



6.Q-2019: Overtime Policy

1. Full-Time & Salaried Employees

- 1.1 Any and all additional hours work by employees require pre-approval by their manager, except in case of emergency. Additional hours worked over the individuals regular work hours will be compensated with time off work with pay (banked overtime) at a rate of -1.0 hour for each overtime hour worked as part of an overtime agreement between St. Mary's University (University) and the employee. All eligible employees will be required to sign an overtime agreement.
- 1.2 Employees must use banked overtime prior to using vacation entitlement and/or unpaid leaves and within 6 months of the end of the pay period in which they earned it.
- 1.3 Directors, managers, supervisors, team leaders, certified or chartered accountants, assistant to the President, and information systems professionals within the University are deemed as ineligible for overtime pay. In extenuating circumstances, and only with advance approval, these ineligible positions may be authorized to bank time at a rate of hour for hour.

2. Part-Time Hourly Employees

- 2.1 Any and all additional hours worked by employees require pre-approval by their manager, except in case of emergency. Any additional hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule) will be compensated at a rate of 1.5 times the regular rate of pay and paid out each pay period. Any additional hours worked above a regular work shift, up to 8 hours a day will be paid as "additional hours" and paid at the regular rate of pay.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	September 2019	September 2019	Every 5 years