

# Overtime



## Regular and Auxiliary Salaried

### Operating Funded

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

### Earning Codes:

**001** – Regular Salary

**023** – Auxiliary Salary

**440** – Meal allowance of \$7.00 – indicate the number of units to be paid  
e.g. 1 = \$7.00, 2 = \$14.00

**610** – Overtime @ Straight Time - straight time for hours worked up to full time equivalent for a part time employee

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

**615** – Overtime @ 1.5

**620** – Overtime @ 2.0

**659** – Banked overtime @ straight time

**662** – Banked Overtime @ 2.0

**661** – Banked Overtime @ 1.5

### Regular – 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 610** (paid) **or 659** (banked)

**THEN**

1.5 x (hourly wage rate) for the first 2 hours in excess of the full-time equivalent hours – **Code 615** (paid) **or 661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620** (paid) **or 662 (banked)**

**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** (paid) **or 661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours **Code 620** (paid) **or 662 (banked)**

**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:

1 x (hourly wage rate) for hours up to the weekly scheduled hours for a full-time equivalent employee – **Code 610** (paid) **or 659** (banked)

**Overtime rate on the first rest day:**

1.5 x (hourly wage rate) for the first 2 hours – **Code 615** (paid) **or 661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620** (paid) **or 662 (banked)**

**Overtime rate on the second consecutive rest day:**

2.0 x (hourly wage rate) for all hours on the 2<sup>nd</sup> day of rest – **Code 620** (paid) **or 662 (banked)**

**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** (paid) **or 661** (banked)

**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 2<sup>nd</sup> 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.

### **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 the number of hours and **Code 611**  
**(Example .5 hour on the day overtime was worked – Code 611)**

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