

Administrative Procedure 101 – Regular Hours of Work and Overtime for Executive Assistants



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Purpose

The purpose of this Administrative Procedure is to outline the regular hours of work and overtime procedures for executive assistants.

Procedure

The normal work week shall be thirty-five (35) hours per week Monday to Friday inclusive.

Any time worked in excess of thirty-five (35) hours per week up to 40 hours per week shall be paid at straight time. Any time worked in excess of eight (8) hours per day or forty (40) hours per week is considered overtime.

A week runs from Sunday through Saturday for the purpose of calculating overtime. Any time worked in excess of thirty-five (35) hours per week up to 40 hours per week, and any overtime, must be approved in advance, in writing, by the appropriate supervisor or designate.

Overtime must be entered into the employee's overtime log established for the purpose of tracking overtime.

Where overtime is approved, it will be calculated as follows:

Any hours worked in excess of eight (8) per day (exclusive of meal breaks) shall be considered overtime and will be paid as follows:

- 1 ½ times the employee's regular hourly rate for the time over eight (8) hours; and
- double the employee's regular hourly rate for any time over twelve (12) hours.

Employees who work over 40 hours a week will be paid 1 ½ times their regular hourly rate for the time over 40 hours.

Employees may request, in writing, that the school district establish a time bank for the employee and credit the employee's overtime wages to the time bank so they can take time off with pay at a future date. Overtime will be credited to the time bank at the rate it was earned.

Time off with pay will be scheduled at a time mutually agreed between the employee and the supervisor.

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All banked time accrued during the period July 1 to June 30 that is not taken by August 31 of the same year will be paid out.

Adopted: November 1, 2011

References: Employment Standards Act and Regulation