



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: HOURS OF WORK AND OVERTIME

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

PROCEDURE

1.0 Application

This policy applies to bargaining unit, non union/non management, and management employees of College of the North Atlantic. All relevant clauses of the Faculty, Support Staff and Supported Employment Program Collective agreements apply.

2.0 Definitions

Academic Year	A year commencing on the first day of September in a calendar year and ending on the thirty-first day of August in the calendar year next following.
Administrative Employees	As defined under “employees” of the Support Staff Collective Agreement, “A collective term except as otherwise provided in the agreement including all persons employed in categories of employment contained in the bargaining unit.
Casual Employee	An employee scheduled to work on an intermittent basis for a specific assignment and a specific period up to three weeks as outlined in a Temporary Employment Letter, and who must submit a timesheet for attendance and payment purposes.
College	Employer as represented by the Board of Governors of the College of the North Atlantic.
Excluded	Non Union/Non Management employee not included in any bargaining unit.
Fiscal Year	The period from April 1 to March 31 of the following calendar year.

Faculty	As defined under “employees” of the Faculty Collective Agreement, “a collective term except as otherwise provided in the agreement including all persons employed in categories of employment contained in the bargaining unit.
Lieu Time	Overtime that will be taken as time off at a later date.
Overtime	Work performed by an employee in excess of his/her scheduled work week, on a day of rest, vacation day or statutory holiday as authorized by the employer.
Overtime Rate	Pay rate at the time overtime was worked. Employees will be compensated for the performance of overtime as outlined in the College’s Human Resource Policy and Procedures and Collective Agreements.
Supervisor	Immediate HL Manager responsible for specific work area(s).

3.0 Responsibility

3.1 Supervisors

It is the responsibility of supervisors to:

- a) Plan work processes, program delivery and staff schedules to minimize overtime;
- b) Make every reasonable effort to give adequate notice to employees who are required to work overtime;
- c) Provide employees with written approval for the performance of overtime, in advance of scheduled overtime;
- d) Maintain a system of recording and tracking overtime;
- e) Ensure that overtime is properly managed and monitored by employees’ supervisor; and
- f) Submit reports of overtime worked by employees to the Regional Human Resources Office as required.

3.2 Employees

It is the responsibility of employees to:

- a) Obtain prior approval before working overtime; and
- b) Identify when overtime is critical to the operation of the department/College.

4.0 Standards Of Work

4.1 Employees Covered Under the Support Staff Agreement

- a) Regular scheduled hours of work are determined by the position occupied as per Support Staff Collective Agreement.
- b) The regular working day for administrative employees in positions based on 35 hours per week/7 hours per day are 8:30 am – 12:00 noon, and 1:00 pm – 4:30 pm, five (5) days per week. For full time employees in positions based on 37.5, 40, and 42 hours per week, the regular working day will be based on site requirements as approved by applicable supervisors.
- c) Full-time employees working outside the times noted in 4.1 (b), are required to complete a Flex Time Agreement which is to be approved by his/her Supervisor and placed on file in Regional Human Resources Office.
- d) The College, where mutually agreed (i.e. Baker Lee Dining Hall), may schedule employees to work split shifts.

4.2 Employees Covered Under the Faculty Agreement

- a) Regular scheduled hours of work are determined by the position occupied, as per Faculty Collective Agreement.
- b) Faculty schedules including Administration time are to be maintained by the Supervisor in a control location to be made available to the Regional Human Resource Office upon request.

4.3 Employees Covered Under the Supported Employment Program Collective Agreement

Regular scheduled hours of work are determined by the position occupied as per Supported Employment Program Collective Agreement.

4.4 Management and Non Union, Non Management Employees

Full time employees are required to work a minimum of thirty-five (35) hours per week, consisting of seven (7) hours per day, five (5) days per week, Monday to Friday, unless otherwise required by the College.

5.0 Overtime

- A. All overtime worked must have prior authorization. Supervision will confer with Organizational Budget Analyst to verify availability of funding and appropriate cost code.
- B. The use of overtime will be kept to a minimum and overtime will be required only after other alternatives have been fully considered.
- C. As per 4.2 (b) Faculty Employees will be compensated for the performance of overtime based on their overall schedule including contact and administrative time.
- D. Payment of overtime will be granted after all appropriate documentation has been received, complete with all required information and authorization. Any documentation not completed will be returned to the Supervisor.

- E. Compensation may be payment and/or lieu time, as agreed with the employee’s Supervisor, in accordance with this policy and procedures, and with the procedures outlined on the form.

5.1 Overtime Forms

All overtime must be submitted on the appropriate form, as follows:

- i. Overtime/Casual/Shift Differential Report (OCSD form) – Appendix “A”
To be used by all employees except Management, to report time worked in the above situations.
- ii. Management Overtime Report (MOR form) – Appendix “B”
To be used by Management (HL) employees with the exception of Executive Assistants.
- iii. All overtime must be submitted according to the bi-weekly payroll deadlines located in Appendix C.

