

# Hours of Work and Overtime (Non-Academic Exempt) Policy

**Category:** Human Resources

**Approval:** PVP

**Responsibility:** Associate Vice-President, Human Resources

**Date:** July 4, 1995, Last Revised January 2016

## Purpose/Reason for Policy:

The purpose of this policy is to describe guidelines for the work practices of confidential employees respecting: standard work week, modified work week, revised hours, lunch and work breaks, reporting of absence, medical certificates, emergency weather procedures, and scheduled call-ins.

## Policy:

### 1. Standard Work Week:

Normally the standard work week for full-time employees consists of thirty-five (35) hours per week or forty (40) hours per week depending on the normal full-time work week for the job classification. The hours of work shall be defined in the employee's appointment letter.

Standard working hours are those working hours existing in any University department prior to the election of modified work week arrangements as an alternative. Individual working schedules for employees are determined by supervisors and are subject to departmental needs and approval.

In certain departments, hours of work will vary for special workload reasons. Compensation for overtime is in accordance with the Employment Policy respecting Overtime. The University shall make reasonable efforts to accommodate variations in the standard work day/week of the employee.

### 2. Days of Rest:

Except in respect of variations in the standard work day/work week above, where a modified work week is instituted, or where normal operating hours include Saturday and/or Sunday, the University normally shall schedule for each employee at least two (2) consecutive days of rest per week.

### 3. Modified Work Week:

A modified work week may include: flextime, banked time, or a compressed work week. Such terms and conditions shall be negotiated between the supervisor and the employee.

### 4. Revised Hours:

Regular hours may be revised according to operational needs.

### 5. Lunch Period:

A break of not less than one half (1/2) hour per day or shift will be granted for eating purposes. Such time shall not be included in the calculation of hours worked. Scheduling is at the discretion of the supervisor subject to the needs of the department.

6. Rest Periods:

Two (2) fifteen (15) minute rest periods will normally be provided, one preceding and one following the lunch period. Scheduling is subject to arrangements with the supervisor. Rest periods worked shall not be calculated as overtime worked nor can they be banked to accumulate paid time off.

7. Reporting Absence:

Employees are encouraged to report absence as early as possible on each day of absence. All absences must be recorded on the employees Attendance Form. Attendance records are submitted electronically to the Department of Human Resources at the end of each month and are approved by their supervisor.

8. Overtime:

Overtime must be approved in advance by the supervisor and recorded within the department. An employee will qualify for overtime after working over thirty five (35) hours or forty (40) hours depending on the normal full time work week for that job classification. Compensation and requirements for working of overtime are outlined in the Employment Policy respecting Overtime. As per the Employment Standards Act, employees that manage or supervise other employees are not eligible for overtime.

9. Approval of Overtime:

Overtime must be approved in advance by the supervisor and recorded in writing within the department. An employee will qualify for overtime after working over thirty five (35) hours or forty (40) hours depending on the normal full time work week for that job classification. As per the Employment Standards Act, employees that manage or supervise other employees are not eligible for overtime.

10. Breaks During the Overtime Period:

An employee who works three (3) or more hours of overtime immediately before or immediately following normal hours of work shall be provided with a break of not less than one half (1/2) hour for eating purposes. Eating time will be included in the compensation calculation of overtime hours worked.

11. Compensation for Overtime Worked:

Approved overtime shall be compensated either by time off at a rate of one and one half (1-1/2) hours for each overtime hour worked, or by pay at one and one half (1-1/2) times the employee's regular rate, the method to be agreed upon and to be subject to the approval of the Department/College Head in advance.

Time off for overtime worked cannot be banked beyond a three (3) month period without the prior written approval of the Department/College Head at the time overtime is worked.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

a) N/A

Policies Superseded by This Policy:

a) N/A