

Overtime

Original Implementation Date	April 1, 1996		
Date of Last Revision	Nov 17, 2006 August 2014 (correction statement)	Approved by	Chief Administrative Officer
Effective Date of Last Revision	Nov 17, 2006		

1 - Business Practice Name

Overtime

2 - Purpose

While HRM recognizes the need for work outside normal hours of work, managers must ensure workloads are managed appropriately to reduce overtime. Employees at levels M2, M3, M4, P2 and P3 on the non-union position ladder chart as well as employees at levels EM3, EM4, EP3, and EP12 on the ITE Pay Plan are not eligible for overtime compensation. Base compensation is designed to ensure they are adequately compensated in the event they do spend extra hours in the workplace. However, exceptions to this may be approved by the Director of Human Resources at the recommendation of the business unit.

Employees at levels M1, P1, A1, A2 and A3 on the non-union position ladder chart are eligible to be compensated for time worked beyond one hour in excess of regular hours of work, when it is operationally required as determined by the employee's manager.

3 - Scope

This applies to all non-union HRM employees.

4 - Procedures

- All overtime work must be approved by the employee's manager or designate; where possible, in advance of the overtime being worked.
- Commencement of overtime and overtime rates are calculated based on the individual's standard work week. Payment of overtime will be at the rate of pay the employee is earning at the time the overtime is worked.
- Where the overtime work could be assigned to any one of a group of employees, the business unit is responsible for developing a procedure for assigning overtime to ensure it is distributed on a fair and equitable basis, subject to operational requirements.
- Employees at levels M1, P1, A1, A2 and A3 will be compensated for overtime through banked-time or overtime pay-out, both at time and one half; choice of banked-time or pay-out is at the manager's discretion. Time off in lieu of overtime pay must be scheduled with the manager.

The balance of time off in the overtime bank must be reviewed quarterly by the manager and amounts in excess of one week must be scheduled for use as time off or paid out. Managers are responsible to set a target date to deplete accumulated overtime. Pay out of banked time is

paid at the rate at which it was earned.

5 - Contact

Manager of Talent & Total Rewards, Human Resources