



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: HOURS OF WORK AND OVERTIME

Policy No.	HR - 415	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	HR-415-PR	Effective Date:	November 23, 2010 (R1)

1. PURPOSE AND SCOPE

The College is committed to and focused on meeting clients' needs. The purpose of this policy is to define hours of work (both scheduled and unscheduled) that comply with College requirements.

This policy applies to bargaining unit employees, non union-non management employees and management employees of College of the North Atlantic

2. POLICY

The College is committed to meeting its operational goals in a timely manner through effective scheduling of work. To accomplish this, the College may require its employees to work outside their normal schedule. The College will keep overtime to a minimum and employees will be scheduled to work overtime only after other alternatives have been fully considered.

Employees will be remunerated for the performance of approved overtime as indicated by the applicable collective agreement and the College's Human Resource Policy on overtime.

Excessive overtime can have a detrimental effect on the productivity, health, and work/life balance of employees and constitutes a significant increase in operating cost and lieu time liability of the College. With these considerations in mind, and in compliance with College policies, all overtime worked must have prior authorization in accordance with Hours of Work and Overtime Operational Procedures.

3. PROCEDURE

The Executive Director of Human Resources will ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	September 15, 2009
Revision 1	November 23, 2010
Next Review	November 2013