5.2 Employees Covered Under the Support Staff Agreement

- a) Refer to Support Staff Agreement for applicable language.
- b) Remuneration for banked overtime will be at the rate applicable when the time was worked.

5.3 Employees Covered Under the Faculty Agreement

- a) Refer to Faculty Agreement for applicable language.
- b) Remuneration for banked overtime will be at the rate applicable when the time was worked.

5.4 Employees Covered Under the Supported Employment Program Agreement

- a) Refer to Supported Employment Agreement for applicable language.
- b) Remuneration for banked overtime will be at the rate applicable when the time was worked.

5.5 Management Employees Compensated on the HL Pay Plan Except Executive Assistants.

- a) Compensation for Overtime

Employees will be compensated with a combination of time off and pay for the performance of overtime in any consecutive 8 week period where the overtime is required by the College and approved by their immediate supervisor, as outlined in the following table:

Number of Overtime Hours Worked	Time Off Credits (Days)	Additional Time Off Credits (Days) or Pay (Days)
0 – 35	0	0
36 – 40	1	0
41 – 45	2	0
46 – 50	3	0
51 – 55	4	0
56 – 60	5	0
61 – 65	6	0

66 – 70	7	0
71 – 75	7	1
76 – 80	7	2
81 – 85	7	3
86 – 90	7	4
91 – 95	7	5
96 - 100	7	6
Each additional 5 hours		1

- b) Employees who work in excess of 70 hours of approved overtime (in any consecutive 8 week period) may be compensated either with time off or pay, at the discretion of the appropriate Executive member.
- c) Overtime payment will be reimbursed at the employee’s current salary. Where an employee is in a temporary assignment for more than 12 consecutive months overtime will be reimbursed at the employee’s temporary assignment salary.
- d) The maximum amount of overtime pay that employees may receive in any fiscal year is 10% of their annual salaries.
- e) Where the appropriate Executive member does not consider the overtime payment schedule outlined in this policy to be appropriate, given the work situation in the department, an alternative method of compensation may be submitted to the Executive Director of Human Resources Office for consideration.

5.6 All Employees – Lieu Time

- a) As noted in 5.2, 5.3, and 5.4 above, remuneration for banked lieu time will be at the rate applicable when the time was worked.
- b) Contingent upon agreement between the supervisor and employees, overtime may be compensated as time off in lieu or as payment.
- c) Lieu time is subject to the following provisions:
 - Time off is to be taken at a mutually agreeable time within twelve months of the date it was earned.
 - Time off will be granted at the rate of time and one-half (1 ½) for each overtime hour worked, unless otherwise agreed between the employee and his/her Supervisor.
- d) Annual Reviews – Administrative Employees; HL Employees:
 - Annual reviews will be conducted following the end of the fiscal year during April.
 - In the event that an employee cannot take the time off within the 12 months outlined above, the lieu time will be paid out by the end of May.
- e) Annual Reviews – Faculty
 - Annual reviews will be conducted following the end of the academic year during September.

- In the event that an employee cannot take the time off within the 12 months outlined above, the lieu time will be paid by the end of October.
- In the event that an employee cannot take the time off within the time frame outlined, then he/she shall be paid the overtime at the applicable rate when it was worked.

6.0 Procedures For Completing Overtime/Casual/Shift Differential Report (OCSD Form) – Appendix “A”

To be used by all employees, except Management, to report time worked in the above situations. Compensation may be payment and/or lieu time, as discussed with the employee’s Supervisor, in accordance with the policy and procedures, and with the procedures outlined on the form.

1. It is the responsibility of the employee to ensure all required fields in Sections 1, 3, 4 are completed prior to submission of report to Regional Human Resources Office. Section 2 is to be completed by the Supervisor prior to the working of any overtime.
2. Forms received without all necessary information will not be processed for payment or for banking of lieu time.
3. All time must be pre-approved by the applicable Supervisor prior to work commencing.
4. Definition of a Casual Employee - Scheduled to work on an intermittent basis for a specific assignment and a specific period up to three weeks as outlined in a Temporary Employment Letter, and who must submit a timesheet for attendance and payment purposes.
5. All time must be submitted according to the bi-weekly payroll deadlines located in Appendix C.
6. Section 1 - Pre-Approval
 - To be completed by employee in consultation with the supervisor.
 - Required fields: All those from “Name to Supervisor signature” & “Date”.
 - The purpose of this section is to provide information agreed upon by the employee and his/her Supervisor specifying the dates, total number of hours, compensation rate and method for the time to be worked.
 - Authorization Designation (i.e. Contract Training) is to be used when the originating supervisor is in a separate location than the employee, at which point s/he will designate the on-site supervisor with the authority to monitor and approve the time worked.
7. Section 2 – Supervisor Use
 - To be completed by the supervisor in consultation with Organizational Budget Analyst.
 - Required fields: All
 - The purpose of this section is to provide the budget information for the cost incurred in the payment or banking of lieu time involved for this report. The supervisor in consultation with the

Organizational Budget Analyst or Budgeting section, as necessary, will ensure funding is available and the cost is charged to the appropriate department.

