



Overtime Policy

Approved by the Board of Directors March 3, 2016

Purpose

NUSU recognizes that there will be occasions when Overtime will be necessary to meet the needs of the Union. The purpose of this Policy is to provide for these situations and to ensure that Overtime hours and premiums are:

- a. Administered consistently and fairly;
- b. Recorded accurately;
- c. Paid correctly; and
- d. Compliant with the terms of the Collective Agreement and Ontario employment standards laws.

Responsibility

Employees are required to comply with the provisions of this policy and to adhere to the schedules and work-time related issues as communicated and approved by their respective managers and the Executive Committee.

Policy

1. Any hours worked in excess of what is required by the terms of employment for an employee (staff member or executive member) must be reported to the executive committee.
2. The executive committee must approve overtime hours worked in excess of three (3) consecutive hours in advance.
3. Overtime hours up to ten (10) hours per week may be approved after the fact, however there is no guarantee they will be approved.
 - o Executive decisions on Overtime requests will be returned within three (3) business days.
4. Overtime pay procedures for salaried employees shall adhere to the terms set out in the Employment Standards Act of Ontario (2000).
5. Non-salaried staff members working in excess of 44 hours per week will be entitled to overtime pay at a rate of 150% their hourly rate.
6. Overtime work may include but is not limited to special projects, events, meetings, major projects, or an assignment that has suffered a setback.
7. The executive committee shall require documented proof of the work completed during the overtime hours and a rationale for the necessity of the work being completed as overtime.
8. The rest of the Executive Committee shall deliberate overtime hours submitted by Executives, with the member who submitted the request removing themselves from the meeting for the duration of the discussion and deliberation of the request.