



2.5 Hours of Work and Overtime Policy

Intent

This policy is intended to communicate procedures and guidelines pertaining to hours of work and overtime for hourly employees. Where hourly employees are required to work overtime, the employer will compensate them accordingly for all hours worked in excess of established daily and weekly maximums.

Scope

This policy applies to non-management hourly employees and all non-bargaining members always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing hours of work and overtime. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

Employees may be required to work overtime during busy periods to ensure that business operations meet established standards and that guest satisfaction is maintained. Hourly employees are expected to be available for a reasonable amount of overtime work when requested. Where overtime is required, managers will ensure it is scheduled with as much notice as possible.

Employees shall be paid at a rate designated by the respective provincial labour code or a Collective Agreement where applicable.

No overtime is permitted without prior approval from management; employees are not authorized to approve their own overtime. Overtime worked at the employee's discretion, or without management pre-approval such as working through lunch or breaks, arriving early or staying late, is not considered overtime.

The employer will provide break times in accordance with provincial legislation and current Collective Agreements. As such, employees will be permitted two 15 minute breaks and one unpaid 30 minute break for every 8 hour shift. Food service employees will be assigned breaks by their team leader when there is a lull in guest service activities.

When on break employees are asked to use facilities and areas assigned for breaks. Loitering in public areas throughout the property and interrupting coworkers who are not on break is strictly prohibited.

RELEVANT DOCUMENTS

Overtime Authorization Form