	<b>HOURS OF WORK AND OVERTIME</b>	<b>Human Resource Manual</b>
<b>Overtime – Excluded Group</b>		<b>Section 1208 (g)</b>

## EXCLUDED GROUP

### PURPOSE

1. This section defines the overtime provisions for excluded employees.

### APPLICATIONS

2. These provisions apply to all employees who are excluded from union representation because of their managerial responsibilities or the confidential nature of their work.


For general provisions see **Section 1208 – General**

### DEFINITIONS

3. **Senior Manager** means an employee who occupies a position that involves management of significant financial resources, programs and personnel, and, where an employee reports directly to a deputy head, means the deputy head.
4. **Professional Employee** means an employee engaged in work where there is a requirement for a highly developed or specialized body of knowledge acquired through university education.

### PROVISIONS

5. Senior managers and professionals are not generally eligible for compensation for overtime worked. Lieu time may be granted if senior managers are required to work on a designated holiday. In certain instances, a professional may be entitled to additional lieu time subject to the decision of the respective department.
6. An excluded employee, other than a senior manager or a professional, who must work overtime, shall be compensated for each completed 15 minutes of overtime worked. There is a minimum payment of one hour at one and one-half times the regular rate of pay.
7. Compensation for overtime shall be paid only when work is authorized in advance by the Deputy Head or a manager delegated authority to work overtime.

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## **AUTHORITIES AND REFERENCES**

8. Excluded Employees' Handbook  
Overtime

## **CONTACTS**

9. For further information or for clarification, please contact:

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