



## University of King's College Overtime Policy

(Date of last update: February 18, 2025)

This policy applies to all staff members including King's Managerial and Administrative (KMA) staff and Facilities Management staff.

### **Overtime**

King's recognizes that time-sensitive assignments and matters may arise periodically requiring staff to work overtime to ensure timely completion of assignments to avoid disruption of services and operations.

The regular work week for full-time staff (except for Facilities Management staff who work on-call on a rotational basis, and some Library staff who work on weekends) shall be thirty-five (35) hours per week Monday through Friday (January to December).

Overtime is defined as time assigned and worked by staff members beyond regular scheduled working hours. Only overtime hours explicitly and directly scheduled and approved by the immediate supervisor are considered legitimate overtime hours. Staff who work overtime to contend with an emergency that affects the University's operation must notify their immediate supervisor accordingly without delay. Unscheduled and unauthorized hours of work by staff at their own discretion or for personal reasons are not recognized as overtime under this policy. This includes but is not limited to staff members seeking to work additional hours to catch up on work not done during vacation leaves.

Overtime of less than thirty minutes duration at the beginning or end of a standard workday shall not be counted towards the accumulation of overtime pay or time off.

Staff members, except for those positions noted in Appendix A, are eligible for overtime in accordance with this policy. An exception would be in Facilities Management in the event insufficient staff are available for storm clean-up or for trades-related work after hours.

### **Remuneration**

For KMA staff members - each hour of overtime worked beyond the regular work week up to and including 40 hours, is paid at the regular hourly rate in equivalent time off. Overtime worked in excess of 40 hours per week, is paid at the rate of time and one-half (1.5) the regular hourly rate in equivalent time off. This includes any overtime worked on weekends or holidays.

For student recruitment staff members – recruitment staff have irregular hours when travelling and overtime is not earned while on the road. The fluctuating schedules of recruitment staff are managed within the Registrar's Office through setting variable schedules and adjusted start/end times as required with a "balance time" approach. While in the office, recruitment staff receive overtime in accordance with this policy.



For Facilities Management staff members - Facilities Management staff provide essential services and are often called in outside of normal working hours for emergency purposes and storm cleanup. Each hour of overtime worked beyond the regular work week is paid at the rate of time and one-half (1.5) the regular hourly rate, either in money or in equivalent time off. This includes any overtime worked on weekends or holidays.

Facilities Management staff members who are on call and are called in to work in an emergency outside of regular working hours shall be paid a minimum of four hours at the rate of time and one-half the regular hourly rate.

### **Banked Time Off**

Banked time off is to be scheduled at a time that is mutually agreed upon by the immediate supervisor and staff member. As a general rule, banked overtime hours must be used within one year of being earned. A maximum of two (2) days (14 hours) are permitted to be carried forward to be used in the following year. In certain exceptional circumstances, staff may carry forward more than two (2) days (14 hours) of banked time with the written approval of their manager. An example might include a staff member who has been unable to utilize their banked time due to demanding operational requirements over the previous year. This applies to any overtime hours worked and banked on or after July 1, 2023.

### **Overtime During Weather-Related Campus Closure**

King's mirrors weather-related closure decisions at Dalhousie University.

All King's staff will receive their normal rate of pay for weather-related closures during the workweek (Monday through Friday). Staff members who can work remotely are expected to do so. Staff members whose positions are deemed essential, such as Facilities Management, are expected to report to work on campus to support the clean-up effort as necessary. If called in during a closure on a regularly scheduled workday, evening, or weekend, essential staff shall receive overtime at time and one-half (1.5) the regular hourly rate.

### **Overtime Forms**

All [overtime forms](#) are to be completed, verified, and signed by immediate supervisors prior to submission to the payroll office for processing. Paid overtime hours that have been authorized are to be paid within a reasonable timeframe (usually the month following the month in which the overtime was earned).



## Appendix A

Individuals holding the following positions are not eligible for overtime:

- President
- Vice-President
- Bursar
- Chief Enrolment and Student Life Officer
- Director of Advancement
- Associate Director, Communications
- Registrar
- Recruitment and Admissions Manager
- Dean of Students
- Director of Facilities Management
- Controller
- Director of Athletics
- Director of Chapel Music
- Human Resources Manager
- Assistant Dean of Housing and Ancillary Services
- Assistant Dean of Residence Life
- Facilities Manager