## HOURS OF WORK AND OVERTIME

[Organization Name] is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in British Columbia’s employment standards.

POLICY

At [Organization Name], employees are required to work the number of hours as established in their employment contract. [Organization Name] employees will at times be requested to work hours above their usual hours of work. For the purposes of this policy, hours worked beyond an employee’s usual number of hours but below the overtime threshold of 40 hours weekly or eight hours daily will be paid in straight time.

Any hours worked beyond the threshold of 40 hours weekly or eight hours daily will be paid at a rate of time and one half the employee’s usual rate of pay. If an employee works over 12 hours in a day, they will be compensated at a rate of double the usual rate of pay.

All overtime hours must be authorized by a supervisor/manager in advance of being worked. In the event of an emergency, the hours may be worked but a manager/supervisor must be informed as soon as possible. Failure to adhere to these guidelines may result in progressive discipline.

Hours Free from Work

Employees will have at least 32 hours in a row free from work each week. In the event an employee is requested to work, they will be paid at time and one half their usual rate of pay.

Managers and Supervisors

Managers and supervisors (defined as “a person whose principal employment duties consist of supervising or directing, or both supervising and directing, human or other resources, or a person employed in an executive capacity”) are excluded from the hours of work and overtime provisions contained within employment standards.

Overtime Banking

Employees of [Organization Name] may request in writing to participate in a banked overtime program. To be paid their banked overtime, they may request one of the following:

* That part or all the wages in the time bank are paid out
* Time off with pay (at a time agreed to with [Organization Name])
* That [Organization Name] closes out the agreement altogether and pays the employee their overtime bank (this option must be in writing)

[Organization Name], provided it gives employees one month’s written notice, may close the overtime bank. Within the following six months, [Organization Name] will do one of the following:

* Pay the employee the balance of the wages in the overtime bank
* Permit the employee to take time off with pay with the overtime bank total
* Pay part of the overtime bank to the employee and pay the rest of the wages as time off with pay for the employee

If the employee is separated from [Organization Name] before they have taken the extra time, the employee will receive the overtime banked on their final pay cheque.

Averaging Agreement

[Organization Name] has put into place averaging agreements if employees are needed to work more hours to fulfill deadlines and complete duties. With the employee’s written or electronic agreement only, their hours of work may be averaged over one, two, three, or four weeks for the purposes of calculating their entitlement to overtime pay.

Employees may agree to work up to 12 hours in a day, while averaging no more than 40 hours weekly. Each averaging agreement will have a valid start date and end date and [Organization Name] will not exceed these parameters. All averaging agreements must be signed before they start. The agreement will also contain the number of weeks that the hours will be averaged; the proposed work schedule for the days in the agreement; and how many times the agreement would be repeated.