

## **POLICY AND PROCEDURE CONCERNING HOURS OF WORK AND OVERTIME**

### **POLICY**

The purpose of this policy is to define the normal service hours of the various departments that are staffed by employees in the Administrative, Professional and Technical Group. Any variation in the normal service hours requires the approval of the appropriate Vice-President.

### **NORMAL SERVICE HOURS**

The normal service hours of any University department shall be from 8:15 a.m. to 4:30 p.m. during the period of the first working day following Labour Day until the last working day prior to Victoria Day and from 7:45 a.m. to 4:00 p.m. for the remaining time period. The lunch break for an employee will normally be one hour.

### **NORMAL HOURS OF WORK**

The normal hours of work are seven and one-quarter (7 $\frac{1}{4}$ ) hours per day and thirty-six and one-quarter (36 $\frac{1}{4}$ ) hours per week. These hours are normally scheduled in the period of Monday to Friday. Administrators are responsible for the scheduling of employees' hours of work; however, any ongoing variation, such as banked time, compressed work weeks, or flextime would require the approval of the appropriate Vice-President.

### **REST BREAKS**

Two breaks of fifteen (15) minutes each are available during each work day. One break will be taken in the first half of the work day and the second break will be taken in the second half of the work day. The times of the breaks will be at the discretion of the administrator. Rest breaks may not be banked as time off.

### **WORK DAY AND WORK WEEK**

A day, for pay purposes, is a twenty-four (24) hour period beginning at 12:01 a.m. and ending at 12:00 midnight. A week, for pay purposes, is a seven (7) day period beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight on Saturday.

### **VARIATION IN THE NORMAL HOURS OF WORK**

The department's service needs will determine whether the normal hours of work for an employee will differ from the normal service hours. For example, some departments may need to maintain service hours beyond 4:00 p.m. during the summer months. In these cases, the administrator responsible for the area concerned shall schedule the hours and will notify any employee affected with as much advance notice as possible.

It is recognized that unforeseen circumstances could necessitate a change in the schedule with little notice.

### **OVERTIME**

Hours worked by employees in excess of their normal hours of work or on a paid holiday and authorized in advance by the appropriate administrator shall constitute overtime hours.

### **ADMINISTRATIVE EMPLOYEES**

Certain administrative employees will not be paid for overtime. These administrative employees are those employees whose functions include the assigning or approving of overtime work of others and the determining of their own hours of work. These administrative employees will be notified of their status by the President.

### **OVERTIME RATE**

All overtime shall be paid for at the rate of one and one-half times (1.5 x) the employee's hourly rate of pay for actual time worked.

### **TIME OFF IN LIEU OF OVERTIME**

An employee may elect to receive time off rather than payment for the overtime. Such time off shall be equivalent in hours to the payment. Arrangements for time off are to be made with the appropriate administrator, and in no case may the overtime hours exceed an accumulation of fifteen (15) working days.

### **WORK FOR TIME-OFF OR TIME-OFF FOR WORK**

An employee may exchange work for time-off, or time-off for work at straight time rates if a mutually agreed time can be arranged between the administrator and the employee. No time off shall be taken unless the administrator has confirmed the arrangement. This provision is intended to provide some flexibility in responding to ad hoc time needs of employees and is not intended as an ongoing work assignment, and is limited to those positions where meaningful work schedules can be arranged.

### **HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT**

The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employee Relations & Salary Administration) at 453-4648.

**REVISED POLICY APPROVED BY EXECUTIVE GROUP SEPTEMBER 14, 1993**

