

Overtime Policy

POLICY #PC-02-07

FINAL

PURPOSE

The purpose of this policy is to provide clear criteria on overtime eligibility requirements and method of compensation.

APPLICATION AND SCOPE

This policy applies to OLG regular full-time and part-time employees in Grades 20 to 21. Employees in Grades 22 to 24 who receive Management Compensation Option (MCO) credits may qualify to receive overtime pay per this policy under extenuating circumstances.

Bargaining unit employees should refer to their specific collective agreement to determine their eligibility for overtime pay.

POLICY STATEMENT (& GUIDING PRINCIPLES)

OLG may occasionally require employees to work beyond their normal working hours to meet business demands or to respond to unplanned circumstances. OLG is committed to providing employees with appropriate compensation for hours worked in excess of their normal daily scheduled hours in accordance with this policy.

Employees should not expect overtime to be part of their regular work schedule or compensation.

DEFINITIONS

Regular Rate of Pay: The base hourly rate paid to an employee. Regular Rate of Pay does not include overtime or any other amounts.

Regular Work Hours: OLG's regular work hours are 7.25 hours daily. Individual work schedules may vary and are based on specific work days and shifts established by each department. This may include 10-hour or 12-hour rotational shifts.

REQUIREMENTS

1. Eligibility for Overtime

- 1.1. Full-time and part-time employees in Grades 20 to 21 are eligible to receive overtime pay if they are required to work hours beyond their regular or scheduled daily work hours.
- 1.2. Full-time and part-time employees in Grades 22 to 24 will only be eligible for overtime pay under extenuating circumstances and only if placed on the Overtime Exception list (see Overtime Exception section below).
- 1.3. Employees in salary Grades 25 and above are not eligible to receive overtime pay. No exceptions will be granted.

2. Pre-Authorization

- 2.1. All overtime must be pre-approved by the employee's manager in advance of working the time. A request for overtime hours submitted via Workday will not be approved if not pre-authorized.
- 2.2. Requests for authorization must be made in writing (i.e., email) and **prior** to being worked. The request for overtime must provide rationale as to why the overtime is required.
- 2.3. Authorization must be retained by the approving manager for audit purposes.
- 2.4. All overtime hours must be entered in Workday on the day the overtime hours are worked. Additionally, a comment must be added in Workday explaining why overtime hours were required.
- 2.5. Approved overtime is paid out on the pay period in which it was worked. Employees are not permitted to bank overtime.

3. Calculation

- 3.1. Full-time employees are eligible for payment of one and one half (1.5) times the employee's regular rate of pay for every pre-approved hour worked in a work day in excess of the normal daily scheduled working hours.
- 3.2. Employees whose regular work schedule varies (i.e., 10 or 12-hour shifts) are paid at one and one half (1.5) times their regular rate of pay for all pre-approved hours worked beyond the regular scheduled shift (i.e., 10 or 12-hour shifts).
- 3.3. Overtime is calculated to the next highest 15 minutes.
- 3.4. Part-time employees with a schedule of less than 7.25 hours per shift will be paid at their regular rate of pay for any additional hours up to 7.25 hours. Hours worked in excess of 7.25 hours per shift will be paid at one and one half (1.5) times the employee's regular rate of pay.
- 3.5. Part-time employees who work an unscheduled shift during the pay period will receive their regular rate of pay for those additional shifts up to 72.50 hours per pay period.
- 3.6. Pyramiding is not permitted. Employees cannot receive overtime pay for the same period they are receiving on-call or call-in pay.
- 3.7. An employee is not considered to be working overtime merely because they have in their possession or are using a work-related device or material outside of their regularly scheduled work hours. Only overtime that is approved is considered overtime and eligible for pay pursuant to this policy. Employees may choose to have or utilize work-related devices or material outside of work hours but, in the absence of a manager's authorization, this will not constitute additional work or an entitlement to overtime.
- 3.8. Overtime will not be paid for travel to and from an employee's place of residence to their normal place of work.

4. Overtime Exceptions

- 4.1. Management may identify individuals, due to the service the position is required to perform, within job grades 22 to 24 to place on an overtime exception list for a period not exceeding six (6) months. Extensions of an additional six (6) month period may be allowed, with HR Business Partner (HRBP) approval.
- 4.2. Management will be required to provide justification and obtain pre-approval from their HRBP.

- 4.3. Employees on the approved overtime exception list will become eligible for overtime compensation based on the above criteria, and accrual of Management Compensation Option (MCO) days will be suspended while they are on the list.
- 4.4. The overtime exception list will be reviewed regularly to confirm eligibility. If overtime eligibility is discontinued, the employee will qualify to receive pro-rated Management Compensation Option (MCO) days for the remainder of the period no longer eligible for overtime.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employees	<ul style="list-style-type: none"> ▪ Promptly advise manager of situations where hours exceeding regular scheduled hours of work may be required and seek approval to work overtime prior to working the time ▪ Ensure pre-approval is requested in writing and approval is received prior to working the time ▪ Record overtime in Workday on the same day in which it is worked
Managers	<ul style="list-style-type: none"> ▪ Ensure employees get pre-approval for all overtime worked prior to working the time ▪ Maintain records of any pre-approvals for overtime work requested for audit purposes ▪ Ensure pre-approval is received from HRBP for any exceptions ▪ Ensure that work is managed for the avoidance of overtime, and bring workforce planning issues forward as soon as possible ▪ Manage costs related to overtime
People and Culture (HR Business Partners)	<ul style="list-style-type: none"> ▪ Ensure adherence to policy criteria noted above ▪ Ensure any exceptions are submitted in writing prior to employee working the time ▪ Maintain records of all approved exceptions for audit purposes ▪ Ensure that exceptions are applied consistently

RELATED POLICIES

- On-call and Call-In Policy
- Management Compensation Option (MCO) Policy

POLICY OWNER

Sr Director Rewards, Wellness, HR Systems & Reporting

POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	November 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
November 2022	People and Culture – Total Rewards	<ul style="list-style-type: none">▪ Updated format▪ Updated salary grades▪ Added reference to work-related devices▪ Removed banking provisions▪ Updated Workday process▪ Supersedes Overtime Policy #L-HRPP03-02