



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 4.0 PAY POLICIES

#### 4.03.A OVERTIME – PROFESSIONAL POSITIONS

##### **Purpose**

To outline the overtime policy for employees encumbering professional positions within the Office of the Saskatchewan Information and Privacy Commissioner (IPC).

##### **Application**

This policy applies to all IPC employees encumbering professional positions.

##### **Policy**

The IPC will recognize all pre-authorized overtime worked by employees encumbering professional positions.

This policy applies to all positions except those that are designated as Overtime Excluded.

Monthly paid employees will either be paid for overtime worked or be compensated by time in lieu.

##### **Definition of Day**

The definition of “day” for all employees, is the twenty 24 hour period from midnight to the following midnight.

Managers must also ensure that employees have a period of eight consecutive hours of rest. If the employee does not have the eight hours of rest, he/she will be eligible for compensation at applicable over-time rates. See “Overtime Time Card Procedures” for further details. (Currently under revision.)

### **Regular Day of Work (8 hours)**

Employees will be eligible for overtime compensation for time worked after the required daily eight hours. (Note: A minimum of one-half hour overtime worked is required before an employee is eligible for overtime compensation.)

Time in lieu will be accumulated, or payout of overtime will be compensated, at the following rates:

- one and one-half times the employee's regular rate of pay for the first four overtime hours worked, and
- two times the employee's regular rate of pay for all overtime hours worked beyond the first four overtime hours worked on that day.

### **Assigned Day of Rest**

Time in lieu will be accumulated, or payment of overtime will be compensated, at two times the employee's regular rate of pay for all hours worked on Saturday or Sunday, with a minimum two hour guarantee.

### **Phone Calls after Hours/Working Remotely After Hours**

An employee who is contacted by management (or designate) for work purposes after he/she has left his/her place of work shall be paid a minimum of one half hour at the applicable overtime rates. Notwithstanding the above, any employee called more than once in the one half hour period shall not receive any further overtime until the one-half hour has elapsed. This applies when the employee is not required to return to his/her place of work and/or is required to work remotely which does not require a return to his/her place of work.

When required to work remotely between the hours of 11:00 p.m. to 6:00 a.m. and the employee is scheduled to work the following morning, the employee shall be paid for each hour or portion thereof worked for a minimum of one hour at applicable overtime rates. The employee shall not receive any further overtime until the one hour period has elapsed.

### **Designated Holidays**

See Human Resources Designated Holiday Policy #3.02.

Time in lieu will be accumulated, or payment of overtime will be compensated, at one and one-half times their regular rate of pay for the first eight hours worked on a designated holiday, and two and one-half times their regular rate of pay for all hours in excess of eight hours. This overtime shall be paid out or may be taken as time in lieu by mutual agreement with the supervisor.

### **Approval Required**

The supervisor must approve all overtime worked by an employee in advance of the overtime work. The supervisor approves:

- overtime accumulated; and
- scheduling of overtime time in lieu.

The provision of mobile or other devices by the LAS, the ability to work remotely, or the approval for the use of personal mobile devices to access work related e-mail or documents, shall not be construed as “pre-approving” overtime for employees who read and/or respond to work related e-mail or issues when not at work.

Monthly paid employees must identify the overtime worked on their monthly time card. The completed time card is submitted to the supervisor for approval. Overtime time in lieu accumulation will be recorded on the Employee Monthly Attendance Statement.

### **Carry-over Provisions**

Lieu time remaining at the end of a fiscal year may be carried over into the next fiscal year. The details of the carryover provisions can be found [here](#). (vacation leave policy).

**Note:** A request for time in lieu leave, or a request for leave using any combination of time in lieu, vacation, or SDO, of five or more days must be submitted on the **prescribed form** at least two weeks prior to the requested start date to the immediate supervisor for approval.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

### **Influencing Sources**

Legislative Assembly Service Human Resource Policy 4.3B  
*The Saskatchewan Employment Act*