



UCQ  
Overtime Policy

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Approval Authority Associate Vice-President (Human Resources)	Scope 2
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employer-employee relationship between the individual and the University.

- d) Overtime Work performed by an Employee in excess of regular work hours DV GHILQHGLQ WKH (PSOR\ contract.
- e) 35 HFXUULEWLBHDUPSOR\HH Employees who are 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) 36 WXGHQW (PSOR\HH' PHDQV D 6WXGH(C position that falls within phase 1 of a job family.
- g) 38 & 4' PHDQV WKH 8QLYHQLW\ RI & DOJ

Policy Statement

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#### 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 (PSOR\HH' V H TMDI 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 @  
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hours will not be reduced as a result (4 be

- ensure approved CTO does not accumulate beyond 3 months.

***Applicability***

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

***Implementation***

- 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	<p><b><i>Approved:</i></b> accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.</p> <p><b><i>Effective:</i></b> August 5, 2011</p>