



UNIVERSITY OF MANITOBA PROCEDURE

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| Procedure: | HOURS OF WORK AND OVERTIME FOR EXCLUDED STUDENTS AND OUT OF PROVINCE SUPPORT STAFF |
| Parent Policy: | Hours of Work and Overtime for Excluded Students and Out of Province Support Staff |
| Effective Date: | September 18, 2007 |
| Revised Date: | October 31, 2008 |
| Review Date: | September 18, 2017 |
| Approving Body: | Administration: President |
| Authority: | Policy: Hours of Work and Overtime for Excluded Students and Out of Province Support Staff |
| Responsible Executive Officer: | 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 Procedures

To set out Procedures secondary to Policy: Hours of Work and Overtime for Excluded Students and Out of Province Support Staff, in conjunction with

- a) the establishment of the normal hours of work; and

- b) the procedures for authorizing overtime.

Part II Procedures

2.1 Normal Hours of Work

2.1.1 The normal hours of work for positions covered by this Procedure shall be eight (8) hours per day and forty (40) hours per week.

2.1.2 Where there is mutual agreement between the employee and the supervisor, the normal work week and work day can be amended to form part of a compressed work week plan (40 hours per week in less than 5 working days); or a flex-time arrangement (which observes certain core hours of work)

2.2 Excess Hours of Work

There are three types of situations that result in extra hours being worked as follows:

- a) Pre-authorized overtime at overtime rates of pay;
- b) Self directed work with additional vacation as compensation; and
- c) Pre-authorized temporary banking of time at regular rates of pay.

2.3 Pre-authorized Overtime at Overtime Rates of Pay

2.3.1 In situations where additional time is necessary outside the normal hours of work, the Unit Head may consider several measures:

- a) the adjustment, with an appropriate amount of notice, of the daily scheduled times of work or the days of the week on which the hours will be worked by an employee;
- b) the reassignment of the regular work of an employee to other staff or reassigning other staff to assist in the extra work; and/or
- c) the hiring of additional full-time or part-time staff on a temporary basis.

2.3.2 Staff covered by this Procedure are required to organize their work such that overtime is avoided if at all possible.

2.3.3 Where the above measures are not practical an employee may be requested to work additional hours beyond the normal hours of work in a day or a week. In this instance the employee must be provided with

authorization in writing that the work is necessary and will be paid at overtime rates.

2.3.4 All overtime shall be paid for at the rate of one and one-half times (1.5X) the employee's hourly rate of pay for actual time worked except for work on a paid holiday which has been scheduled in advance. The employee shall be paid, in addition to the regular earnings for the paid holiday, one and one-half (1.5X) the hourly rate of pay for all hours worked.

2.4 Overtime: Time Off Instead of Payment

2.4.1 Where an employee is required to work overtime, he or she may, if the supervisor agrees, elect to receive time off instead of payment to a maximum accumulation of twenty-five (25) working days at any point during the fiscal year. Such time off shall be equivalent in hours to the pay for such overtime as would have been calculated under 2.3.4. The employee shall make his/her election at the time of completing the overtime claim sheet. The time off will be taken at a time requested by the employee, unless, in the opinion of the supervisor, the time requested would be disruptive to the operation of the department.

2.4.2 All accumulated hours worked over twenty-five (25) working days shall be paid as overtime. Any accumulated hours not received as time off by the fiscal year end shall be paid.

2.4.3 Payments for overtime shall be processed by the designated biweekly payroll cutoff dates for the biweekly payroll cutoff dates for the biweekly pay period in which the time was worked.

2.5 Self-Directed Work with Additional Vacation as Compensation (Out of Province Support Staff only)

2.5.1 Due to the inherent nature of their positions, some Out of Province employees may be responsible for determining their own hours of work, and prior authorization to work additional hours is not practical or possible. On an annual basis in order to compensate for future additional hours of self directed work in the absence of authorization of overtime, an employee may wish to voluntarily request approval in writing by the Unit Head for self directed work. New employees will be informed of the application process at the time of hire.

2.5.2 Self directed work will be compensated with five (5) working days of additional vacation credits per year (prorated for partial years) as provided in the Policy and Procedures: Vacation Plan for Excluded Students and Out of Province Support Staff. Employees may also use these credits in advance as per Policy: Vacation Policy for Excluded Students and Out of Province Support Staff.

2.5.3 A copy of this voluntary agreement to self directed work shall be sent to Human Resource Services for the purpose of recording vacation entitlement. The

agreement is subject to termination by the employee or the Unit Head with the provision of thirty (30) calendar days notice.

2.5.4 Information on self directed work and copies of the agreement form are available from Human Resources Services. The applicability of self directed work agreements shall be reviewed in March of each year by the employee and the Unit Head.

2.6 Pre-authorized Temporary Banking of Time at Regular Rates of Pay

2.6.1 An employee may request, to suit the employee's needs for time off work, an exchange on a direct hour for hour basis of work now for future time off, or time off now for future work. Approval of such a request is subject to the understanding that the time off will be mutually agreed. No time off shall be taken unless the employer has confirmed the arrangements.

2.6.2 This type of additional work should be at the request of the employee, is not overtime and as such is compensated at regular rates of pay. If mutual agreement is not possible on the time to be taken off, the employer will schedule such time.

2.7 Overtime Meal Allowance

2.7.1 Where an employee is requested to work and does work overtime following the normal work day and it is expected that the work will require more than two (2) hours to complete, the employee will be provided with a Staff Meal Ticket for a meal at a University cafeteria. The value of and the regulations regarding staff meal tickets are provided by Financial Services.

2.7.2 Where a hot meal is not available the employee will be provided with a meal as near as possible to the normal meal time or will be reimbursed for the cost of obtaining a meal off campus to a maximum reimbursement of \$10.00. A reasonable amount of time will be permitted for a meal break and such time will be considered as time worked.

2.7.3 An employee who works authorized overtime at overtime rates of pay for a period in excess of four (4) hours on a regular day of rest shall be provided with a meal or reimbursement for a meal as indicated above.

2.8 Time Spent on Travel

2.8.1 Where an employee is required to travel from the University to another work location and back from that location to the University, that travel time is to be considered as work time. In such cases the start and end time of the work day shall be adjusted whenever possible to avoid overtime.

2.8.2 Travel time, which is outside of the normal day or work week, to locations off campus to attend voluntary professional development (including conferences) shall be considered to be voluntary travel and therefore not work time. Such time

which occurs during the normal work day or work week shall be considered to be time worked.

2.8.3 Where an employee is required to travel in order to conduct University business, or receive University required training, such time shall not be considered as work time. In weeks where required travel is scheduled, the work week should be altered so that required travel does not result in overtime as per section 3.2.1 a). Where this is not possible, authorization for such overtime shall be obtained prior to the travel, in order for any time to be considered as overtime.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is September 18, 2017.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - a) the President and/or Vice-President (Administration) deems necessary;
 - b) the relevant Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 These Procedures supersede:
 - 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 VI
Cross References

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