

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Overtime	SECTION: O POLICY: 3
DATE: September 2004 REVISION DATE: January 2006	Administrator's Signature: _____	

OVERTIME

POLICY:

In order to administer Leamington Mennonite Home as efficiently and effectively as possible, and in the best interest of its residents, Leamington Mennonite Home shall only provide overtime pay to staff in the event that the overtime work is authorized by the Department Leader, prior to the overtime being worked

Definition:

When a full-time employee works more than 7.5 hours during any day, that time is time and one-half, save and except Registered Staff who work 12-hour shifts.

When a full-time employee works more than 75 hours during a pay period, that time is time and one-half.

Members of the Management Team may take overtime as lieu time.

PROCEDURE:

- All overtime must be authorized by a Department Leader, prior to such time being worked.
- No employee shall be SCHEDULED for overtime work.

PURPOSE:

- To comply with Employment Standards Act
- To provide employees with proper time off
- To ensure efficient use of budget dollars