## HOURS OF WORK AND OVERTIME

[Organization Name] is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in the New Brunswick *Employment Standards Act* (ESA).

DEFINITIONS

Overtime is defined as any hours worked above 44 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 44 hours weekly will be paid in straight time.

Any hours worked beyond the ESA threshold of 44 hours will be paid at a rate of time and one half the employee’s 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 will result in corrective action.

Managers and Supervisors

Note that at [Organization Name], managers and supervisors who perform managerial tasks for at least 50% of their time are not generally entitled to overtime pay, specifically if they perform other tasks only on an irregular or exceptional basis.