

Frequently Asked Questions: Standardization of Payment of Overtime for SUN Other-Than-Full-Time ARTICLE 8.02b)

This frequently asked question document is intended to provide some clarification of the process that will be followed in the Saskatoon Health Region and Affiliate organizations with respect to the payment of potential overtime situations for Other Than Full Time (OTFT) SUN members as per the SUN/SAHO Collective Agreement. The standardization of overtime payments are respective of Article 8.02b), where overtime is paid when the OTFT employee worked more than full time hours within the employee's designated averaging period.

The standardization of SUN Overtime Payments **will not apply** to employees who have a Full Time status. It will only apply to those employees identified as OTFT as per 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)".

The reason that the standardized process does not apply to full time SUN members is because hours in excess of the averaging period will occur on a scheduled day off. For OTFT SUN members, their only scheduled days off are on the 4th weekend worked (as outlined in Article 7.12b).

The standardized process for OTFT SUN members applies to hours identified as being in excess of full time hours within an averaging period. These hours will be paid to the employee at straight time (one times (1X) the employee's hourly rate) or banked at straight time. At the end of the employee's designated averaging period, the employee's time entry will be reviewed to determine if identified hours qualify as overtime. Payroll will process the necessary correction(s) and these corrections will be processed in the pay period following the completion of the averaging period.

1. Which overtime payment is impacted by the standardized process?

- The standardization of the overtime payment process, for OTFT SUN members, focuses on **Article 8.02b** and impacts **Article 8.03 Banking Overtime** and **Article 8.05 Overtime on a Statutory Holiday**.
- Article 8.02b states that overtime premium shall apply when an OTFT employee has **worked** more than the full time hours of work within an averaging period.

2. How does the process work?

- The standardized process focuses on those hours **worked** in excess of the full time hours for an averaging period. Hours worked in excess of full time hours for an averaging period will be identified as "potential" overtime hours. The "potential" overtime hours will be coded with the following time definers. These time definers provide a temporary method of identifying the potential hours until the review at the completion of the averaging period...
 - **Time Definer YX:** Tracks potential overtime and pays the overtime at one times (1X) the employee's hourly rate within the pay period that the hours were worked.
 - **Time Definer YQ:** Tracks potential overtime for hours worked on a statutory holiday and pays the overtime at 1.5 times the employee's hourly rate within the pay period that the hours were worked.
 - **Time Definer WZ/VW:** Banks the potential overtime at one times (1X) within the pay period that the hours were worked.
- At the end of the employee's averaging period, the potential overtime hours (paid or banked) will be reviewed to determine if these hours qualify as overtime.
- If the potential overtime qualifies as overtime, payroll will process time corrections that will convert the potential overtime hours to overtime (paying at two times (2X) the employee's hourly rate) or banking the hours a two times (2X).

If the potential overtime does not qualify as overtime, payroll will process time corrections that will convert the potential overtime hours to regular hours worked. Since the initial payment for the overtime had been paid at one times (1X) the employee's hourly rate and the converted time entry to regular pay is also at one times (1X) the employee's hourly rate, the net result will be minimal. The employee may receive other premiums related to the regular payment, such as shift differential premium and education allowance. The employee's deductions will change as pension and disability premiums are deducted from regular pay. The conversion to regular pay will also result in the inclusion of the hours towards the next increment as well as the next monthly accruals for vacation, sick, and family leave.

3. What is an averaging period?

The SUN collective agreement has standard periods of time assigned to either a 4 weeks (149.36 hours) or 6 weeks (224 hours) averaging period. These averaging periods meet every 12 weeks.

If an employee has a position(s) that schedule only with the 12 hour shift option, the employee follows a **4 week averaging period**.

If an employee has a position(s) that schedule only with the 8 hour shift option, the employee follows a **6 week averaging period**.

If an employee has a position(s) that schedules using a 10 hour shift option, the employee follows a **6 week averaging period**.

If an employee has a position(s) that schedules using a combination of 8 and 12 hour shift option, the employee follows a **6 week averaging period**.

If an employee has a position(s) that schedules using the field hour articles, the job follows a **6 week averaging period**.

SUN COUNTING PERIODS 2012	
4 Week Counting Periods	6 Week Counting Periods
January 1 – January 28, 2012	December 4 - January 14, 2012
January 29 – February 25	January 15 – February 25
February 26 – March 24	February 26 – April 7
March 25 – April 21	April 8 – May 19
April 22 – May 19	May 20 – June 30
May 20 – June 16	July 1 – August 11
June 17 - July 14	August 12 – September 22
July 15 – August 11	September 23 – November 3
August 12 – September 8	November 4 – December 15
September 9 – October 6	December 16 – January 26, 2013
October 7 – November 3	January 27 – March 9
November 4 – December 1	March 10 – April 20
December 2 – December 29	
December 30 – January 26, 2013	
January 27 – February 23	
February 24 – March 23	

4. How will I know what my designated averaging period is?

The assignment to an averaging period is based on the following principals:

- Every department's SUN jobs will be assigned to an averaging period of 4 (149.36 hours) or 6 (224 hours).
- All of the employee's position assignments (part time and casual) assume the designated averaging period within the department and job.

