POLICY 8.26 – Hours of Work and Overtime

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: June 26, 2002

Revised: September 10, 1999

POLICY

1.00 The standard work week hours for current classifications shall be 35-40 hours. UWO shall set the hours of work for a standard work week for new classifications and will so advise the Select Administrative Group Employees.

2.00 It is understood that the provisions of this Policy are intended only to provide a basis for calculating time worked and shall not constitute a guarantee of hours of work per day, or days of work per week or for any period whatsoever. Where an employee’s regular hours of work per week are to be changed, the employee shall be provided with one (1) month's written notice of the change.

3.00 Overtime is defined as authorized time worked, over and above:
   a) the first thirty-five (35) hours in any week; or
   b) where the standard work week is greater than thirty-five (35) hours, overtime will be the time worked in excess of the standard work week hours.

4.00 UWO, after consultation with the employee, and before the overtime is worked, will determine the method of compensation for authorized overtime worked, which will be either:
   a) payment on the basis of 1½ x the regular rate of pay for each hour worked; or
   b) time off on the basis of 1½ x hours off for each hour worked.

5.00 An employee will be permitted to accumulate up to a maximum of eighty (80) hours of time off on account of overtime worked. All overtime worked in excess of this must be paid in accordance with Clause 4.00 a). The employee may take the time off at a mutually agreeable time in light of the operating requirements of the unit and in any case shall be entitled to the time off within one year of it being earned.

6.00 The parties to these Policies recognize that UWO operations may require the performance of overtime work and that employees will cooperate in the performance of such work. However, an employee shall be entitled to refuse to work more than eight (8) overtime hours in a week or forty-eight (48) total hours in a week, whichever is the lesser, except in the case of emergency.

7.00 For the purposes of this Policy, leaves pursuant to Vacation (8.14), Paid Holiday (8.15), Sick Leave and Salary Continuance (8.18), Compassionate Leave (8.20), Jury Duty, Witness Duty and Citizenship (8.21) and Parental and Pregnancy Leave (8.22) shall be treated as time worked.