

### 13. **Overtime**

#### (a) General policy

The general policy of the Society is to avoid overtime wherever possible, or to limit its exercise to emergency or illness situations that would otherwise impede service coverage.

Approval for overtime **MUST BE OBTAINED** prior to overtime being worked. Where prior approval has not been obtained, an employee will not receive compensation.

Hours worked in excess of forty-four hours per week, or in excess of four hours per week over the employee's regular work schedule if regular work schedule is more than forty hours per week (see section (f) below), shall be recorded and compensated for in time off or pay, as mutually agreed between the employee and the supervisor.

Relief employees will not be expected to work overtime hours except in emergency situations. Relief staff may choose to work extra hours at regular rate of pay.

#### (b) Management employees

Management employees shall not be entitled to compensation for overtime. Management employees who consistently work in excess of 40 hours per week shall review their work system and work responsibilities with their immediate supervisor.

#### (c) Recording of overtime

All overtime must be recorded on timesheets and initialled by the supervisor.

#### (d) Approval for overtime

The supervisor will be responsible for approving overtime hours. Each program will have written relief and overtime protocols.

#### (e) Overtime compensation

Overtime work shall be compensated in time off or pay on the following schedule:

- 1) time and one half for the first three (3) hours of overtime; and
- 2) double time for hours in excess of three (3) hours.

#### (f) Irregular shifts

It is understood there are shifts within the Society that go beyond 8 hours in a single day, or forty-four hours in a single week. These shifts have been agreed upon by the employee and will not be considered as overtime hours. Any irregular shifts shall be reviewed by Human Resources to ensure compliance with Employment Standards.