

*SUN Article 8.02)b - Payment
of Overtime for SUN OTFT
Members*

A Workplace Excellence Initiative



Background

- Through the discussions with departments, it has been determined that no standardized process exists for the administration and payment of overtime, resulting from hours **worked** in excess of full-time hours in the averaging period for other-than-full-time (OTFT) SUN members.

Definition of Other-Than-Full-Time (OTFT)

- **Article 37.01** Employees on other than full-time (OTFT) status shall mean those who work less than the normal full-time hours of work as set out in Article 7.01.
- Each OTFT employee shall, upon employment, be identified under at least one of the following work arrangements as determined by the Employer: "Other Than Full-Time – Regular, Part-Time (OTFT-RPT), Other-Than-Full-Time – Job Sharing (OTFT-JS), Other Than Full-Time – Casual (OTFT-CAS)".

SUN Article 8.02b)

- Overtime premium shall apply when an employee has **worked** more than the full time hours of work.
- In order to assist managers in correctly paying overtime to OTFT SUN members, Saskatoon Health Region's Payroll Department will begin to administer the Article by centralizing the process.

SUN Article 8.02b) ... continued

- The centralized process, for OTFT employees who are SUN members, focuses around hours **worked** in excess of full-time hours in the assigned averaging period.
 - The OTFT employee who is a SUN member will be paid the **base** portion of the potential overtime shift on the regular pay day.
 - After determining that the shift qualifies for overtime, the **premium** portion will be paid on the regular pay day following the completion of the assigned averaging period.
- The Region plans to implement the new process on Feb 26, 2012.
- Payment for overtime based on the following articles will continue to be paid as per past practice. Please continue to code time entry as follows:
 - OX: Extension to a shift that would result in overtime
 - SQ/VQ: Employer directed shift change
 - WP/VP: OTFT employees who work 4 four (4) consecutive weekends
 - OX: OTFT employees who work more than eighty (80) hours in a bi-weekly period. This is for those employees who regularly work 8 hour shifts.
 - OX: Rest periods between shifts
 - OX: Consecutive days worked.
 - OX: Emergency Circumstances

February 26-March 24

4 Week Averaging Period

Su	M	T	W	TH	F	S	Total Hours
26 19:30-07:47 Worked	27 19:30-07:47 Worked	28	29	1	2 19:30-07:47 Worked	3 19:30-07:47 Worked	47.12
4 19:30-07:47 0747-0800 OX	5 19:30-07:47 Worked	6	7 19:30-04:00 XZ 0400-0747 YX Potential Overtime	8	9	10	76
11	12	13 19:30-07:47 Worked	14 19:30-07:47 Worked	15	The overtime premium would be paid on Friday, April 13.		6
18	19 19:30-07:47 Worked	20 19:30-07:47 Worked	21 19:30-07:47 Worked	22 19:30-07:47 Worked			23
							153.14



Interesting Facts

- There are approximately 1,500 OTFT SUN members within Saskatoon Health Region and Affiliate Organizations.
- Many OTFT SUN members are co-employed between departments and/or sites.
- The management of the payment of overtime (for hours worked in excess of averaging period) for SUN OTFT members is not consistent within the region.
- Many departments use different scheduling systems.
- At the time of the shift offer to a SUN OTFT member, no one (employee or employer) can be certain if the shift is eligible for overtime payment.

New Process

- An employee will be designated to a 4 (149.36 hours) or 6 (224 hours) week averaging period based on the following principles:
- If all positions' have been assigned to the same averaging period, then that is the designated averaging period for the employee
- If any of the employee's positions' have been assigned to a different averaging period at the same time (ex: part-time is 4 weeks and casual is 6 weeks or vice versa) then the designated averaging period will be, by default, 6 weeks for that employee.
- An employee will only have **one** averaging period no matter the number of assigned positions.

New Process ...continued

- If an employee changes employee status (full time, part-time, casual) within a current averaging period, the potential overtime shift will be reviewed.

How does an employee know what their home job is?

- Answer: The home department is identified by (H) in the Dept/Job Code located in the Employment Information section of the employee's pay statement.

EMPLOYMENT INFORMATION

Employee Number:

Dept/Job Code: S217/8514 Dept/Job Name: ST PAULS HOSPITAL-MED-5TH LEVEL-A - REGISTERED NURSE-(H)

Dept/Job Code: S227/8514 Dept/Job Name: ST PAULS HOSPITAL-SUR-7 FL SHORT STAY-A - REGISTERED NURSE

New Process ... continued

- The employee continues to be responsible for identifying if they are in a potential overtime situation when offered a shift.
- If an employee identifies that a shift is a potential overtime shift, based on the applicable averaging period, the shift will be coded with the "Potential Overtime" time definers.

NEW TIME DEFINERS:

- YX: Track the potential overtime shift.
- YQ: Track the potential overtime shift that is on a Statutory Holiday.
- *Temporary measure that will be converted to regular time or overtime.*
- The employee will be paid straight time for the potential overtime shift in the current pay period.
- At the end of the employee's assigned averaging period, Payroll will audit time entry for those who have coded overtime in the averaging period. The review will determine if the potential overtime shift qualifies for overtime pay as per the collective agreement.

Pay Statement for Pay Period January 15-28, 2012; Paid February 3

WEEK ENDING JANUARY 28, 2012

Dept	Job	Earnings Type	Hours	Rate	Amount
S217	8514	REGULAR	23.56	\$44.4600	\$1,047.48
S217	8514	SHIFT DIFF			\$45.00
S217	8514	EDUC ALLOW	23.56		\$4.94
S218	8514	OVERTIME	11.78	\$44.4600	\$523.74

Potential
Overtime Paid
at one times
(1X) employee's
hourly rate

The potential overtime shift fell in week 4 of the averaging period

New Process ...continued

- If overtime is owed, the potential overtime shift will be reversed by Payroll and coded as overtime. It will be paid in the pay period following the completion of the averaging period.
- If the employee completes the Request for Overtime form, and sends it to payroll by 10:00 a.m. on the Monday following the completion of the averaging period, and if the time qualifies for overtime payment, it will be paid on the regular pay day following the completion of the averaging period.

Pay Statement for Pay Period January 29-February 11; Paid February 17

- Averaging period = January 1 to January 28, 2012
- Review starts in Payroll February 7.
- Time corrections are uploaded into iHRIS and Processed February 13.
- Employee receives the premium portion of the potential overtime on February 17.

WEEK ENDING JANUARY 28, 2012

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S218	8514	OVERTIME	- 11.78	\$44.4600	- \$523.74
S218	8514	OVERTIME	11.78	\$44.4600	\$1,047.48

New Process ...continued

- If the potential overtime shift is not eligible for overtime the entry will be reversed by Payroll and coded as regular time. The adjustment will appear in the pay period following the completion of the averaging period.

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The employee will also have to pay pension and disability premiums.

New Process ... continued

- If an employee requests to bank a potential overtime shift, the shift is initially banked at straight time.
 - Time definer WZ/VW
- If overtime is owed the potential banked overtime shift will be reversed by Payroll and coded at the appropriate factor in the pay period following the completion of the averaging period.
- If overtime is not eligible the potential banked shift will be reversed by Payroll and coded at regular time. It will be paid in the pay period following the completion of the averaging period.
- Employees identified as belonging to “field hours” will require more analysis.