

Terms and Conditions of Employment for Excluded Employees/Appointees Part 05 – Overtime, Call-out and Shift Premium

Last updated: April 12, 2016

18. Overtime Defined: Schedule A, Statutory Term (with a bargaining unit classification), OIC Category B

1. An employee/appointee, where authorized in advance by their employer, will be entitled to compensation for time worked or travelled on the government's business in excess of:
 1. the scheduled daily hours as established for full-time employees/appointees;
 2. the maximum daily hours for those employees/appointees on flex-time; or
 3. the agreed averaging period.
2. In designated situations the employee/appointee may use their discretion in working overtime and the employer shall be considered to have authorized the overtime in advance.

19. Overtime Compensation Rates: Schedule A, Statutory Term (with a bargaining unit classification), OIC Category B

1. Overtime worked shall be compensated at the following rates:
 1. time and one-half for the first two hours of overtime on a regularly scheduled work day; and
 2. double time for all hours worked in excess of subsection 1(a); and
 3. double time for all hours worked on a day of rest.
2. An employee/appointee who works on a designated holiday or lieu day shall be considered to have worked overtime and shall be entitled to compensation at double time for all hours worked, except for Christmas and New Year's, when the additional compensation shall be at the rate of double time and one-half for all hours worked.
3. The compensation of overtime is to be on a daily basis and is not cumulative.
4. Where the salary is protected, the compensation will be based on the protected salary.

20. Overtime Calculation: Schedule A, Statutory Term (with a bargaining unit classification), OIC Category B

1. A regular part-time employee/appointee who normally works fewer hours per week than a regular full-time employee/appointee shall be entitled to overtime compensation when they work any hours in excess of what a regular full-time employee/appointee works.
2. Overtime shall be compensated in 30-minute increments; however, an employee/appointee shall not be entitled to any compensation for periods of overtime of less than 15 minutes per day.

21. Overtime Payment Option

21.1 Overtime Payment Option: Statutory Term (with a bargaining unit classification)

Overtime compensation shall be in cash.

21.2 Overtime Payment Options: Schedule A, OIC Category B

Overtime compensation shall be in cash or compensatory time off, as agreed to or as directed by the employer. Any overtime not taken as compensatory time off shall be paid in cash at the earlier of the fiscal year end or termination.

22. Overtime Meal Allowance: Schedule A, OIC Category B

1. An employee/appointee who works in excess of two and one-half hours immediately before or after completion of their scheduled daily hours of work may be provided with a meal or shall be reimbursed for a meal at the rate in effect for the majority of bargaining unit employees of the employer.
2. A meal break of one-half hour with pay at the overtime rate shall also be given.
3. Additional meals or allowances may be provided at reasonable intervals should the overtime period extend over a long period of time.

23. Call-out Defined: Schedule A, OIC Category B

Call-out occurs when an employee/appointee is called back to work outside of their regularly scheduled working hours after leaving their place of employment.

24. Call-out Pay Rates: Schedule A, OIC Category B

Where an employee/appointee is called out to work they will be paid at the appropriate overtime rate with a minimum of three hours at the overtime rate payable for each call

out. Compensation shall be paid from the time they leave home to report for duty until returning home provided they proceed directly to and from work.

25. Shift Premium Defined: Schedule A, Statutory Term (with a bargaining unit classification)

An employee is entitled to shift premium for all hours worked on a scheduled afternoon or night shift except where the employee is covered by a flex-time and/or modified work week arrangement and chooses to begin work at a time that would normally qualify for payment of a shift premium.

26. Shift Premium Compensation Rate: Schedule A, Statutory Term (with a bargaining unit classification)

The shift premium rate will be the rate in effect for the majority of bargaining unit employees.

27. Late Night Transportation Cost Reimbursement: All Employees/ Appointees Except OIC Category D

1. Transportation will be provided to an employee who is required to work other than their normal working hours and who must travel to or from home during the hours between 11:30 p.m. and 6:00 a.m. and when convenient public transportation or other transportation facilities are not available.
2. An employee/appointee shall be reimbursed for the cost of commercial transportation within their headquarters area upon presentation of receipts.