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Overtime hours standardization for other than full-time (OTFT) SUN employees

All SUN nurses designated as other than full-time (OTFT) (regular Part time, regular Job share, Casual) will see a change to the administration and payment of overtime from hours worked in excess of full-time hours in the averaging period. This process is being implemented to standardize the process for the administering and paying overtime from hours worked in excess of full-time in the four or six week averaging periods.

OTFT employees remain responsible for counting worked hours in their designated averaging period and identify if they will be in a potential overtime situation.

Beginning February 26, 2012, an OTFT employee will be paid the base portion of their potential overtime shift on the regular pay day. Following the assigned averaging period an audit will be completed to determine if the shift qualifies for overtime. The remaining portion will be paid at that time.

Should you need more information or clarification, please contact your manager, or visit www.saskatoonhealthregion.ca, click *Health Region Staff* and follow the link.

Time definers -- the hours that are identified as potential overtime require the following coding:

- **YX** tracks the potential OT
- **YQ** tracks potential OT on a Statutory Holiday
- **WZ/VW** Banks the potential OT

These time definers only apply to potential overtime hours. All other overtime, as outlined in the Collective Agreement, will be paid on regular pay days. Please continue to use the assigned overtime time definers.