



<p>POLICY:</p> <p style="text-align: center;">Overtime and Banked Days</p>		<p>POLICY NUMBER:</p> <p style="text-align: center;">PS-4-4</p>
		<p>PREVIOUS/REPLACES:</p> <p style="text-align: center;">Overtime and Banked Days</p>
<p>APPROVED BY:</p> <p style="text-align: center;">Executive Council</p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;">April 11, 2023</p>	<p>PRIOR VERSIONS:</p> <p style="text-align: center;">January 17, 2017 November 20, 2015</p>

1. Policy Statement:

The Manitoba institute of Trades and Technology (to be referred to as MITT) compensates overtime in accordance with the *Employment Standards Act*. The purpose of this policy is to establish the parameters around overtime and banked days and to ensure consistent application.

Principles:

Managers should try to organize work assignments to minimize the need for overtime. All overtime must be pre-approved by the employee’s immediate manager. Employees may not schedule their own overtime. Employees who work overtime to handle an emergency situation must notify their manager as soon as possible.

Where an employee is required to work overtime, that employee will receive payment for that overtime. If an employee prefers to bank their overtime, they will consult with their manager to determine if the overtime will be paid out or banked. The manager will approve the banked time or paid out overtime. All time off in lieu will be granted at a mutually agreeable time.

The accumulation of banked time off shall not exceed ten days at any given point in time. Any hours exceeding this amount will automatically be paid through regular payroll on the next regular payday. Time off must be provided to the employee within three months of it being earned. If it is not taken within this time period, overtime must be paid to the employee.

Employees are encouraged to use their banked hours before the end of the fiscal year. In the event that the banked time was accumulated less than 3 months before the end of the fiscal year, it may be carried over to the next year.

2. Scope:

This policy applies to all employees who qualify to receive overtime as defined by this policy.

MTS instructors will follow provisions as stated in the collective agreement and generally agreed upon guidelines.



3. Procedure:

For employees who work 40 hours per week, all overtime will be compensated at 1.5 times the regular wage rate. For employees who work 35 hours per week, overtime will be compensated at 1.0 times the regular wage rate until either the employee exceeds 8 hours in a day or 40 hours in a week at which point it will be paid at 1.5 times the regular wage rate.

All overtime, banked or paid out that extends beyond a month must be reported to and tracked by payroll.

4. Administration:

The Director, People Services and Organizational Development and the immediate manager of the employee are responsible for enforcement of this policy.

5. Review:

This policy will be reviewed by Executive Council every five years.

6. Reference:

Employment Standards Act

7. Definitions:

Standard Hours of Work - 40 hours a week and 8 hours a day.

Overtime – Any hours worked over 8 hours in a day or 40 hours in a week are overtime.

Criteria of employees not entitled to overtime – Employees who perform management functions primarily, or employees who substantially control their hours of work and earn twice the Manitoba Average Industrial Wage are excluded from standard hours of work and overtime.