

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 3.06
Section:	Pay and Performance	Issued:	Jan 1, 2009
Subject:	OVERTIME	Effective:	Jan 1, 2009
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	
Issued by:	Martin Moore	Dated:	

1 POLICY

- 1.01 Overtime applies only to **Hourly** employees, it **does not apply to Salaried** employees.
- 1.02 Overtime work, in excess of **eight (8)** hours per day or **fourty (40)** hours per week must be authorized in advance by the **Departmental Manager**.
- 1.03 Authorized overtime hours worked are paid at the rate of **one and one-half (1½)** times the employee's Regular wage, or its equivalent, for all hours worked in excess of **eight (8)** hours per day or **fourty (40)** hours per week, in British Columbia, or **fourty-four (44) hours per week in Alberta and Ontario**.
- 1.04 Authorized overtime will have a set maximum of **four (4)** hours in addition to regular shift hours per day are paid at the rate of **one and one-half (1½)** times the employee's Regular wage, with total work hours not to exceed **twelve (12)** hours per workday.
- 1.05 Authorized overtime hours worked on a **Sunday** are paid at the rate of **two (2)** times the employee's Regular wage, or its equivalent, for all hours worked on that Sunday.
- 1.06 Subject to the conditions set out in the Procedure section of this Statement, an employee may agree to an overtime averaging arrangement that will specifically govern his or her employment and entitlement to overtime wages.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure overtime hours and premiums are administered consistently, fairly and equitably; recorded accurately, and paid correctly.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union employees in the General Occupational Categories. Overtime provisions for Union employees are governed by the terms of the Collective Agreement.

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4 RESPONSIBILITY

- 4.01 As set out in 1.02, the respective managers are responsible for authorizing and tracking overtime hours.

5 DEFINITIONS

5.01 “Regular wage” means

1.
 - (a) if an employee is paid by the hour, the hourly wage,
 - (b) if an employee is paid on a flat rate, piece rate, commission or other incentive basis, the employee’s wages in a pay period divided by the employee’s total hours of work during that pay period,
 - (c) if an employee is paid a weekly wage, the weekly wage divided by the lesser of the employee’s normal or average weekly hours of work,
 - (d) if an employee is paid a monthly wage, the monthly wage multiplied by 12 and divided by the product of 52 times the lesser of the employee’s normal or average weekly hours of work, and
 - (e) if an employee is paid a yearly wage, the yearly wage divided by the product of 52 times the lesser of the employee’s normal or average weekly hours of work.
2. Overtime pay, shift or other premiums, insurance premiums paid by the company on behalf of an employee, benefits provided under any company or government benefit plan are not considered to be wages for the purpose of this policy.

6 REFERENCES and RELATED STANDARD PRACTICES

British Columbia *Employment Standards Act* and Regulations

Employment Standards Code and Regulation (Alberta)

Ontario Employment Standards Act, 2000 and Regulations

SPP HR 2.05 — Employment Classifications

SPP HR 2.06 — Hours of Work

SPP HR 4.03 (BC & AB) — Statutory Holidays

SPP HR 4.03 (ON) – Statutory Holidays

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7 PROCEDURE

- 7.01 To be eligible for overtime payment, all overtime must be documented in writing and authorized in advance by the **Departmental Manager** before being worked. In the case of work to be performed on a Sunday, the work must be authorized in advance by the **Departmental Manager**.
- 7.02 Commuting between home and workplace is not considered working, travel or waiting time.
- 7.03 Overtime will not be paid for work performed off company premises, unless specific written approval has been obtained in advance from the **Departmental Manager**.
- 7.04 Where employee time cards are used for reporting hours worked, overtime hours may be authorized by the manager by an approval signature directly on the time card. Approved overtime pay is normally paid in the first pay period following the period in which the overtime is worked.

8 APPENDICES

None