
Overtime for Excluded Support Staff Policy

Department Policy Number

090 004

Effective Date

September 1, 2006

Purpose

To define the basis on which overtime is used for excluded support staff.

Definitions

Employee Support staff exempt from the AUPE agreement.

Normal Work Schedule The normal daily and weekly hours of work.

Policy

1. Unless the employee has been authorized to work a compressed or modified work week, the normal work schedule for a fulltime employee is seven (7) hours a day, thirty-five (35) hours a week.
2. An employee may work a compressed or modified work week (flex) if operational needs are met, the applicable executive officer has approved the flex schedule, and the flex schedule is filed with Human Resources. The approved flex schedule becomes the employee's normal work schedule.
3. All overtime must be preauthorized by the appropriate department supervisor.
4. The University can require an employee to work hours different than their normal work schedule by either:
 - a. modifying the employee's normal work schedule such that overtime is not needed, provided that the employee receives at least 24 hours written notice of the change to the normal work schedule; or



- b. compensating the employee with salary or time in lieu (refer to Overtime-Time Off in Lieu Policy), provided that the normal work schedule can not be changed to avoid overtime.

Regulation

1. Employees who work in excess their normal daily hours of work can choose to be:
 - a. compensated at a rate of time and one-half (1-1/2x) for the first two (2) hours so worked and at the rate of double (2x) for hours worked in excess of two (2) hours; or
 - b. granted compensating time off (i.e., one and one-half times (1-1/2x) or two (2) times the overtime worked in lieu of compensating pay) mutually agreeable to the employee and respective supervisor.
2. Hours worked on a regular scheduled day of rest shall be compensated at a rate of time and one-half (1-1/2x) for the first seven (7) hours worked, except where an employee works two (2) or more regularly scheduled days of rest during a rest period. Hours worked on the second and subsequent days of rest shall be compensated at a rate of two times (2x). Hours worked in excess of seven (7) hours on any day of rest shall be compensated at a rate of two times (2x).
3. Overtime compensation shall be calculated based on the effective salary rate at the time overtime is worked regardless of any subsequent retroactive change in rate.
4. Part-time employees may be required to work up to the normal regular hours of a fulltime employee at straight time rates and, in accordance with this policy, shall be eligible for payment at overtime rates for hours worked in excess of fulltime hours.
5. An employee who is required to attend a training course or seminar on the employee's normal day of work shall be paid at overtime rates for the hours spent on training that are in excess of the employee's normal daily hours of work.
6. An employee who is required to attend a training course or seminar outside of the urban area in which he or she is employed shall be paid overtime rates for the hours spent on travel that are in excess of the employee's normal daily hours of work.

Procedure

Employees must complete an [Additional Compensation Form](#). Those employees wishing to have time in lieu are to follow the [Overtime - Time Off in Lieu Policy](#).

Approved by

President (Executive Group), July 5, 2006

Amended Date/Motion No.



Related References, Policies, and Procedures

[Overtime - Time Off in Lieu Policy](#)

Applicable Legislation/Regulation

Employment Standards Code, R.S.A. 2000, c. E-9

Responsible Position/Department

Human Resources

Keywords

Overtime, excluded support staff