## 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 Ontario *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 Ontario 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.

Time in Lieu (delete if not a program)

[Organization Name] may at times request that employees participate in a time in lieu/banked time off program. This is subject to employee agreement and will be noted either electronically or in writing if it is agreed-upon. For time banked above an employee’s regular hours, up until the overtime threshold, time will be banked as straight time. For any hours worked above the overtime threshold of 44 hours, these hours will be banked as time and one half in relation to an employee’s usual rate of pay.

Banked time must be taken within three months of the week in which it was earned. On occasion, [Organization Name] may request that an employee takes this time at a later date. With the employee’s agreement, this time away may be taken within 12 months of when the time was earned.

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