

## Overtime Procedure

<b>Classification</b> Human Resources	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Procedure ..... 2 5 Parent Policy..... 3 6 References..... 3 7 History ..... 3
<b>Approval Authority</b> Associate Vice-President (Human Resources)	
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- 1 Purpose**                      The purpose of these procedures is to expand on and provide additional details to those included in the Overtime Policy.
- 2 Scope**                         This procedure applies to all eligible Employees represented by the Alberta Union of Provincial Employees (AUPE) in full-time and part-time positions. It is in addition to and does not replace Overtime provisions in the current Collective Agreement.
- 3 Definitions**                 In this procedure:
- a) “Appropriate Manager” means the President, Vice-President, Dean or Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee in question would normally report.
  - b) “Approval” or “Approved” means the Approval of, or Approved by, the Appropriate Manager.
  - c) “CTO” means compensating time off in lieu of Overtime pay for hours worked in excess of an Employee’s regular daily or weekly hours, other than Flex-time. (Collective Agreement Article 19.01)
  - d) “Emergency Situation” means any situation that was not planned and may result in damage to, or loss of, property, resources or life, if left unattended.
  - e) “Eligible Employee” means a person who is engaged, full-time or part-time, to perform work on an established schedule at the University of Calgary, and who is represented by the Alberta Union of Provincial Employees (AUPE), or who is on a fixed term.

- f) “Employee” means a person who is engaged to perform work on an established schedule at the University.
- g) “Flex-time” means hours worked by Eligible Employees, in excess of their regular daily or weekly hours, on a previously agreed to regular schedule under the Flex-time Policy.
- h) “Management”, in reference to a position, means a person to whom an Employee is directed to report, and who is responsible for securing budgetary approval.
- i) “Overtime” means work, pre-Approved and authorized by Management, which Employees perform in excess of their regular daily or weekly hours, excluding Flex-time.
- j) “Regular Rate” means the basic hourly rate, or salary equivalent, paid to the Employee for normal hours of work.
- k) “University” means the University of Calgary.

## 4 Procedure

### Scheduling

- 4.1 All Overtime must be authorized by Management prior to an Employee working the extra time (Collective Agreement Article 19.01).
- 4.2 Whenever possible the University will compensate the Employee in the form requested – either the approved Overtime may be paid out in the next scheduled pay period (at one and one-half times the Employee’s Regular Rate) or banked as CTO (taken on the basis of 1.5 hours off for each hour of Overtime worked).
- 4.3 When an Employee leaves the employment of the University, all unused banked Overtime must, by law, be paid to the Employee.
- 4.4 It is essential that all Approved Overtime earned be recorded and Approved by Management and updated in the HCM timesheet system.

### Emergencies

- 4.5 When an Emergency Situation occurs as outlined in the policy, an Employee who attends to assist with the Emergency Situation will be granted CTO or compensated for any Overtime worked (Collective Agreement Article 20).
- 4.6 When an Emergency Situation occurs as outlined in the policy and an Employee is called back to work after regular work hours to assist with the Emergency Situation, the Employee must be compensated for the call out, in addition to any Overtime entitlement (Collective Agreement Article 20).

### End of Employment

- 4.7 All earned CTO will either be used prior to the Employee’s last day of employment or will be paid out to the Employee on his/her last pay.

**Retirement**

**4.8** Once an Employee has submitted an approved retirement date all efforts must be made to ensure any earned but unused CTO is used prior to the retirement date.

**Transfers within the University**

**4.9** Earned but unused CTO is automatically paid out to the Employee prior to any transfer to another department at the University.

**Approvals**

**4.10** It is recognized that consistent with the Authority and Accountability Policy and/or Framework, the authority to Approve Overtime may be delegated to a supervisor. If the delegation to a supervisor does occur, the supervisor will have full authority to approve Overtime as outlined in the Overtime Policy and these procedures.

**5 Parent Policy**

Overtime Policy

**6 References**

AUPE Collective Agreement (Article 19)

**7 History**

Approved: March 31, 2010

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