

# Overtime

## Policy

All overtime must be authorized in advance by the appropriate department head or supervisor. Compensation for authorized overtime shall be in the form of either time-and-one-half (i.e. an hour and one-half off for each hour worked) or payment for each hour of overtime worked at the rate of one and one-half times the individual's hourly rate (annual salary divided by 1,820 for those working a 35-hour week or divided by 2,080 if on a 40-hour week). However, overtime work performed on a Sunday must be compensated at double pay or double time off.

The choice of time off or pay is entirely at the staff member's discretion. This choice should be made and agreed to by the staff member and the supervisor before the overtime work is performed. Such prior agreement will ensure that the department can provide the overtime compensation in a form that is satisfactory to the staff member.

In accordance with the [Employment Standards Act](#), staff whose work is managerial or supervisory in character do not qualify for overtime compensation under normal conditions. However, in circumstances where the required overtime is excessive or prolonged, special arrangements for compensation should be made between the individual and the department head.

## Procedures

1. This policy applies to continuing/term and research grant and contract positions.
2. Although overtime is discouraged, on occasion employees may be required to work after the normal scheduled hours either beyond a regular day of work, or on a scheduled day off. However, every effort should be made to avoid requiring staff members to work overtime on a continuing basis.
3. Casual and unauthorized time worked at the staff members discretion is not eligible for overtime compensation. This includes time accumulated by working during lunch hours, coffee breaks or personal choice of early arrivals or late departures.
4. If payment is to be made, supervisors should complete a requisition and forward it to the Departmental Timekeeper. Funding of overtime payments is the responsibility of the department head.
5. For those working less than full-time, including those on reduced periods of responsibility appointments, overtime compensation will only apply when the hours worked in a day actually exceed seven, or weekly hours actually exceed 35 hours (eight hours or 40 hours in certain cases). That is, the employee would be paid at normal hourly rates up to normal full-time hours and would be compensated for overtime beyond those hours according to policy. However, if the staff member has completed the regular five-day work week and is working on the sixth or seventh consecutive work day, such work will be regarded as overtime. Compensation shall be at the rates described in the above policy.