

## 5. Hours of Work and Associated Overtime Policy (Sample)

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Policy: **Hours of Work and Associated Overtime**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** The regular scheduled hours of work at (company name) are between 8:30 am and 5:30 pm, for a total of 40 hours from Monday to Friday but may include Saturday. Overtime at (company name) is defined as any hours worked by an employee outside of the normally expected 40 hours of work between Monday and Saturday in any given week.

### **POLICY:**

Recognizing that shift work may: impact employees work productivity; affect their general health and; may increase stress in their personal life, fair and equitable remuneration (money or time back) will be provided to employees of (company name) to recognize the sacrifices made to accommodate these expectations.

**SCOPE:** all non-management employees of (company name) will be covered by this policy

### **PROCEDURE:**

- Employees may be required to work reasonable overtime which must be agreed to, and approved by, the immediate manager prior to being worked.
- Flexing the normal hours of a work-day or week is encouraged rather than the employee working overtime hours.
- Overtime will not be applicable if hours are worked on Saturday as it is part of a normal work week. However, Sunday is not part of a normal work week and employees will be paid overtime at one and a half times the normal rate of pay when work on Sunday is required.
- Employees may, by mutual agreement with their manager, be granted the equivalent time off in lieu of paid overtime. (i.e. 4 hours worked = 6 hours off) Time off in lieu must be taken within 2 (two) weeks of working such time or it will be forfeited.
- Payment or time-off in lieu of overtime worked will be determined in accordance with the contract and the employees' preference.

Insert Policy Number here

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