

## Overtime Policy

<b>Classification</b> Human Resources	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Policy Statement ..... 2 5 Special Situations ..... 3 6 Responsibilities..... 3 7 Related Procedures ..... 3 8 History ..... 3
<b>Approval Authority</b> Associate Vice-President (Human Resources)	
<b>Implementation Authority</b> Associate Vice-President (Human Resources)	
<b>Effective Date</b> August 1, 2010	
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### 1 Purpose

The University of Calgary strives to provide a healthy workplace that supports a work/life balance. The purpose of this policy is to promote a healthy work experience by:

- a) recognizing the need for occasional Overtime to meet extraordinary situations; and
- b) ensuring that Overtime hours and premiums are:
  - i. administered consistently, fairly and equitably;
  - ii. recorded accurately;
  - iii. paid correctly;
  - iv. are compliant with the current Collective Agreement; and
  - v. do not impact negatively on the individual or the University of Calgary.

### 2 Scope

This policy applies to unionized Employees. It is in addition to and does not replace Overtime provisions in the current Collective Agreement.

This policy does not apply to academic staff members or Management and Professional Staff (MaPS) members.

### 3 Definitions

In this policy:

- a) “Appropriate Manager” means the President, Vice-President, Dean or Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee in question would normally report.
- b) “Approval” or “Approved” means the Approval of the Appropriate Manager.
- c) “CTO” means compensating time off in lieu of Overtime pay for hours worked in excess of an Employee’s regular daily or weekly hours, other than Flex-time.

- d) "Emergency Situation" means any situation that was not planned and may result in damage to, or loss of, property, resources or life, if left unattended.
- e) "Eligible Employee" means a person who is engaged, full-time or part-time, to perform work on an established schedule at the University of Calgary and who is represented by the Alberta Union of Provincial Employees (AUPE).
- f) "Employee" means a person who is engaged to perform work on an established schedule at the University of Calgary.
- g) "Flex-time" means hours worked by Eligible Employees, in excess of their regular daily or weekly hours, on a previously agreed to regular schedule under the Flex-time Policy.
- h) "Management", in reference to a position, means a person to whom an Employee is directed to report and who is responsible for securing budgetary approval.
- i) "Overtime" means work, pre-Approved by Management, which Employees perform in excess of their regular daily or weekly hours, excluding Flex-time.
- j) "Regular Rate" means the basic hourly rate, or salary equivalent, paid to the Employee for normal hours of work.

#### 4 Policy Statement

##### Approval of Overtime and CTO

- 4.1 Overtime must be pre-Approved and authorized by the Appropriate Manager.
- 4.2 Subject to the Flex-time Policy or Procedure, casual, temporary, temporary relief, recurring part-time and student Employees will not normally be authorized to work Overtime.
- 4.3 Except as provided in section 4.4 below, time worked without prior Approval from Management is deemed ineligible for Overtime compensation. This includes time worked by choice by the Employee:
  - a) during lunch and rest periods;
  - b) when arriving early; or
  - c) when leaving late.

##### Emergencies

- 4.4 When Overtime is worked without prior authorization in an Emergency Situation, the Employee must as soon as possible communicate to the Appropriate Manager the amount of Overtime worked and the details of the Emergency Situation.

##### Utilization of CTO

- 4.5 CTO must be pre-Approved and taken within six months of the end of the pay period in which it is accumulated.

**4.6** An Employee must have sufficient CTO credits to cover the time requested as CTO in order to be granted Approval to utilize CTO for time off.

**4.7** CTO will be taken on the basis of 1.5 hours off for each hour of Overtime worked.

**5 Special Situations**

**5.1** Pursuant to the “Overtime Article” in the AUPE Collective Agreement, Management may schedule banked CTO on behalf of the Employee and advise the Employee at least three (3) weeks before the date it is to be taken.

**5.2** Employees participating in a graduated return to work regime or in reduced duties leading to retirement are not permitted to work Overtime.

**6 Responsibilities**

**6.1** Approval Authority – AVP Human Resources or Designee

- a) ensure appropriate rigour and due diligence in the development or revision of this policy;
- b) ensure compliance with the University’s Authority and Accountability Framework;
- c) ensure compliance with applicable legislation.

**6.2** Implementation Authority – AVP Human Resources or Designee

- a) ensure that University staff are aware of and understand the implications of this policy and related procedures;
- b) monitor compliance with the policy and related procedures and legislation;
- c) regularly review the policy and related procedures to ensure consistency in practice; and
- d) sponsor the revision of this policy and related procedures when necessary.

**6.3** Management will:

- a) be accountable for the day to day management and implementation of this policy and its potential to result in a fiscal liability for the University of Calgary (Accountability will form part of performance management goals associated with human and financial resource accountabilities);
- b) ensure the HCM timesheet system is updated accurately and submitted in a timely manner;
- c) ensure Overtime bank balances are accurate; and
- d) ensure approved CTO does not accumulate as a liability for the employer beyond the 6-month timeframe.

**7 Related Procedures**

Overtime Procedure

**8 History**

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