



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>HOURS OF WORK AND OVERTIME FOR EXCLUDED MANAGEMENT, ADMINISTRATIVE &amp; PROFESSIONAL STAFF</b>
<b>Effective Date:</b>	April 1, 2004
<b>Revised Date:</b>	
<b>Review Date:</b>	April 1, 2014
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President delegated to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees [Excluded Management, Administrative and Professional Staff]

### Part I Reason for Policy

To define the normal hours of work, overtime, and other forms of additional compensation provided to non-unionized support staff that are excluded from bargaining units based on the nature of their positions being managerial, professional or confidential with respect to labour relations.

### Part II Policy Statement

#### 2.1 Normal Hours of Work

The normal hours of work for members of these employee groups are seven (7) hours per day and thirty-five (35) hours per week. There are certain departments/areas in the University where the standard hours of work for members

of the Excluded Management, Administrative and Professional Staff are in excess of the norm for the University. These exceptions shall be established only with the approval of the Vice-President (Administration).

## **2.2 Overtime**

Excluded Management, Administrative and Professional Staff are required to organize their work such that overtime is avoided if at all possible. Non-Management personnel shall be entitled to overtime when the employee is requested by his/her immediate supervisor and does work in excess of the daily or weekly normal hours of work. Employees must receive prior authorization in order for such work to be paid as overtime.

## **2.3 Self-Directed Work**

2.3.1 All Excluded Management, Administrative and Professional Staff may apply in writing to their supervisor for approval for an additional week of vacation under Policy: Vacation Policy for Excluded Management, Administrative and Professional Staff. This additional week of vacation shall be compensation for the right to perform self directed work.

2.3.2 This self directed work shall be at the discretion of the employee and shall not require prior authorization to work additional hours. The self directed work shall not be considered as overtime. New employees will be informed of the application process at the time of hire and current employees will have this arrangement reviewed on an annual basis.

2.3.3 The University shall establish procedures governing the operation of the self directed work arrangements.

## **2.4 Other Forms of Compensation**

Meal allowances, shift premiums, standby pay and northern allowances are other forms of compensation provided by the University related to hours of work or work locations. The specifics of these types of compensation are contained in the Procedures: Hours of Work and Overtime for Excluded Management, Administrative and Professional Staff.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

**Part IV**  
**Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

**Part V**  
**Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is April 1, 2014.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes:
- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - c) 1102 Overtime and Standby Policy.

**Part VII**  
**Cross References**

Policy: Vacation Plan for Excluded Management Administrative and Professional Staff

Procedures: Hours of Work and Overtime for Excluded Management Administrative and Professional Staff