

PROCEDURE FOR POLICY 6.1 – Employee Status of Professional and Managerial Eligible Staff

1. Assigned Work in Excess of Normal Work Week

- a) PMA Eligible staff assigned extra work in excess of a normal work week, will be compensated or given time off analogous to that provided to non-managerial staff in accordance with government regulations (*Employment Standards Act*). The form and timing of compensation for authorized extra hours will be determined by the supervisor after discussion with the staff member, prior to the work being performed.
- b) Financial compensation for assigned work in excess of the normal work week will be reflected in the following monthly pay period of when it is worked. Time off to compensate for these extra hours worked must be taken within six months of the hours worked.
- c) When a staff member's workload requires consistent extra hours above the member's normal work week, the supervisor and staff member are advised to discuss and review workload distribution and efficiencies.
- d) In the event of a transfer or termination of a staff member, the staff member will receive either compensation for all accrued extra hours or equivalent time off prior to the date of transfer or termination.
- e) Staff members who believe the above is not being applied properly may seek adjudication of the matter through Human Resources.