NIPISSING UNIVERSITY – OVERTIME POLICY

The University seeks to pay in an equitable manner for work performed beyond regular working hours and ultimately strives to maintain a healthy workforce.

This policy should be read alongside the University’s associated policies, collective agreements and any relevant and applicable legislation, and any other policy that may become applicable and/or relevant.

Application

1.1 This policy applies to all OPSEU Support Staff.

University Responsibilities

1.2 In an effort to support our employees health and safety and to be fiscally responsible, Nipissing University will not permit the excessive use of overtime and will:

(a) Follow the overtime provisions set out in the Employment Standards Act (ESA), and any applicable collective agreement,

(b) Ensure that all supervisors, and department heads have access to employees overtime submissions and banked time balances;

(c) Work with departments who submit consistent overtime to find alternative solutions, when possible; and

(d) Provide reports to supervisors/managers with regards to overtime usage as requested.

Supervisor Responsibilities

1.3 Supervisors will:

(a) Where possible, Supervisors will organize and re-organize work assignments to minimize the need for overtime;

(b) As much as possible, the need for overtime should be anticipated and scheduled in advance; and

(c) Respond to questions or concerns regarding overtime work from those employees they supervise.
Employee Responsibilities

1.4 Nipissing University expects all employees to comply with the following with regards to overtime. Employees will:

(a) Obtain appropriate pre-approval;

Submit all overtime hours (banked or paid out) accurately and in a timely manner in Web Advisor. All overtime hours MUST be submitted within the month in which they are worked.

Terms and Conditions

1.5

(a) Once an employee has reached twenty-five (25) hours of overtime in one fiscal year, any additional overtime will need to be approved by the supervisor and the department head (or VP if applicable).

(b) All overtime must be pre-approved.

(b) A maximum of twenty-five (25) hours of overtime can be banked during each fiscal year and may be taken as time off. All overtime beyond these twenty-five (25) hours must be paid out.

(c) All banked overtime not used by April 30th of each year will be paid out in accordance with Article 22.04.

(d) Overtime shall be kept to a minimum and should not form a regular part of an employees normal work schedule.