

Sample <b>STATEMENT</b> of <b>POLICY</b> and <b>PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 3.06.ON</b>
Section:	Pay and Performance	Issued:	Nov. 22, 2019
Subject:	<b>OVERTIME</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-08
Issued by:	Community Resource Centre	Issued:	Feb 2017

## 1 **POLICY**

- 1.01 Overtime work, in excess of **regular hours** must be authorized in advance by the **Executive Director** before being worked.
- 1.02 Authorized overtime hours worked will be accumulated as lieu time off, calculated at a ratio of 1:1.

## 2 **PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure overtime hours and premiums are administered consistently, fairly and equitably, recorded accurately and paid correctly.

## 3 **SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees.

## 4 **RESPONSIBILITY**

- 4.01 Supervisors are responsible for obtaining advance authorization for employees to work overtime and for submitting the. Employees are required to obtain advanced authorization before working overtime hours. Supervisors are responsible for monitoring and controlling overtime costs.
- 4.02 If an Overtime Banking Agreement is mutually agreed to by an employee and the **Community Resource Centre**,
- (a) the Finance Clerk is responsible for preparing and maintaining an accurate record of all overtime hours worked, overtime bank hours earned, overtime bank hours taken or paid and any overtime bank hours that have expired;
  - (b) the employee in whose name an overtime bank is established is responsible for ensuring the accuracy of the overtime bank record.

## 5 **DEFINITIONS**

- 5.01 "**Base hourly rate**" for an employee who is paid by the hour is the amount paid for an hour of work in the employee's usual work week, not counting overtime hours and exclusive of premiums, benefits, etc. For employees who are paid other than an hourly rate of pay, the base

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hourly rate is computed by dividing the amount the employee earned in a given work week divided by the number of non-overtime hours actually worked in that week. For employees who have two or more regular hourly rates, the rate that applies to overtime work will be the rate that applies to the work performed in that hour.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

Ontario *Employment Standards Act, 2000* and Regulations

SPP HR 2.05.ON — Employment Classifications

SPP HR 2.06.ON — Hours of Work

SPP HR 4.03.ON — Public Holidays

## **7 PROCEDURE**

- 7.01 All overtime must be documented and authorized in advance by the **Executive Director** or a designated nominee. In the case of work to be performed on a Sunday or a public holiday, the work must be authorized in advance by the **Executive Director**.
- 7.02 Commuting between home and workplace is not considered working, travel or waiting time.
- 7.03 Overtime hours worked must be tracked on the timesheet under “Lieu Earned”. When lieu time is taken off, it must be entered under “Lieu Taken” on the Timesheet.
- 7.04 Banked lieu hours shall only be carried over from one fiscal year to the next with the prior written approval of the Executive Director and will not normally be eligible for cash conversion.