



INFORMATION CAPSULE

DID YOU KNOW...

WITH RESPECT TO OVERTIME WORK

Any work which the College requires a full-time employee to perform **outside** his regular working hours, workday or workweek shall be considered as overtime.
(clause 7-3.01)

The regular number of working hours for the employment classes provided for in Appendix "2" shall be thirty-five (35) hours per week or seven (7) hours per day.
(clause 7-1.01, paragraph 1)

The regular number of working hours for the employment classes provided for in Appendix "3" shall be thirty-eight hours and forty-five minutes (38h.45m.) per week or seven hours and forty-five minutes (7h.45m.) per day.
(clause 7-1.01, paragraph 2)

WHO IS OVERTIME WORK OFFERED TO?

The overtime work shall be offered to the employee who **usually performs** the work for which the overtime work is required.
(clause 7-3.02, paragraph 1)

WHAT HAPPENS IF MANY PEOPLE ARE IN A POSITION TO BE OFFERED OVERTIME WORK?

If the work can be performed by anyone of several employees having the same function, an **equitable distribution** of overtime hours must be assured **by means of rotation**.

In unforeseen circumstances, the College may offer the overtime to the employees who are already on the job.
(clause 7-3.03)

AM I OBLIGATED TO ACCEPT OVERTIME WORK?

Overtime work is optional, unless there is an agreement between the Union and the College.

If no employee agrees to work overtime, the College may compel the employee **most capable of assuming the task** and **having the least seniority** to work the required overtime.

(clause 7-3.02, paragraph 2)

HOW IS OVERTIME WORK COMPENSATED?

It is compensated in time. It may however be remunerated in money if the employee **submits such a request**¹. The College should not refuse your request, but if it does, contact your union.

(clause 7-3.05)

The overtime shall be compensated in time at the rate of one hundred and fifty per cent (150%) of the time worked.

(clause 7-3.07)

WITH RESPECT TO OVERTIME WORK PERFORMED ON A LEGAL HOLIDAY

If the overtime work is performed on a legal holiday, it shall be compensated in time **at the rate of two hundred per cent (200%) of the time worked in addition to the payment of the legal holiday**, except for cases foreseen in clause 7-5.03, which states that:

« The employee, whose **regular** functions include working on one of the legal holidays, shall receive, as a replacement, one (1) day off during the month which precedes or which follows the legal holiday, and this, after agreement between the College and the employee. Failing an agreement, the employee shall be paid at a double rate for the work carried out on the legal holiday in addition to seeing his regular salary maintained. »

(clause 7-3.07)

¹ When the overtime is remunerated, the rates provided for in clauses 7-3.07 and 7-3.08 shall apply. (clause 7-3.09)

WHAT HAPPENS IF I AM CALLED BACK TO WORK AFTER I HAVE LEFT WORK?

The employee recalled to perform work **after having left the College** shall receive a minimal compensation of two (2) hours at two hundred per cent (200%).

(clause 7-3.08)

WHAT HAPPENS IF I AM REQUIRED TO PERFORM OVERTIME WORK DURING WEEKLY HOLIDAYS?

Overtime work performed on the first day of an employee's weekly holidays shall be compensated at the rate of one hundred and fifty per cent (150%).

(clause 7-3.07)

Overtime work performed on the second (2nd) day of the employee's weekly holidays shall be compensated at the rate of two hundred per cent (200%) of the time worked.

(clause 7-3.07 *in fine*)

IF YOU HAVE QUESTIONS CONCERNING OVERTIME WORK, PLEASE CONTACT YOUR UNION.