Healthiest people ~ Healthiest communities ~ Exceptional service

- If **all** of the employee's position(s) have been assigned to the same averaging period, then that period is the designated averaging period.
- If any of the employee's position(s) have been assigned to a different averaging period, then the designated averaging period is six (6) weeks.
- If any position assignment changes within a current averaging period that will change the designated averaging period, the hours are counted as applicable to designated averaging period that is in effect at the end of the current averaging period.
- If an employee changes employee status (full time, part-time, casual) within a current averaging period, the potential overtime shift will be reviewed.

You have been provided with your current position assignments and their designated averaging period. You have also been provided with your assigned averaging period.

If you have a change to your position assignments (i.e. you accept an additional casual position), you will be responsible to know your new unit's assigned averaging period and apply the principles above to determine your designated averaging period.

5. Who determines if the hours that are offered will be potential overtime?

- The employee continues to be responsible for identifying if they are in a potential overtime situation when offered a shift.

6. How do I count hours towards my overtime as per Article 8.02b?

- Count the regular hours that you have worked and those that you are scheduled to **work** within your assigned averaging period.

➤ The hours that are to be included are regular hours; orientation hours; Return to Work hours; Statutory Holiday worked hours; TLR hours; Welcome on Board hours; Fourth Weekend worked hours; Employer directed shift change hours; Banking field hours at straight time (field workers only)

- Any hours scheduled to work in excess of the full time hours for an averaging period is to be identified as potential overtime to the manager/scheduler at the time the shift is offered.
- You can count all your hours that are worked for any organization that belongs to the SUN collective agreement.
- If your designated averaging period is 4 weeks, then the full time hours for the averaging period is 149.36 hours.
- If your designated averaging period is 6 weeks, then the full time hours for the averaging period is 224 hours.

7. How do I know when payroll has completed the overtime review?

You will know that payroll has completed the overtime review when the potential overtime hours, that were paid or banked at a one times (1X) factor, are reversed and the total potential hours are either paid at two times (2X); or paid as regular pay, or a combination of regular and overtime. This will appear on the earnings statement of the pay period following the end of your averaging period.

Here is an example:

The pay statement for the pay period where the potential overtime was worked will show the hours as "OVERTIME".

- If the potential overtime was coded to time definer YX, the pay generated will be one times (1X) the employee's hourly rate.
- If the potential overtime was coded to time definer YQ, for overtime on a statutory holiday, the pay generated will be one and a half times (1.5X) the employee's hourly rate.

The pay will be displayed in the Amount column.

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

Time Definer YX was used for the potential overtime shift of 11.78 hours. Employee is paid at one times (1X) employee's hourly rate in the pay period that the shift was worked.

After the review of the potential overtime time entries, payroll will process time corrections so that the hours are recorded and paid correctly.

If overtime is owed, the potential overtime shift will be reversed by Payroll and coded as overtime. The remaining overtime pay owed will be paid in the pay period following the completion of the averaging period.

WEEK ENDING JANUARY 28, 2012					
Dept	Job	Earnings Type	Hours	Rate	Amount
S218	8514	OVERTIME	- 11.78	\$44.4600	- \$523.74
S218	8514	OVERTIME	11.78	\$44.4600	\$1,047.48

Time Definer YX is reversed and time is processed to the OX time definer. The employee receives the premium portion of pay for the overtime shift worked

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.

WEEK ENDING JANUARY 28, 2012

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

Time Definer YX is reversed and time is processed to the regular hours worked time definer. In this example the XZ time definer is used.

The employee may receive additional premium pay owed. In this example, the 12 hour shift worked at night; therefore, the regular worked shift qualifies for shift differential premium and education allowance.

The regular pay will be included as pensionable earnings. The employee will be deducted for pension and disability premiums.

The regular hours will be included in increment calculations, and the upcoming vacation, sick, and family leave accruals.

8. When will I be paid my overtime?

You will be paid the outstanding overtime pay in the pay period following the completion of your average period.

If you fill out the 'Request for Overtime Payment' form and fax the completed copy to Payroll (655.0927) by **1000 on the Monday following** the end of the designated averaging period, your overtime will be reviewed and paid in the current pay period. This form can be found on the Payroll Infonet site under the Forms section.

9. What if I want to bank overtime?

If an employee requests to bank potential overtime hours, the hours are initially banked at straight time (Time definer WZ/VW)

- If overtime is owed the potential banked overtime hours 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 hours 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 additional analysis.

10. What overtime payments are not changing and will continue to be paid in the current pay period?

- The OTFT employee who is a SUN member will continue to receive overtime pay at two times (2X) their hourly rate, within the pay period that they worked the hours, for the following articles:
 - Overtime in Emergency Circumstances
 - Extension to a shift that would result in overtime
 - OTFT employees who work four consecutive weekends
 - OTFT employees who work more than eight (80) hours in a biweekly period.
This is for those employees who regularly work 8 hour shifts.
 - Overtime resulting from violation of rest periods between shifts
 - Overtime resulting from violation of working more than six consecutive shifts between days off.
 - Overtime resulting from missed meal breaks

11. When does the standardized process for overtime payments for Other-Than-Full-Time employees who are members of SUN start?

The standardized process for overtime payments for Other-Than-Full-Time employees who are member of SUN **starts February 26th, 2012**. This will apply to the four week averaging period of February 26th, 2012 to March 24th, 2012 and the six week averaging period of February 26th, 2012 to April 7th, 2012.

12. Who do I contact if I have questions?

If you have questions regarding the payment of your potential overtime, you may contact your Manager or Payroll Support at 655.0930 or e-mail at payrollsupport@saskatoonhealthregion.ca.