



OVERTIME – SUPPORT STAFF

From time to time, the operational requirements of the Division may require employees to work beyond the standard hours of work. Overtime is defined by *The Employment Standards Code*.

The regulations regarding working beyond standard hours are attached.

Information: [The Employment Standards Code](#)

Adopted September 1, 2009		
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OVERTIME – SUPPORT STAFF

The regulations provide definition of hours, authorizations required and payment for overtime.

1. Definition of Hours of Work

a. Standard Hours

“Standard hours” of work as defined by *The Employment Standards Code* are eight hours in a day or forty hours in a week.

b. Normal Hours

“Normal hours” of work are defined by the position the employee holds. Regular hours may be 6.0 hours per day, 7.25 hours per day, or 8.0 hours per day. (Refer to Policy E.1.L, Hours of Work.)

c. Overtime Hours

Overtime hours are defined as hours worked over the standard hours of work. An employee may work beyond normal hours. However, only hours in excess of the standard hours of work as defined by *The Employment Standards Code* are overtime hours.

2. Authorization of Overtime

- a. Pursuant to *The Employment Standards Code*, an employee cannot work overtime without the knowledge or the permission of the Principal/supervisor.
- b. An employee is eligible for payment for overtime only when the overtime has been authorized by the Principal/supervisor in 2 a. above.

3. Payment of Overtime

When overtime hours are authorized as above, an employee shall receive payment for hours worked over the standard hours of work, or the Division may credit the employee with banked time for hours worked in lieu of wages for some or all of the employee’s overtime hours over the standard hours of work.

“Banked time” means time off the employee receives with pay in lieu of wages for overtime.

a. Payment

Subject to *The Employment Standards Code*, payment shall be not less than one and one-half (1 1/2) times the employee's regular hourly salary for the number of overtime hours worked.

b. Banking Hours

The conditions for banking time for hours worked over the standard hours of work are:

- i. The supervisor and employee agree in writing to bank the overtime hours worked;
- ii. Banked time is based upon one and one-half (1 1/2) times the number of overtime hours worked;
- iii. Pursuant to *The Employment Standards Code*, banked time must be taken within three months after the end of the pay period in which the overtime giving rise to the banked time occurred, at a mutually agreed upon time based upon operational requirements;
- iv. If the time is not taken within three months, the Division shall pay out the overtime hours worked. Subject to *The Employment Standards Code*, payment shall not be less than one and one-half (1 1/2) times the employee's regular hourly salary for the number of overtime hours worked.

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