

PROCEDURE FOR OVERTIME REPORTING

POLICY NO.	310-016
SCOPE	All Administrative and Support Staff eligible for overtime.
APPROVAL	Senior Management Team
ORIGINAL DATE	May 12, 2008
LAST REVISION	January 14, 2014
NEXT REVISION	As required
CONTACT	Director, Human Resources

1 SCOPE

This policy applies to all NSGEU, FUNSCAD Unit II and Non Managerial Union Exempt Employees.

2 STANDARD METHOD FOR REPORTING OVERTIME

All overtime must be approved in advance by the immediate Supervisor of the employee.

Employees will not be compensated for any overtime which was not approved in advance.

Overtime payments or accrual is defined in the respective collective agreements or Union exempt handbook and is based on the number of hours worked on a specific date or time.

Employees have the option of receiving payment for overtime worked, or accruing the time to use as time off at a later date.

3 TIMESHEETS – ACCRUING TIME

All approved overtime must be recorded on a time sheet. If the employee is accruing the time, the box indicating “banked overtime” should be marked. If the employee would like the time to be paid out, “Pay overtime” should be marked.

Enter the date, number of hours and hourly rate of pay.

The time entered into the time sheet should be inclusive of the overtime rate. For example, if an employee is being paid time and one half and has worked 3 hours of overtime, 4 ½ hours should be entered on the time sheet.

The rate of pay should be the employees regular hourly rate. To determine the hourly rate, take the salary amount and divide by 1820 hours.

The time sheet must be signed by the employee and the Supervisor and submitted to the Human Resources Office to record the time, or arrange for payment.

Accrued time will be indicated in the employees leave records, accessible through web advisor,

under lieu time.

Indicate time accrued or paid time

Hourly rate should remain at the regular rate (annual f/t salary / 1820). The number of hours should include the calculation of overtime. (eg. 3 hours at 1 1/2 times = 4 1/2 hours)

4 TAKING ACCRUED LIEU TIME – LEAVE FORM

If an employee has accrued lieu time and wishes to take the time off, a leave form must be submitted to the Human Resource office.

Identify lieu time

The employee must complete the request and submit the leave form to the Immediate Supervisor for approval. Once signed the form is submitted to Human Resources and the time will be deducted from the lieu time bank.