

TITLE: HOURS OF WORK, OVERTIME & BREAKS – Non-Union	SECTION: HUMAN RESOURCES
DATE: March 10, 1999-01	POLICY NO.: KDSB-HR-II-05
APPROVED BY: By-Law 1999-01	AMENDED BY: Motion 2006-27

POLICY STATEMENT

Overtime work is defined as work required to be performed in excess of a specified period of time, either daily or weekly and dependent on the regular work period of the employee for such period.

PROCEDURES

All overtime required to be worked must be approved in writing by the Supervisor before actual overtime commences, except in cases of emergency, in which case, the approval will be formalized after the emergency.

1. Work Week

- (1) For the purposes of determining overtime, the work period shall consist of the following:
 - (i) a five-day period commencing Monday through Friday inclusive; and
 - (ii) thirty-seven and one-half (37.5) hours shall constitute a work week for salaried employees.
 - (iii) forty (40) hours shall constitute a work week for non-salaried employees (hourly).

2. Work Day

- (1) For the purposes of determining overtime, the normal work day shall consist of the following:
 - (i) a seven and one-half (7.5) hour period from 8:00 a.m. through 4:30 p.m., with a one-hour, unpaid lunch break for salaried employees.
 - (ii) an eight (8) hour period with a one-hour unpaid lunch break for non-salaried employees (hourly).

3. Overtime Leave

- (1) An employee who is exempt from overtime pay pursuant to the Employment Standards Act and Regulations (O.Reg. 285/01) will be granted five (5) days of paid leave per calendar year in recognition of hours that may be worked beyond the regular hours of work. This leave shall be in addition to any vacation an employee is entitled to. Employees hired during the year will be granted paid leave on a pro-rated basis during the first calendar year of their employment.
- (2) The paid leave is to be taken at a time to be arranged between the employee and his/her supervisor. Leave must be taken before December 31st each year and shall not be carried forward to the next calendar year.
- (3) An employee will not be eligible for pay in-lieu of time not taken upon termination of employment, resignation or retirement.

4. Unscheduled and Approved Call In

- (1) An employee who is entitled to Overtime Leave under this policy shall not be entitled to additional pay for unscheduled and/or approved call ins.
- (2) (i) An employee who is not entitled to Overtime Leave and is not an employee recognized under a collective agreement between the Kenora District Services Board and a 'trade union' shall receive a minimum of four (4) hours times the employees base rate for each call in, or time and one-half for every hour worked, whichever is greater.

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<p>4. <u>Unscheduled and Approved Call In - Continued</u></p> <ul style="list-style-type: none">(ii) In no event shall an employee collect more than two (2) call-in premium payments within any four (4) hour period(iii) In the event of a third or subsequent call-in during the said four-hour period, an employee shall be paid regular overtime rates for time worked in excess of the said four-hour period. <p>5. <u>Work Day Breaks</u></p> <ul style="list-style-type: none">(1) Lunch break periods will be determined by the supervisor, provided that no employee works longer than five consecutive hours without an eating period.(2) Employees are entitled to one fifteen (15) minute rest period in each half day of work.(3) An employee will be entitled to one fifteen (15) minute rest period when performing authorized overtime work of at least three (3) hours duration. <p>6. <u>Shift Schedule</u></p> <ul style="list-style-type: none">(1) Supervisors will be responsible for advising employees of their regular work schedule. Employees will be given as much advance notice as possible if any change in regular working hours is required.(2) In cases of emergency requiring overtime hours to be worked, the Supervisor will request an employee to work, giving as much advance notice as possible. <p>7. <u>Meal Allowance</u></p> <ul style="list-style-type: none">(1) Any employee required to work beyond nine (9) hours in any working day shall be entitled to receive a meal allowance not exceeding \$10.00 in cost.	