	HOURS OF WORK AND OVERTIME	Human Resource Manual
	Employee Scheduled Work	Section 1207

EMPLOYEE SCHEDULED WORK

PURPOSE

1. The Government sets up a regular schedule of hours of work for employees. This schedule is based upon working requirements. In certain circumstances at the request of an employee the Government may agree to allow the employee to determine the work schedule.

APPLICATION


2. These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association' bargaining unit.

DEFINITIONS

3. **Employee Scheduled Work** means a work schedule determined by the employee, with the approval of the Employer, which is outside of the standard working hours.

PROVISIONS

4. Employees may be allowed to determine their own schedule of work if the ongoing nature of the employee's work cannot be met by working the standard hours.
5. Requests for employee-scheduled work will not be unreasonably denied.
6. Where employees work more than the standard hours of work over a period of 28 days they will be entitled to time off at straight-time. Employees who schedule their own work must make every effort to minimize hours worked.
7. Compensatory hours must be taken at a time mutually agreeable by the employee and management. These hours must be taken in the same fiscal year in which they are earned.
8. At the end of the fiscal year, accumulated compensatory hours which have not been liquidated will be paid out in cash at the normal hourly rate of pay, up to a maximum of 15 times the standard daily hours of work. If the employee has accumulated more than this, the extra hours will lapse. Under no circumstances will an employee be paid out more than 15 times

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the standard daily hours of work (7.5 or 8). There shall be no carry over of those hours from one fiscal year to the next.

9. Employee scheduled work will not be used to avoid paying overtime.
10. Employees who are required to work outside their own scheduled hours will be paid at the applicable overtime rate. Union employees who are required by the Employer to work on designated paid holidays shall be compensated in accordance with Article 15 of the Collective Agreement.
11. The employee submits a request, which includes a proposed work schedule, to the supervisor for employee-scheduled work.
12. The supervisor reviews the schedule and if acceptable, approves the request.
13. Employee scheduled hours of work can be terminated at any time by the employee or the supervisor with at least 14 days notice.

AUTHORITIES AND REFERENCES

14. Main Collective Agreement with NEU
Article 22, Hours of Work
15. Excluded Employees' Handbook
Hours of Work

CONTACTS

16. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**

or

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut
975-5881**