

OVERTIME POLICY AT PUBLIC OUTREACH

Alberta

Introduction

Staff feedback has shown that one of the best aspects of working at Public Outreach is flexibility with work schedules. As an ethical employer we also want to help staff maintain a healthy work/life balance. Some people get addicted to work and it's our job to make sure staff aren't working too many hours each week. To ensure a healthy work/life balance, Public Outreach must also have clear boundaries on how much each staff person may work. Below is our Overtime Policy, and as you will see, no staff person is permitted to work overtime hours without advance written permission by a senior manager AND our Human Resources department.

When is overtime applied?

Overtime shall be assigned only in emergency situations or to carry out specific projects or work during busy times.

Non-management positions

Staff in non-management positions are eligible for overtime compensation provided that overtime worked is at the request of and with prior approval of both a Senior Fundraising Manager or Department Director and Human Resources.

Unauthorized time worked at the staff members' own discretion is deemed ineligible for overtime compensation. This includes time accumulated by working during lunch hours, missing breaks, early arrival or late departure.

Only overtime hours explicitly and directly scheduled and approved, in writing, by the Senior Fundraising Manager or Director and Human Resources are considered legitimate overtime hours under this policy.

Management positions

Staff employed in a supervisory or managerial capacity, such as Program Managers and Fundraising Managers, are not eligible for paid overtime or time off in lieu. However, Public Outreach is committed to working with individuals to help meet their personal needs and achieve a healthy work/life balance. Scheduling needs will be addressed on an individual basis and staff members are encouraged to come forward to their Manager or Human Resources if they would like support and assistance in this area.

Questions as to whether or not a position is classified as management should be directed to Human Resources.

Overtime Procedure:

1. The manager and staff member will discuss the need for overtime.
2. The manager will submit a **written (email)** request for overtime to their Senior Fundraising Manager (SFM) or Department Director, and to Human Resources.

The request should include:

- a. Dates as to when the overtime is planned to take place;
- b. How many hours of overtime is required;

- c. The name of the employee(s) who has been identified to work the overtime.
3. If the overtime is approved in **writing (email)** by the SFM or Director, as well as Human Resources, the manager can then inform the employee(s) they can proceed with the overtime.
4. The staff member fills in an **Overtime Form**, which is signed by their Manager and submitted to the Administrative Coordinator.
5. The Administrative Coordinator will then submit the form to Payroll for processing.

Calculation and Payment of Overtime:

Overtime will be paid as per the provisions of the Alberta Employment Standards Code and Employment Standards Regulation.

Hours included in vacation or any other paid leave are not considered hours actually worked for purposes of overtime.

Staff Scheduling & Overtime Thresholds

In Alberta, overtime hours begin after eligible staff work 8 hours in a day, or 44 hours in a week. Overtime hours in respect of a work week are the greater of:

- The total of an employee's hours of work in excess of 8 hours on each work day in the work week; or
- An employee's hours of work in excess of 44 hours in the work week.

The higher of the two numbers represents the overtime hours worked in the week.

Policy Changes

No exceptions may be made to this policy without the written consent of Public Outreach's Managing Director. Changes to this policy shall be made by the Managing Director.

Who to Contact

For more information about overtime please contact your Manager or Human Resources/People & Culture:

1 888 326-5535 x4001 / humanresources@publicoutreachgroup.com
1 888 326-5535 x4002 / peopleandculture@publicoutreachgroup.com