8. Section 3 - Record of Actual Time Worked

- To be completed by employee as time is worked.
- Required fields: All
- Each date/day must be entered individually, and must be within the dates noted in Section 1.
- Details of Work Performed must be completed.
- Actual Time Worked must reflect the time of day and must be outside the employee's normal working hours. Actual number of hours must be equal to the time span worked. For example, 7:00 pm to 9:30 pm is outside the employee's normal working hours and is 2.5 hours in duration.
- Total hours worked must not exceed the total approved in Section 1.

9. Section 4 - Summary and Approval

- To be completed by employee and supervisor.
- The employee will indicate the actual number of hours worked in each category.
- The number of hours must not exceed the total approved in Section 1.
- Compensation Rate must reflect that agreed to in Section 1.
- Do not convert the number of hours worked from straight time to time & half, this will be calculated by Regional Human Resources Office by converting the pay rate to time & half where applicable.
- Employee and Supervisor will sign and date the report.
- The report will be submitted to Regional Human Resources Office for processing.
- It is acceptable to FAX the report if your work location does not have an on-site Regional Human Resources Office; however, the original report must be mailed to HR within 2 working days of the date it was signed.

10. Section 5 - Regional Human Resources Office

- To be completed by regional Human Resources office clerk.
- Role of regional Human Resources office clerk:
 - Verify the dates worked and the total number of hours are within those approved in Section 1
 - Verify the Actual Time Worked is outside the employee's normal work hours

- Verify the Actual No. of Hours accurately reflects the time indicated in "Actual Time Worked"
- Verify the eligibility for Shift Differential based on the Actual Time Worked
- Verify the dates submitted do not overlap with any previous reports received

7.0 Procedures for Completing Management Overtime Report (MOR Form) – Appendix “B”

To be used by Management (HL) employees, with the exception of Executive Assistants.

1. It is the responsibility of the employee to ensure all required fields in Sections 1,3,4 are completed prior to submission of report to Regional Human Resources Office
 - a. Forms received without all necessary information will not be processed for payment or for banking of lieu time
 - b. All time must be pre-approved by the applicable Supervisor prior to work commencing
2. Section 1 - Pre-Approval
 - To be completed by: Employee in consultation with Supervisor
 - Required fields: All those from “Name to Supervisor signature” & “Date”
3. Section 2 – Supervisor Use
 - To be completed by supervisor in consultation with Organizational Budget Analyst.
 - Required fields: All.
 - The purpose of this section is to provide information agreed upon by the employee and his/her Supervisor pertaining to the dates, total number of hours to be worked, etc.
4. Section 3 - Record of Actual Time Worked
 - To be completed by employee as time is worked.
 - Required fields: All
 - Each date/day must be entered individually, and must be within an eight-week period, and within the dates noted in Section 1.
 - Details of Work Performed must be completed.
 - Actual Time Worked must reflect the time of day and must be outside the employee's normal working hours. Actual number of hours must be equal to the time span worked. For example, 7:00 pm to 9:30 pm is outside the employee’s normal working hours and is 2.5 hours in duration.

5. Section 4 - Compensation for Overtime & Final Approval

- To be completed by employee and supervisor.
- The number of hours must not exceed the total approved in Section 1.
- Indicate the number of days in lieu and/or payment in accordance with the compensation grid provided.
- Employee and supervisor will sign and date the report.
- The report should now be submitted to Regional Human Resources Office for processing.
- It is acceptable to FAX the report if your work location does not have an on-site Regional Human Resources Office; however, the original report must be mailed to HR within 2 working days of the date it was signed.

6. Section 5 - Regional Human Resources Office/Payroll

- To be completed by regional Human Resources office clerk & payroll department clerk.
- Role of regional Human Resources office clerk:
 - a) Verify all required information is completed.
 - b) Verify the dates worked and the total number of hours is within an eight-week period, and within those approved in Section 1.
 - c) Verify the Actual Time Worked is outside the employee's normal work hours.
 - d) Verify the Actual No. of Hours accurately reflects the time indicated in "Actual Time Worked".
 - e) Verify the dates submitted and period worked do not overlap with any previous reports received.

8.0 Authorities

- Support Staff Agreement signed February 13, 2009
- Faculty Agreement signed in June 20, 2009
- Supported Employment Program Agreement signed February 12, 2009
- College Act 1996 – Section 15 1 (h)
- Government of NL –Human Resources Policy Manual

9.0 Appendices

1. Overtime/Casual/Shift Differential Report (OCSD form)
2. Management Overtime Report (MOR form)

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