



UNIVERSITY OF  
CALGARY  
QATAR

جامعة  
كالغاري  
قطر

## Departmental Policy

Departmental Procedure  
Instructions/Forms

### UCQ Overtime Policy

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Parent Policy 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose**
- 1 The purpose of this policy is to ensure that Overtime hours:
    - a) are administered consistently and equitably;
    - b) are managed in accordance with University policy; and
    - c) do not have a negative impact on the Employee or the University.
- Scope**
- 2 This policy applies to Support Staff and Student Employees at UCQ.  
  
This policy does not apply to academic staff, management and professional staff (MaPS), or independent contractors.
- Definitions**
- 3 In this policy
    - a) "Appropriate Manager" means the Dean, Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee would normally report. In the case of research assistants, the Appropriate Manager is the faculty member who holds the research funding and to whom the Employee reports.
    - b) "CTO" means compensating time off.
    - c) "Employee" means an individual who is engaged to work for the University under a contract of service, that is, there is an

employer-employee relationship between the individual and the University.

- d) "Overtime" means work performed by an Employee in excess of regular work hours as defined in the Employee's employment contract.
- e) "Recurring Part-time Employee" means an Employee who is engaged to perform work on an irregular schedule. Such Employees may work shifts up to the normal daily and weekly hours of work for their job classification.
- f) "Student Employee" means a Student who works at UCQ in a position that falls within phase 1 of a job family.
- g) "UCQ" means the University of Calgary – Qatar.

**Policy Statement 4 General**

- 4.1** Overtime up to three hours must be pre-approved and authorized in writing by the Appropriate Manager.
- 4.2** Overtime in excess of three hours must be pre-approved and authorized in writing by the Dean.
- 4.3** Recurring Part-time and Student Employees will not normally be authorized to work Overtime.
- 4.4** Overtime worked without prior approval is ineligible for Overtime compensation except in emergency situations.
- 4.5** Eligible Employees who, for personal reasons, request and are authorized to work Overtime, will be compensated for those hours on a straight time basis only.
- 4.6** Eligible Employees who voluntarily participate in a training course, conference, or seminar outside of normal working hours will not earn Overtime.

**Calculating Overtime**

- 4.7** Casual employment and regular employment are not combined for the purpose of calculating Overtime.
- 4.8** When an eligible Employee's daily hours of work are increased to reduce the number of work days in the week, Overtime compensation applies only to those hours worked in excess of the scheduled number of hours of work.
- 4.9** An eligible Employee who has a flexible work schedule is entitled to Overtime compensation only when the Appropriate Manager requires the Employee to work in excess of the Employee's established total number of hours of work.
- 4.10** When an eligible Employee is called from home to work at a time outside normal working hours, the Employee will be compensated at

- the applicable Overtime rate for:
- a) the actual hours worked; or
  - b) four (4) hours –

whichever is greater.

- 4.11** When a call-out forms a continuous period with the eligible Employee's normal working hours, the Employee's normal working hours will not be reduced as a result of the call-out.
- 4.12** Eligible Employees who are formally designated by their department to receive urgent work-related telephone calls at home outside of the normal working hours shall be compensated at the applicable Overtime rate for all time engaged in such calls.
- 4.13** Notwithstanding 4.12, if the time taken to manage the call and any subsequent related calls totals twenty (20) minutes or less, the eligible Employee will be paid for a minimum of one-half (½) hour at straight time rates or the equivalent time in lieu of pay. For this purpose, two or more calls received within a thirty minute period will be considered to be a single call.
- 4.14** Eligible Employees will not be compensated for responding to telephone calls at home which result in the Employee having to leave home to return to work.

#### **Compensation for Overtime**

- 4.15** An eligible Employee who is required to work Overtime will receive compensation for the Overtime in the form of CTO.
- 4.16** CTO will be earned at the following rates:
- a) time and one-half for the first three (3) hours on a regular work day or the first three (3) hours worked on a scheduled day off; and
  - b) double time for hours in excess of three (3) hours on a regular work day, three (3) hours on a first scheduled day off, or any time on a second or subsequent consecutive scheduled day off.

#### **Using CTO**

- 4.17** CTO must be used within three months of the end of the pay period in which it is accumulated.
- 4.18** The Appropriate Manager will permit the eligible Employee to take CTO at a time which is acceptable to both parties whenever possible.
- 4.19** In extenuating circumstances, the Appropriate Manager will schedule the CTO and advise the Employee at least three (3) weeks before the date it is to be taken.

#### **Responsibilities**

- 5** *Appropriate Manager*
- ensure compliance with this policy;
  - ensure timesheets are filled out accurately; and

- ensure approved CTO does not accumulate beyond 3 months.

*Approval Authority*

- ensure appropriate rigour and due diligence in the development or revision of this policy.

*Implementation Authority*

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

**Parent Policy**

**6** [University] Overtime Policy

**History**

**7** *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

*Effective:* August 5, 2011