## HOURS OF WORK AND OVERTIME

[Organization Name] is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in Nova Scotia’s *Labour Standards Code*.

DEFINITIONS

Overtime is defined as any hours worked above 48 in one work week.

POLICY

At [Organization Name], a work week consists of (Insert #) hours for full time employees and (Insert #) hours for part time employees.

[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 48 hours weekly will be paid in straight time (extra time).

Any hours worked beyond the threshold of 48 hours will be paid at a rate of time and one half the employee’s usual rate of pay.

**Note 1:** the minimum wage order applies to the following list of employees where employees in this category will receive overtime at a rate of 1.5 times the minimum wage after 48 hours worked in one week. This includes:

* oil and gas employees (but not those in retail)
* managers, supervisors, and employees employed in a confidential capacity. This
* includes managers and supervisors in the construction industry
* transport (this group can average over 96 hours in two weeks)
* primary fish, aquaculture and agricultural processors (but not meat)
* flat-rate auto mechanics/auto body technicians
* some types of professionals and their trainees
* information technology (IT) professionals (but not employees who provide basic operational/technical support)
* shipbuilders and related employees (but not those in retail)

**Note 2:** there are additional overtime exceptions for the following groups of employees where they will receive 1.5 times their regular wage after 110 hours worked over a two-week period. This includes:

* those constructing, restoring or maintaining roads, streets, sidewalks, structures (such as buildings) or bridges
* those doing paving of all sorts
* water and sewer installers
* landscapers and snow removal employees
* sawmill employees
* metal fabricators and machine shop employees

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 will result in corrective action.

Fixed Cycle Averaging Agreements (delete if not applicable)

[Organization Name] and employees may enter into averaging agreements for their hours of work over a number of weeks. Overtime would then be based on the total number of hours which exceed the total regular hours worked in the cycle. The cycle must be based on a predetermined length of time which repeats over a specific period of time. The averaging arrangement must also provide a greater benefit than the overtime offered in the Labour Standards Code.