 <p>HOURS OF WORK AND OVERTIME</p>	<p>Human Resource Manual</p>
<p>Overtime -Nunavut Arctic College Educators</p>	<p>Section 1208 (e)</p>

NUNAVUT ARCTIC COLLEGE EDUCATORS

PURPOSE

1. This section defines the overtime provisions for Nunavut Arctic College Educators.

APPLICATION

2. These guidelines and procedures apply to all Nunavut Arctic College Educators in the NEU bargaining unit.


For general provisions see **Section 1208 Overtime - General**.

DEFINITIONS

3. **Class Contact Hour** is one hour of lecture, seminar, shop, workshop, laboratory work, tutorial or group remedial sessions.
4. **College Educators** means Instructors, Term Instructors, and Community Adult Educators.
5. **Employee** means a Nunavut Arctic College Educator.
6. **College Instructional Year** is 200 working days.

PROVISIONS

7. Every reasonable effort shall be made to schedule working days between September 1 and August 15. A working day consists of 7.5 consecutive hours and the work week shall be 37.5 hours, Monday to Friday.
8. Class contact hours shall be a maximum of 900 hours in an instructional year.
9. An employee shall receive overtime pay at time and one-half for class contact hours worked as required by the Employer over the maximum contract hours.
10. Employees who must work more than 200 working days are paid at time and one-half for the extra hours worked.

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11. The work week for an instructor who delivers a course “on the land” shall be defined as 37.5 hours. If the course runs over the weekend, the Instructor will be entitled to normal overtime pay as defined in Article 23 of the collective agreement with the NEU.
12. The educator shall have a minimum of 5 days without class contact between courses.
13. Instructors shall be granted leave with pay for the work days between Boxing Day and New Year’s Day with no charge against leave credits.

AUTHORITIES AND REFERENCES

14. Main Collective Agreement with NEU
Group 3 Nunavut Arctic College - College Educators

CONTACTS

15. For further information or clarification, please contact:

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