

Number:	RHR-209
Title:	Hours of Work, Overtime and Additional Work
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	December 4, 2019
Approved:	June 28, 2023 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation aims to provide a frame of reference with regard to hours of work and work schedules, in addition to certain terms and conditions, including compensation for overtime and the possibility of additional work hours.

2. Applicability

This regulation applies to administrative and management staff.

3. Legal framework

Employment Standards Act of Ontario, as amended from time to time.

4. Definitions

Normal hours of work: The number of hours, as established at the time of hiring, to perform the tasks required by the position.

Overtime hours: Hours spent beyond normal work hours performing tasks planned for a given position.

Additional work: All work and tasks of a position other than the employee's regular position performed outside normal work hours.

Management staff: a person employed in an indeterminate position who supervises full-time staff, the list of whom is approved by the Administration Committee, whether as associate vice-rector, director or manager.

5. Regulation

5.1 Normal work hours and work schedule

- a) The normal work week is 35 hours for a total of 1,820 hours per year. The normal daily schedule is from 9:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch break.
- b) The normal work week is Monday through Friday, but the work hours of certain positions may include a regular schedule on weekends or evenings.
- c) For management staff, the time occasionally required outside regular hours for planning work is part of the normal job requirements. In addition, because of the inherent responsibilities of their duties, their weekly workload requires an average 35 hours and

their daily schedule can vary. To facilitate work coordination and staff achievements, these persons will, however, make every effort to be present during regular office hours.

5.2 Flexible hours

- a) Supervisors may allow some flexibility in their staff's working hours. They should require the presence of a sufficient number of employees to maintain essential services during the normal daily schedule.
- b) All flexible schedules must take into account the following factors:
 - 1) At least 30 minutes must be allowed for lunch;
 - 2) Two daily 15-minute breaks cannot be used to reduce the duration of the regular workday (i.e., an employee who works through his breaks cannot leave before the end of the regular workday).
- c) The establishment of a flexible work schedule shall stipulate that the workday cannot begin before 7 a.m. nor end before 3 p.m.

5.3 Overtime

- a) Administrative staff members who hold a regular full-time position may be paid for overtime.

Management staff members who hold regular full-time position can be compensated in time, for example, by adding days off.

- b) As much as possible, employees' work must be organized so as to avoid overtime. Only overtime that has been scheduled in advance and explicitly and directly approved by the immediate supervisor shall be considered as overtime and shall be paid in accordance with the terms of this regulation.
- c) The overtime period must extend beyond half an hour after regular working hours. In this case, compensation will be calculated from the end of regular hours.
- d) Overtime cannot be claimed before 8 a.m. or during lunch hour, unless, in exceptional cases, it is authorized by the supervisor.
- e) If overtime is done to respond to an emergency affecting the operation of the University, the employee shall notify his supervisor at the earliest opportunity.
- f) The unplanned and unauthorized hours that an employee performs at his discretion or for personal reasons are not recognized and are not paid as overtime under the terms of this regulation.
- g) When an administrative staff member works a significant number of overtime hours, either during peak periods, during special projects or in exceptional circumstances, the employee and his supervisor will establish a reasonable recognition of the hours worked with compensatory time. This agreement must be endorsed by Human Resources Services to ensure internal equity.

5.4 Additional work

The allocation of additional work must be authorized in advance by the supervisor. If the extra work generates overtime, the governing rules will apply (see next section).

5.5 Method of compensation for overtime hours

- a) The method of compensation for overtime hours must be determined in consultation with the supervisor before the overtime is authorized.
- b) Wherever possible, an employee will take time off for overtime hours worked. The maximum overtime hours equivalent to two weeks of work can be banked and carried over to the next fiscal year (May–April), to be taken in time when the employee chooses. The supervisor must still manage banked holidays, to minimize transfers from one year to another.
- c) Time worked in excess of 44 hours in one week is paid at 1.5 times the hourly rate of the position.
- d) Staff members with banked overtime who are transferred to another position can transfer their banked time.

5.6 Recording method for overtime

All overtime must be registered in the manner described by Human Resources Services.

The official record of employee overtime is held by Human Resources Services. All requests for verification must be made in writing to this office.