# **Quick Glance** **Work Time / Breaks / Overtime**

## OPSEU Collective Agreement

### Hours of Work (Article 12.1):

**Typical Work Day Duration:** the typical work day for full-time staff is eight (8) hours in duration per day, including a one-hour non-paid break (i.e. 8:30 a.m. – 4:30 p.m.) This includes unpaid breaks.

**Typical Paid Work Time:** the standard work day for full-time staff is seven (7) hours of paid worked time per day (i.e. thirty-five (35) paid hours per week). This does NOT include unpaid breaks.

**VIP Schedule:** includes both your scheduled paid work time and the duration of your shift, including your breaks. Please verify your VIP schedule is correct. If it is not, please have your supervisor email [humanresources@trentu.ca](mailto:humanresources@trentu.ca).

### Breaks (Article 12.4 & 12.5):

**Lunch:** A break of not less than one-half (1/2) hour per day or shift will be granted to staff for eating purposes. Such time shall **not** be included in the above calculation of hours worked.

**Rest Periods:** Two (2), paid fifteen (15) minute rest periods will normally be provided, one preceding and one following the eating period. Rest periods worked shall not be calculated as overtime worked nor can they be banked to accumulate paid time off.

**VIP Breaks:** VIP does not know when you take your breaks each day. It only knows the length of time off unpaid (i.e. if you take a ½ hour or 1 hour lunch break daily).

### Overtime (Article 12.3):

**Eligibility:** After working thirty-five (35) hours or forty (40) hours (depending on the normal full-time work week for that job classification). This does not include unpaid lunch breaks.

* Overtime must be approved **in advance** by the supervisor and told whether the overtime will be banked/used as lieu time OR be paid out as overtime pay. In the event a Department offers overtime on a time-off only basis (banked/used as lieu time), acceptance of such overtime shall be voluntary.
* Every effort should be made to avoid overtime on a continuing or scheduled basis.
* The total hours (regular + overtime hours) shall not exceed twelve (12) in a day or forty-eight (48) in a week.

**Overtime Pay:** is paid out at 1½ times the employee’s current regular rate of pay. Additional hours worked that will be paid out, must be included in an employee’s weekly timesheet using “Request for Hours Worked – 1030”, no later than Monday at Noon for the previous week.

**Overtime Bank:** is calculated at 1½ times and is added to the employees VIP Overtime Bank. Hours can not be banked beyond a three (3) month period. Additional hours worked that need to be banked, must be included in an employee’s weekly timesheet using “Request to Bank Overtime – 1035”, no later than Monday at Noon for the previous week.

## Employment Standards Act (ESA)

The ESA outlines additional rules in which Trent must follow, including:

**Daily Limit of Hours:** 8 hours, unless agreement is made.

**Weekly Limit of Hours:** 48 hours, unless agreement is made.

**Daily Hours Free from Work:** 11 consecutive hours off work each day.

**Rest Between Shifts:** 8 hours off work between shifts. Exception, does not apply if the total time worked on both shifts is not more than 13 hours (i.e. split shifts).

**Weekly/Bi-weekly Rest**: 24 consecutive hours off work in each work week; or 48 consecutive hours off work in every period of two consecutive work weeks

**Eating Periods (Lunch Breaks)**: An employee must not work for more than five hours in a row without getting a 30-minute eating period free from work (unpaid). Meal breaks, whether paid or unpaid, are not considered hours of work, and are not counted toward overtime.

**Overtime Pay:** begins after working 44 hours in a work week, 1½ times the employee’s regular rate of pay.

## Additional Information

**OPSEU Collective Agreement:** <https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/OPSEU%20COLLECTIVE%20AGREEMENT%202018%20-2022%20FINAL.pdf>

**ESA:** (<https://www.ontario.ca/document/your-guide-employment-standards-act-0>)

**VIP Timesheet:** <https://www.trentu.ca/humanresources/new-how-submit-timesheet-hours-vip>

**Contact Human Resources:** [humanresources@trentu.ca](mailto:humanresources@trentu.ca)