



UNIVERSITY OF MANITOBA POLICY

Policy:	HOURS OF WORK AND OVERTIME FOR EXCLUDED STUDENTS AND OUT OF PROVINCE SUPPORT STAFF
Effective Date:	September 18, 2007
Revised Date:	
Review Date:	September 18, 2017
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President; Delegated to Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	Employees: See List

This Policy applies to the following employee groups identified in Procedure: Employee Organizations and Employment Groups:

- a) Student Support Staff
- b) Out of Province Support Staff

Part I Reason for Policy

To define the normal hours of work and overtime provisions for certain groups of support staff excluded from bargaining units. Overtime is a matter covered by provincial legislation (Employment Standards Code). This Policy will ensure that the minimum standards are met or exceeded.

Part II Policy Statement

2.1 Hours of work

Support Staff covered by this policy will have a standard work week that is the maximum allowable hours at regular pay in accordance with the Employment Standards Code.

2.2 Overtime

Hours in excess of the standard hours per week identified in 2.1 will only be considered as overtime if the hours have been authorized as overtime in advance by the appropriate supervisor.

2.3 Self-Directed Work

2.3.1 All Out of Province Support Staff may apply in writing to their supervisor for approval for an additional week of vacation under Policy: Vacation Policy for Excluded Students and Out of Province Support 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.

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 September 18, 2017.
- 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;
 - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and

Part VII Cross References

Procedures: Hours of Work and Overtime for Excluded Students and Out of Province Support Staff