

## OVERTIME AND FLEXTIME POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Overtime and Flexitime Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>E. Facilities that are compatible with the Anishinabek environment in which they are situated.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
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\*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

### 1.0 Background and Purpose

1.1 Kenjgewin Teg may require employees to work overtime during peak times to ensure that specific projects, products or assignments are completed on time. Kenjgewin Teg is committed to providing employees with appropriate compensation for overtime hours worked, in accordance with the law.

### 2.0 Definitions

“overtime”	work completed outside of regular working hours.
“flexitime”	a flexible hours schedule that allows workers to alter their workday and decide/adjust their start and finish times.

### 3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

## **4.0 Policy**

### **Policy Objective**

4.1 To assist Kenjgewin Teg and employees with determining when overtime and/or flextime may be required to help achieve organization directives and goals along with the process and guidelines.

### **Overtime**

4.2 At Kenjgewin Teg, a regular work week consists of thirty-seven and a half (37.5) hours worked for full-time staff. A regular work week consists of a maximum of twenty (20) hours worked for part-time staff.

4.3 Overtime at a rate of time and one half will be paid for hours worked over and above the hourly threshold according to the current Ontario Employment Standards Act.

4.4 Staff, at times, may be asked to work overtime to maintain workflow or to meet other business demands. Staff are expected to be available for a reasonable amount of overtime work when requested.

4.5 Supervisors will schedule overtime with as much advance notice as possible.

4.6 No overtime is permitted without prior approval from an employee's direct supervisor.

4.7 Employees are not authorized to approve his/her own overtime.

4.8 Employees may be directed by their respective supervisor or President to complete organizational/department priorities prior to overtime leave being taken.

4.9 Lieu time for working overtime (over 44 hours per week) is compensated at a premium rate; staff will be given equivalent compensatory time off for the actual hours worked (i.e., if an employee works 2 hours of overtime the employee will receive 3 hours of paid time off as compensation).

4.10 Lieu time for working hours over an employee's regular shift and prior to 44 hours will be given at regular rate (1 hour provided for 1 hour worked).

4.11 To use the accumulated time earned, a request for time off must be made to the employee's direct supervisor and approval is subject to departmental workload.

4.12 Paid leave (holiday, vacation or sick time) may not be used towards overtime.

4.13 Extra time worked at the employee's discretion, or without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime.

### **Overtime Approval Process**

4.14 Employees are not contractually entitled to work overtime. As such, all overtime hours must be authorized by the employee's direct supervisor in advance of overtime hours worked.

4.15 In other instances, employees may recognize a need for overtime to respond to specific timelines or to maintain an acceptable standard of service to our students/clients.

4.16 When the need for overtime arises, employees may be required to submit a request to his/her direct supervisor, via the Timesheet system, stating the reason for, and amount of overtime necessary. If agreeable, the employee's direct supervisor approves the request.

4.17 To use banked overtime as time off, the employee should discuss workload with his/her direct supervisor and get the supervisor's approval via the Timesheet system in writing.

4.18 Paid time off work must be taken prior to the end of the anniversary year, unless otherwise approved by a supervisor. Supervisors may extend this period to no more than twelve (12) months, or within the employee's current anniversary year.

### **Abuse of Overtime**

4.19 Employees who do not gain approval before working overtime hours may be subject to discipline. Subsequent offences may result in disciplinary action up to or including termination.

4.20 Supervisors who authorize overtime on a regular basis, where it should not be necessary, will receive a warning from management and may be placed on a performance improvement plan.

### **Flexitime**

4.21 All Staff will be granted flex time with prior approval from their immediate supervisor or Director of Operations.

4.22 After hours will be considered as hours worked.

4.23 Weekly time should be scheduled as not to harm on-going operations.

4.24 Flexitime is granted to suit the needs of the organization and business operations only.

4.25 If approved, the employee will inform appropriate personnel of flexitime.

### **Management Positions**

4.26 Employees in a management capacity do not accumulate overtime, however, supervisors are allowed to utilize flex hours when essential work outside the regular hours of the workday are accumulated.

## **5.0 Roles and Responsibilities**

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

**6.0 Evaluation Date – 10/31/2024**

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<b>Related Legislation, Policies, Procedures, Guidelines and Documents</b>	Policy #2.1.2, Hours of Work Policy #2.1.5, Overtime Policy #2.1.6 Flexitime
<b>Policies Superseded by this Policy</b>	<i>Kenjgewin Teg Personnel Policy, P2.0 Staffing</i>
<b><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></b>	