



## HUMAN RESOURCES POLICY OVERTIME

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**EFFECTIVE:** October 1982  
**REVISED:** March 2009  
**RELATED POLICIES:**

### POLICY

Overtime work performed by College employees should be kept to an absolute minimum unless deemed essential to the operation of the College. Approval of overtime must adhere to certain guidelines as well as the respective collective agreements (Article 16, Faculty, or Article 10, Support).

### PROCEDURE

The following guidelines must be adhered to in the process of approving overtime work:

1. Overtime work must be authorized by management personnel only and should be scheduled with as much advance notice as possible.
2. The employee shall submit a weekly timesheet to the supervisor for approval.
3. The timesheet should express the employee's wishes in regards to either payment for work performed or time off in lieu.
4. The supervisor will indicate approval of the overtime by initialing the timesheet and forwarding it to the Campus Administrator for final approval.
5. The Campus Administrator will retain one copy of the timesheet for records and immediately forward the remaining copies to the Payroll Department for processing.
6. When "time off in lieu" has been requested, the employee shall submit a Leave of Absence form to the supervisor for approval. The request should be clearly marked "Time In Lieu" and forwarded to Human Resources prior to the leave being taken.

### Dual Bargaining Unit Assignments

From time to time, a few Northern Lights College employees, primarily located at smaller campuses, may be offered two (or more) clearly defined positions, within two collective bargaining units. In effect, these individuals hold two (or more) separate and distinct part time jobs, with the College, coincidentally, being the single employer.

The College wishes to provide professional opportunities for all employees and, in consideration of that objective, has endorsed dual appointments. **Clause 16.03(d) was added to the Faculty agreement to provide for dual bargaining unit assigned work hours to be designated as regular time up to a combined total of 40 hours per week. This clause is intended to set the limits of overtime obligation and is not to be interpreted as a benchmark for maximum workload assignment for "two component, dual bargaining unit" employees.**

The College must also be diligent in managing its financial resources, and dual appointments in

any combination should not be established if they result in overtime scheduling, or if they may be interpreted to be in contravention of collective agreement language.

In order to define a process to ensure compliance with the collective agreements, provincial legislation and budget limitations, the following must be considered when hiring one employee into two or more part time positions in more than one component:

- **Defining “Part Time” Positions:** The definition of “full time” varies (from 30 to 35 hours per week), depending upon bargaining unit representation and faculty classification. Therefore all part time positions must be **described in total hours** and not in fractions of positions.
- **Hours of Work:** In addition to establishing weekly hours of work, both collective agreements and the Employment Standards Act set out regulations regarding specific days of work and/or maximum daily hours:
  - **The Support Agreement** defines full time as 7 hours per day, between 8:00 a.m. and 5:00 p.m., Monday to Friday.
  - **The Faculty Agreement** references normal workload to be scheduled between 8:30 a.m. and 4:30 p.m., Monday to Friday, with consideration for occasional increase in the length of the workday to 9 hours on an “interim only” basis.
  - **The Employment Standards Act** establishes 8 hours per day, with no specific beginning or end times and no specific days of the week, as full time.
- **Employee Benefit Plans**  
Eligibility for employee participation in various benefits plans is governed by employee regularization and minimal hours of work, and the specific coverage provided is not consistent between bargaining units. Vacation entitlement, pension plan enrollment and sick leave privileges vary, depending upon bargaining unit membership. Seniority accrual and salary increments are calculated separately, and with differing variables, under the auspices of articles of each collective agreement.

#### **Campus Responsibilities:**

- Senior Administrators at the campus level are responsible for decisions on staffing within the budget parameters. Given the potential for variables within dual component assignments, they must ensure they apply the correct principles and regulations and that there is consistency across the campuses.
- Administrators must capture the necessary data to ensure the complexities are properly considered before confirming dual component assignments.
- A sample of the format designed to help capture the data required for informed decision making is included in this guideline. Human Resources will supply all campus administrators with “*Employee Appointment Worksheets for Dual Component Assignments.*” This form will help administrators gather information for any employee being considered for multiple appointments and, in the defined circumstances, it will provide a summary of total assigned daily and weekly hours for that employee. Once completed, the form will be forwarded to the Regional Human Resources Director.

#### **Potential Ramifications to Employee:**

The Human Resources Director will analyze the information and review the employee’s existing

status. The employee and the supervisor will be advised of the potential ramifications the acceptance of a dual appointment will have on compensation, leave entitlements, benefits eligibility and any other relevant comments, observations or recommendations.

### **Summary for Final Authorization**

Once the information has been considered, Human Resources will be able to provide a written summary of confirmed appointments as follows:

- From the Campus Administrator that the positions are within budget and authorized to be staffed.
- From the Human Resources Director that the combination of work assignments complies with college guidelines and collective agreements.
- Formal acceptance of the appointments and the schedule of work from the employee.

Human Resources will forward this completed information to the Personnel/Payroll to authorize implementation of the appropriate compensation

SAMPLE

**Employee Appointment Worksheet – Dual Component Assignments**

Employee Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Faculty Component Position(s)

1. Position Title: \_\_\_\_\_  
 Posting Number: \_\_\_\_\_ Type (temp/reg/contract) \_\_\_\_\_  
 Hours: Weekly: \_\_\_\_\_ Daily: M \_\_\_ T \_\_\_ W \_\_\_ T \_\_\_ F \_\_\_  
 Salary Grid Step: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_  
 Budget Account: \_\_\_\_\_ Term: \_\_\_\_\_
  
2. Position Title: \_\_\_\_\_  
 Posting Number: \_\_\_\_\_ Type (temp/reg/contract) \_\_\_\_\_  
 Hours: Weekly: \_\_\_\_\_ Daily: M \_\_\_ T \_\_\_ W \_\_\_ T \_\_\_ F \_\_\_  
 Salary Grid Step: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_  
 Budget Account: \_\_\_\_\_ Term: \_\_\_\_\_  
 Total Hours per Week Faculty: \_\_\_\_\_

Support Staff Component Position(s)

1. Position Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Hours: Weekly: \_\_\_\_\_ Daily: M \_\_\_ T \_\_\_ W \_\_\_ T \_\_\_ F \_\_\_  
 Pay Rate: \_\_\_\_\_  
 Budget Account: \_\_\_\_\_ Term: \_\_\_\_\_
  
2. Position Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Hours: Weekly: \_\_\_\_\_ Daily: M \_\_\_ T \_\_\_ W \_\_\_ T \_\_\_ F \_\_\_  
 Pay Rate: \_\_\_\_\_  
 Budget Account: \_\_\_\_\_ Term: \_\_\_\_\_  
 Total Hours per Week Support: \_\_\_\_\_

**Total Hours – Two Bargaining Unit Components**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
<b>Faculty Hrs</b>						
<b>Support Hrs</b>						
<b>Total</b>						

**Overtime:**

If it is determined that overtime is unavoidable, administrators should follow the procedures outlined on page 1 of this guideline and when dealing with cost recovery programming, build the extra costs into the budget.