

12.6 Overtime

- 12.6.1 Except in extraordinary circumstances or to provide required service during peak periods, the College will not make a regular practice of requiring employees to work overtime.
- 12.6.2 General overtime will be offered by seniority to employees in the department who are capable of doing the work.
- 12.6.3 Position specific overtime will be offered first to the employee who holds the position.
- 12.6.4 Employees who work overtime will, at the time of working the overtime, elect whether to be paid for it or receive compensating time off.
- 12.6.5 Subject to Clause 12.6.6, employees who elect to be paid for overtime will receive:
 - a) 1 ½ times their regular rates of pay for the first 4 hours of overtime in a normal work week;
 - b) 2 times their regular rates of pay for any additional overtime in a normal work week;
 - c) 2 times their regular rates of pay for all hours worked on scheduled days off with a minimum of 2 hours pay at double time;
 - d) 2 times their regular rates of pay for all hours worked on a General Holiday with a minimum of 2 hours pay at double time, in addition to regular pay. Overtime worked on a General Holiday will not count for the purposes of Clause 12.6.5(a).
- 12.6.6 If employees work overtime on their schedule days off that requires them to be at the College for more than 1 period in 1 day, they will receive 2 times their regular rates of pay for all hours worked with a minimum of 2 hours pay at double time for each period.
- 12.6.7 Employees who elect to receive compensating time off for overtime will receive time equal to the number of hours pay they would have received according to Clause 12.6.5 and Clause 12.6.6.
- 12.6.8 Compensating time off will be taken at a time mutually agreed upon by the employees and their Supervisors.
- 12.6.9 If employees do not receive all compensating time off by August 31 of the year following the year in which they earned time off, of prior to leaving the service of the College for any reason, whichever occurs first, they will be paid for the remaining compensating time off.

- 12.6.10 Overtime will only apply to hours in excess of the full-time equivalent daily and weekly hours of each position.
- 12.6.11 All employees will receive overtime on the same basis as full-time permanent employees in the same positions.
- 12.6.12 All overtime worked must be authorized in advance by the Supervisor or delegate except in extenuating circumstances.
- 12.6.12 The College will consider creating additional positions when the Union can demonstrate a constant pattern of overtime justifies it.