## HOURS OF WORK AND OVERTIME POLICY

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

DEFINITIONS

Overtime is defined as any hours worked above 8 hours in one workday or 40 hours in one workweek.

POLICY

At [Organization Name], a workweek consists of the number of hours as outlined in the employment agreement.

Except as otherwise prescribed, weekly work hours shall be scheduled and worked so that each employee has at least the minimum number days of rest as follows:

* One day of rest per week;
* Two days of rest in a row for each two-week work period; or
* Three days of rest in a row for each three week work period.

[Organization Name] employees may 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 eight (8) hours daily or 40 hours weekly will be paid at the employee's regular rate.

Any hours worked beyond the Act’s threshold of eight (8) hours daily or 40 hours weekly will be paid at a rate of time and one-half the employee’s usual rate of pay. Employees may work up to a maximum of 10 hours a day or 60 hours a week, according to the Act.

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 progressive discipline.

Exception for General Holidays

In weeks with a general holiday for which employees are entitled to a paid holiday, the standard hours of work for overtime calculation are eight (8) hours per day and 32 hours per week. Employee hours worked on general holidays are not included in overtime calculations.

Managers and Supervisors

Note that at [Organization Name], managers and supervisors who are employed primarily in a managerial capacity are not generally entitled to overtime pay, specifically if they perform other tasks only on an irregular or exceptional basis.

Time in Lieu

[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 8 hours per day or 40 hours per week, these hours will be banked as time and one half in relation to an employee’s usual rate of pay.

In the event that 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.

Averaging Agreement

[Organization Name] may enter into an overtime averaging order to have their hours of work averaged over a period of one or more weeks for the purposes of calculating their entitlement to overtime pay, provided that employees receive a benefit and the majority of employees consent to the order.

Extended Hours

Employers can apply for an Extended Hours Order if they need employees to work more than 10 hours per day or 60 hours per week. Employers are still required to pay overtime.