

## 5.1 Overtime

### Definition

Overtime is defined as authorized work in excess of an employee's regular work day or regular work week. It is to be used only for exceptional or unforeseen circumstances.

It is the responsibility of the manager to ensure that overtime is properly authorized in accordance with departmental procedures in order for employees to qualify for compensation.

### Not Eligible for Overtime Compensation

The following positions are not eligible for overtime compensation:

- Medical Services Classification and Pay Plan (MS)
- Pathologists and Specialists Pay Plan (PS)
- Education Classification and Pay Plan (EDC)
- Positions in the Management Compensation Plan (MCP) unless otherwise indicated.

### Eligible for Overtime Compensation

The following positions are eligible for overtime compensation:

- Administrative Support Classification and Pay Plan (AS)
- Clerical and Related Classification and Pay Plan (CL)
- Health Services "A" Classification and Pay Plan (HSA)
- Health Services "B" Classification and Pay Plan (HSB)
- Health Services "N" Classification and Pay Plan (HSN)
- Maintenance and Operational Services Classification and Pay Plan (MOS)
- Professional and Related Classification and Pay Plan (PR)
- Service Classification and Pay Plan (SE)
- Technical Classification and Pay Plan (TE)

PR employees and those in TE previously excluded from premium overtime, are now eligible for premium overtime, effective June 2, 2002.

## Compensation

An employee may be compensated for overtime with pay or compensating time off. Refer to the relevant collective agreement or regulations under the *Civil Service Act* for particulars.

If an employee is required to work overtime on other than his/her regular duties, he/she may be compensated for overtime worked at the rate applicable to the duties performed.

## Meal Allowance

An employee required to work overtime may be eligible for a meal allowance. Refer to the relevant collective agreement or regulations under the *Civil Service Act* for details.

## Equitable Allocation and Advance Notice

Subject to operational requirements the deputy head will:

- allocate overtime work on a fair and equitable basis among the qualified employees who are available
- give adequate advance notice to employees who are required to work overtime.

## Departmental Overtime Records

Each department will maintain a record of overtime worked by all employees, including management and confidential exclusions, as well as those in bargaining units. The record will show whether compensation for overtime worked was by pay or compensating time off.

## Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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*Approval date: December 30, 2002*

*Manual release date: January 9, 2003*

*Approved by: Public Service Commissioner*

*Most recent review: December 13, 2002*

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