



## Overtime Hours - Support Staff-Procedure

The Procedure provides definition of hours, authorizations required and payment for overtime.

### 1. Definition of Hours of Work

#### a. Standard Hours

“Standard hours” of work as defined by *The Employment Standards Code* are eight hours in a day or forty hours in a week.

#### b. Normal Hours

“Normal hours” of work are defined by the position the employee holds. (Refer to Policy E.1.L, Hours of Work.)

#### c. Overtime Hours

Overtime hours are defined as hours worked over the standard hours of work. An employee may work beyond normal hours. However, only hours in excess of the standard hours of work as defined by *The Employment Standards Code* are overtime hours.

### 2. Authorization of Overtime

a. Pursuant to *The Employment Standards Code*, an employee cannot work overtime without the knowledge or the permission to do so..

b. An employee is eligible for payment for overtime only when the overtime has been authorized by the either the Director/Principal or Director of Operations, directly or indirectly.

### 3. Payment of Overtime

When overtime hours are authorized as above, an employee shall receive payment for hours worked over the standard hours of work.

Subject to *The Employment Standards Code*, payment shall be not less than one and one-half (1 1/2) times the employee’s regular hourly salary for the number of overtime hours worked.

Adoption Date: August 21/12	Revision Date: Dec 14/17
-----------------------------	--------------------------

