

TITLE: OVERTIME

POLICY STATEMENT:

All overtime shall be pre-approved by the supervisor and documented using the Overtime/Lieu Time Tracking Form. Overtime will be paid according to the applicable collective agreement within the pay period in which the time was worked.

Time taken in lieu of pay must be approved and taken within four (4) months or the overtime will be paid out. Supervisors are responsible for managing the budget implications of overtime pay outs.

Overtime not fully paid or used by the end of June each year will be reported to Finance as an organizational liability and must be taken or paid out within the next four (4) month timeframe.

Supervisors of exempt staff are responsible for approving overtime and time in lieu when additional work hours are required.

AUPE members on a flexible work schedule shall incur overtime when the total number of hours worked over a twelve (12) week period exceeds the number of regularly scheduled hours of work over that period.

CUPE members on flex-time shall incur overtime for hours worked over eight (8) hours per day and forty (40) hours per week.

PURPOSE:

To provide reasonable work schedules for all staff, to track reasons why overtime is occurring, to curtail accrued organizational liability and to ensure compliance with collective agreements.

SCOPE:

This policy applies to all members of CUPE local 1445 and all members of AUPE. Time in lieu arrangements exclusive of pay-out apply to exempt staff.

PRINCIPLES:

Red Deer College strives to provide a healthy work experience with reasonable work schedules, while recognizing the need for occasional overtime to meet extraordinary situations.

Staff will be fairly compensated for overtime worked in accordance with the overtime provisions of the applicable collective agreement.

On request by the employee, a supervisor may approve time in lieu of payment in accordance with the operational needs of the area.

Time in lieu of overtime pay cannot accumulate as a liability beyond four months and supervisors are responsible for managing overtime for their assigned areas.

PROCEDURE:

1. The supervisor and staff member will discuss the need for overtime. The supervisor will pre-approve the overtime and document it using the [Overtime/Lieu Time Tracking Form](#).
2. The staff member will record the overtime hours and reasons for the overtime on the RDC timesheets and submit to their supervisor for signature.
3. The supervisor will submit the timesheets to payroll in Human Resources.
4. Overtime will be paid in accordance with the provisions of the applicable collective agreement and will be paid in the pay period in which the work was completed.
5. If the CUPE or AUPE member and the supervisor agree upon time off in lieu of payment, the overtime worked will be approved and tracked on the Overtime/Lieu Time Tracking Form. The supervisor and the staff member will agree on a time when operations will allow for time away within four (4) months of the overtime worked. Time taken will be tracked on the form and each entry will be initialled by the supervisor. The form will be submitted to Human Resources at the end of the four month period. Any overtime not taken in lieu within the four month period will be paid out in the next pay period.
6. All overtime pay or time in lieu not completed by June 30 of the year will be reported to Finance as a liability and will be taken or paid out prior to October 31.

RESPONSIBILITY: Vice President of Human Resources

CONSULTATION FOR REVIEW: Executive of CUPE and AUPE

POLICY REVIEW DATE: June, 2009

EFFECTIVE DATE: March 1, 2008

RELATED POLICIES:

- EL-A1 Treatment of Staff
- EL-A2 Compensation and Benefits
- Standard Practice - Compensation