

SUBJECT: OVERTIME

APPROVED BY: VP/COO Acute & Long Term Care _____
EFFECTIVE DATE: 1994 12 31
REVISED DATE: 2008 10 01
REVIEW DATE: 2008 08 29

Purpose:

To outline the procedure when approving overtime.

Policy/Standard:

Management will sometimes expect staff to work in excess of their regular working hours. Overtime will be paid in accordance with the pertinent Collective Agreement or L-G Health Personnel Policy.

Requests to work overtime may be approved only in emergency situations- defined as work that cannot wait until regular working hours or cannot be completed during regular hours.

Staff may have to work outside of regular work hours to provide community education sessions, health promotion activities, etc. All overtime must be approved by the Clinical Coordinator prior to doing any work outside of regular hours.

Procedure:

Records of overtime worked and reason for such overtime must be submitted on an "Employee Record of Overtime and Fringe Benefits" form along with the time sheet as directed by Clinical Coordinator.

Mileage for approved overtime activities that occur outside of the community where the health centre/community clinic/office is based will be paid at the applicable rate.

When full time staff are on leave, replacement staff should be utilized only when absolutely necessary, otherwise it is expected that remaining staff cover for those on leave.

When required, temporary replacement staff should be utilized instead of incurring overtime with full time staff. If overtime is ongoing then a plan should be developed to address the need (extra staffing, review procedures to create efficiencies).