

	DEPARTMENT OF FINANCE PROTOCOL & PROCEDURES
Date: February 26, 2012	Title: SUN Article 8.02b)-Payment of Overtime for SUN OTFT Members

OVERVIEW

Standardized process for the administration and payment of overtime for hours worked in excess of full-time in the four week or six week averaging periods.

DEFINITIONS

6 week averaging period (224 hours)

2011-2012

December 4 - January 14
 January 15 – February 25
 February 26 – April 7
 April 8 – May 19
 May 20 – June 30
 July 1 – August 11
 August 12 – September 22
 September 23 – November 3
 November 4 – December 15

2012-2013

December 16 – January 26
 January 27 – March 9
 March 10 – April 20

4 week averaging period (149.36 hours)

2011-2012

January 1 – January 28
 January 29 – February 25
 February 26 – March 24
 March 25 – April 21
 April 22 – May 19
 May 20 – June 16
 June 17 - July 14
 July 15 – August 11
 August 12 – September 8

September 9 – October 6

October 7 – November 3
 November 4 – December 1
 December 2 – December 29

2012-2013

December 30 – January 26
 January 27 – February 23
 February 24 – March 23

Worked hours include: Regular hours; orientation hours; return to work; Statutory Holiday worked hours; TLR hours; Welcome on Board hours; Fourth Weekend worked hours; Employer directed shift change; Banking field hours at straight time (field workers only).

OTFT SUN Member per Article 37.01 SUN Collective Agreement states that Employees on other than full-time (OTFT) status shall mean those who work less than the normal full time-time hours of work as set out in Article 7.01 and Optional scheduling arrangements as set out in Articles 7.19 to 7.28. 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)".

Overtime premium shall apply when an employee has **worked** more than the full time hours of work (Article 8.02b) in a designated averaging period.

Potential Overtime the OTFT SUN member will be paid the **base** portion of the potential overtime shift on the regular pay day.

Banking Overtime and Statutory Holiday Pay an employee shall have the option to bank time off in lieu of overtime and statutory holiday pay.

PURPOSE

Effective February 26, 2012, the standardized process for OTFT employees who are SUN members will focus on Article 8.02b) which state that hours worked in excess of full-time hours in an assigned averaging period will be paid at overtime rates of pay. The process, for OTFT employees (regular Part time, regular Job share, Casual) will pay the base portion of the potential overtime shift on the regular pay day. At the end of the assigned averaging period the time will be audited by payroll to determine if the hours qualify for overtime.

1. PROCEDURE

2.1 Averaging periods

2.1.1 OTFT SUN members continue to be assigned to an averaging period of 4 weeks (149.36 hours) or 6 weeks (224 hours) based on the following principles:

- If all position(s) have been assigned to the same averaging period, then that is the designated averaging period for the employee
- If any of the employee's position(s) 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.

2.1.2 If a position assignment changes within a current averaging period, the designated averaging period may change. The hours are counted as applicable to the designated averaging period in effect at the end of the current averaging period.

2.2 Employees will continue to be responsible for counting their **hours to be worked** in their designated averaging period and to identify if they are in a potential overtime situation.

The time entry will be coded with the following new time definers:

- **YX** – tracks the potential overtime
- **YQ** – tracks potential overtime on a Statutory Holiday
- **WZ/VW** – banks the potential overtime

2.3 Overtime will be paid as follows:

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

2.3.2 If the potential overtime hours are 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.

- 2.3.3 If an employee requests to bank potential overtime hours, the time is initially banked at straight time. If the overtime is owed, the hours will be reversed and banked at overtime rates.
- 2.3.4 If overtime is not eligible the potential banked hours will be reversed by Payroll and coded and paid at regular time. It will be paid in the pay period following the completion of the averaging period.