

OVERTIME POLICY AT PUBLIC OUTREACH

Nova Scotia

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.

Eligibility for Overtime

Staff 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.

Overtime Procedure:

1. The manager and staff member will discuss the need for overtime. Staff must agree to work overtime hours.
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 Nova Scotia Labour Standards Code.

Hours included in vacation or any other paid leave (i.e. statutory holidays) are not considered hours actually worked for purposes of overtime.

Hours of Work & Overtime Thresholds

In Nova Scotia, an employee must work at least 48 hours in one week before overtime rules apply.

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

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.

For more information about overtime or hours of work 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

Overtime Form

PAYROLL WILL NOT PROCESS OVERTIME UNTIL THE FORM IS COMPLETE.

DATE: _____

NAME _____

DEPARTMENT _____

DATE:	TIME: (FROM / TO)	TOTAL # HOURS:	REASON FOR OVERTIME	HR/PAYROLL USE ONLY

Overtime must be approved by both a Senior Fundraising Manager or Department Director and Human Resources before it can take place.

MANAGER'S APPROVAL: _____

EMPLOYEE'S SIGNATURE:

Phone Number: _____ EMAIL: _____

PLEASE SUBMIT FORM BEFORE THE END OF THE PAY PERIOD

HR USE ONLY
Break down: Total hours to be paid: Number of hours @ time & ½ _____; Number of hours @ straight time _____