## HOURS OF WORK AND OVERTIME POLICY

[Organization Name] is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in the *Canada Labour Code* (CLC).

DEFINITIONS

Standard hours of work under the CLC are defined as eight hours in one day and 40 hours in one week. Hours worked above those amounts must be paid at the overtime rate.

The maximum hours of work are calculated on a weekly basis and may not exceed 48 hours.

POLICY

At [Organization Name], employees are required to work the number of hours as established in their employment contract.

[Organization Name] employees will at times be requested to work hours above their usual hours of work. For the purposes of this policy, hours worked beyond an employee’s usual number of hours but below the overtime threshold of 40 hours weekly will be paid in straight time.

Any hours worked beyond the CLC threshold of 40 hours in a week or eight hours in a day will be paid at a rate of time and one half the employee’s usual rate of pay. If the total of daily overtime is different from the total of weekly overtime hours, the greater of the two is used to calculate overtime pay.

All overtime hours must be authorized by a supervisor/manager in advance of being worked. In the event of an emergency, the hours may be worked but a manager/supervisor must be informed as soon as possible. Failure to adhere to these guidelines will result in the progressive discipline process.

Managers and Supervisors

Note that at [Organization Name], managers, supervisors, and employees who carry out management functions are exempt from overtime rules.

Time in Lieu

[Organization Name] may at times request that employees participate in a time in lieu/banked time off program. This is subject to employee agreement and will be noted either electronically or in writing if it is agreed-upon. For time banked above an employee’s regular hours, up until the overtime threshold, time will be banked as straight time. For any hours worked above the overtime threshold of 40 hours in a week or eight hours in a day, these hours will be banked as time and one half in relation to an employee’s usual rate of pay.

Banked time must be taken within three months of the week in which it was earned. On occasion, [Organization Name] may request that an employee takes this time at a later date. With the employee’s agreement, this time away may be taken within 12 months of when the time was earned.

In the event the employee is separated from [Organization Name] before they have taken the extra time, the employee will receive the hours banked on their final pay cheque.

[Organization Name] will maintain records of all time in lieu agreements, including hours worked and hours that have been paid out.

Averaging Agreements

[Organization Name] has put into place averaging agreements in the event employees are needed to work more hours to fulfill deadlines and complete duties. With the employee’s written or electronic agreement only, their hours of work may be averaged over two weeks or more for the purposes of calculating their entitlement to overtime pay.

During an averaging agreement, an employee’s normal day of rest may be scheduled and worked.

If employment is voluntarily terminated during an averaging agreement, the employee will be entitled to their regular rate of pay for all hours worked during the averaging period. In any case where the termination is initiated by [Organization Name], the employee will be entitled to overtime pay for all hours worked in excess of 40 during the completed weeks of the averaging agreement.