

Overtime



Casual Level 2 and Auxiliary Hourly

Operating Funded

It is the responsibility of the department to ensure that the NASA Collective Agreement is followed in the determination of overtime.

Time Reporting/Earning Codes:

013 – Regular Salary – Casual Level 2

022 – Regular Salary – Auxiliary Hourly

611 – used for entering the meal break of up to ½ hour (0.5)

615 – Overtime @ 1.5

620 – Overtime @ 2.0

440 – Meal allowance of \$7.00 – not indicated as hours but as a unit
e.g. 1 = \$7.00, 2 = \$14.00

Casual Level 2 and Auxiliary Hourly – Operating Funded:

As per the Collective Agreement:

“Overtime will be authorized by the Employer before it is worked and, except in cases of emergency, must be mutually agreeable to both Employer and employee.”

All overtime is calculated to the nearest ¼ of an hour.

Where the overtime adjoins the regular shift, the minimum compensation is 1 hour at the applicable rate. Where the overtime does not adjoin the regular shift, the minimum compensation is 2 hours at the applicable rate.

Overtime pay will be calculated on the basis of the employee’s pay in effect at the time the overtime occurred.

For a part- time employee required to work overtime, the overtime will be paid as follows:

1 x (hourly wage rate) for hours up to the scheduled daily hours for a full-time equivalent employee –

Code 013 for Casual Level 2

Code 022 for Auxiliary hourly

THEN

1.5 x (hourly wage rate) for the first 2 hours in excess of the full-time equivalent hours – **Code 615**

THEN

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620**

For a full-time employee required to work overtime, the overtime will be paid as follows:

1.5 x (hourly wage rate) for the first 2 hours – **Code 615**

THEN

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620**

Where an employee is required to work overtime on both of his/her consecutive days of rest:

For a part- time employee required to work overtime on both consecutive days of rest, the overtime will be paid as follows:

(Note: the rules regarding hours up to the scheduled daily hours for a full-time equivalent employee will still apply)

1 x (hourly wage rate) for hours up to the scheduled weekly hours for a full-time equivalent employee –

Code 013 for Casual Level 2

Code 022 for Auxiliary hourly

Overtime rate on the first rest day:

1.5 x (hourly wage rate) for the first 2 hours – **Code 615**

THEN

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620**

Overtime rate on the second consecutive rest day:

2.0 x (hourly wage rate) for all hours on the 2nd day of rest – **Code 620**

For a full-time employee required to work overtime on both consecutive days of rest, the overtime will be paid as follows:

Overtime rate on the first rest day:

1.5 x (hourly wage rate) for the first 2 hours – **Code 615**

THEN

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620**

Overtime rate on the second consecutive rest day:

2.0 x (hourly wage rate) for all hours on the 2nd day of rest – **Code 620**

Meal Allowance (Operating Funded Only)

On a Regular Work Day

To be eligible the employee must first work in **excess of 2 hours** of overtime on a regular work day:

After the completion of the first 2 hours of overtime the employee is eligible to receive a meal allowance of \$7.00 – **Code 440**

Upon the completion of every 4 hours after that, the employee is eligible to receive an additional meal allowance.

On a Rest Day

To be eligible the employee must first work in **excess of 4 hours** of overtime on the rest day,

After the completion of the first 4 hours of overtime the employee is eligible to receive a meal allowance of \$7.00 – **Code 440**

Upon the completion of every 4 hours after that, the employee is eligible to receive an additional meal allowance

Meal Allowance is coded as a unit so if 1 meal allowance is owed, enter 1 on the day and then the code 440, if two meal breaks are owed, then enter 2 on the day with the code 440

NOTE: If the department provides a meal then then employee would not be entitled to the allowance.

Meal Breaks (Operating Funded Only)

On a Regular Work Day

When an employee is required to work **in excess of 2 hours of overtime** on their regular work day, they are allowed to take a paid meal break of up to ½ hour. If the work requires this to extend past 4 hours of overtime, an additional paid meal break of up to a ½ hours will be permitted once the initial 4 hours has been completed.

To be eligible to receive the pay for this break, the employee would be expected to take the time to rest and then return to work to complete their overtime task. Should the employee, in consultation with the supervisor, not take this time off but continue to work, they may be allowed to take the time for their meal break at the conclusion of their overtime shift.

Meal Breaks are coded using hours and **Code 611**
(Example .5 hours on the day overtime was worked – Code 611

On a Rest Day

When an employee is required to work in **excess of 4 hours of overtime** on their regular work day, they are allowed to take a paid meal break of up to ½ hour. If the work requires this to extend past 4 hours of overtime, an additional paid meal break of up to a ½ hours will be permitted once the initial 4 hours has been completed.

To be eligible to receive the pay for this break, the employee would be expected to take the time to rest and then return to work to complete their overtime task. Should the employee, in consultation with the supervisor, choose not take this time off but continue to work, they may be allowed to take the time for their meal break at the conclusion of their overtime shift.

Meal Breaks are coded using hours and **Code 611**

(Example .5 hours on the day overtime was worked – Code 611)

*** For further clarification please refer Article 6 of the Collective Agreement.**