

CCHRSC'S
HR TOOLKIT



TOOL: Sample Overtime Policy

POSTED: October 2012

[INSERT YOUR ORGANIZATION'S NAME HERE]

OVERTIME POLICY

Policy type Personnel	Original effective date Unknown
Policy name and number Overtime	Date of last amendment June 29, 2009
Policy <p>An employee may occasionally be required to work after her/his regular shift ends to accommodate child-staff ratios or at the request of the Executive Director. When this time exceeds 15 minutes after the end of the regularly scheduled shift, the employee may log this as overtime. Time off in lieu of overtime must be authorized by the Executive Director. Approved time off must be taken within the twenty-two workdays immediately following the date of the overtime. The Executive Director may, in her/his discretion, extend the time limit during which the employee must take the time off in lieu of overtime at the request of the employee and _____ .</p> <p>The Executive Director should log her/his overtime and bring it to the attention of the Personnel Committee Chair and/or Board Chair on at least a quarterly basis to ensure that time off in lieu is taken and that measures are put into place to reduce overtime in the instance that the Personnel Committee Chair and/or Board Chair deem it to be excessive.</p>	
Authority Executive Director for all staff. Personnel Committee Chair/Board Chair for Executive Director.	
Comments	
Board Chair signature	Date signed

University + Community Early Learning Centre agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.

University + Community Early Learning Centre agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.