The Laurentian University Students' General Association

Corporate Policies and Procedures

Subject: Overtime and Lieu Time Policy

While it is recognized that management employees are required to work the necessary hours to fulfill their responsibilities, management employees are entitled to be compensated appropriately for overtime that is determined to be beyond the scope of regular management duties.

Where it is required by the Employer, the management employee will be compensated for work in excess of their regularly scheduled work hours under the following circumstances:

1. Emergency situations which require an immediate response and are determined to be beyond the normal operations of the department, or
2. Work performed on a designated project or negotiation where time constraints are significant, or
3. Increased work demands, over a prolonged period of time

Compensation for work in excess of regularly scheduled work hours outside of the above situations requires Employer approval and Employee completion and submission of the Overtime Request and Approval Form.

Lieu Time is to be taken under the following guidelines:

1. The Employee and the Employer must agree in writing that the Employee will receive paid time off (time off in lieu). The Employee will be given 1½ hours of paid time off work for each hour of overtime worked above the Ministry of Labour standard of 44 hours per week.

2. Paid time off must be taken within three months of the week in which the overtime was earned or, if the Employer agrees in writing, it can be taken within 12 months.

3. If an Employee's job ends before he or she has taken the paid time off, the Employee must be paid for all unused banked time. This must be paid no later than seven days after the date the employment ended or on what would have been the employee's next pay day.

Approved: President & CEO _____ _____

(Authority) (Date) (Signature)