requires a verbal conversation for approval and follow up in writing. Bargaining Unit Employee requests for time off must be made in compliance with the Collective Agreement.
5. An employee who has an outstanding lieu time balance in their bank on March 31st of each year, will have such lieu time paid out within the pay period that includes March 31st. Payouts should be the exception.

RECOMMENDED BY: Human Resources Director

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:



