

SAMPLE: Overtime Policy

From Canadian Clay & Glass Gallery

Overtime Work

Hours during which the employee performs work beyond the minimum seven (7) hours daily requirement is considered overtime work. Non-productive hours (vacation, holiday, paid time off, etc) will not count toward overtime compensation. All requests for overtime work must be authorized by the Director.

No employee shall work more than 60 hours in a seven day period. Overtime is calculated on a weekly basis. Overtime hours, at the rate of time and a half, is calculated on any hours worked over 35 hours.

The employee shall agree, in writing, to take overtime hours accumulated in "time off in lieu". No financial considerations will be made for overtime worked. "Time off in lieu" must be taken within three months of the week in which it was earned or, if the employee agrees in writing, before March 31 in the fiscal year that the overtime has occurred.

All "time off in lieu" requests must be submitted in writing to the Director or his/her agent, one week prior to the requested time off, for approval. Approval is based on business requirements.

If an employee's job ends before he or she has taken the paid time off, the employee will receive overtime pay, no later than seven days after the date the employment ended, or on what would have been the employee's next pay day, whichever is later.

The legal aspects of overtime are governed by legislation and are subject to change. For definitive rules on employment standards please consult the Ontario Ministry of Labour (www.labour.gov.on.ca).