



Subject	OVERTIME REPORTING (formerly titled "9.06 Overtime Reporting")
Procedure Section	4 Payroll
No.	4.03
Exempt Employment Policy References	Excluded Support Section I (Overtime)
Collective Agreement References	Vocational Support Article 13 (Duties, Responsibilities & Workloads, clause 13.2(f)) Article 32 (Hours of Work and Overtime)
Forms & Other Reference Material	See also: Procedure 3.03 - Compensatory Time Off
Status of Approval	Approved 30-Apr-2013 Vicki Pannell

PREAMBLE:

Employees who work overtime are entitled to additional pay or compensatory time off in lieu of pay in accordance with the appropriate collective agreement.

PROCEDURE:

1. All overtime worked should be reported on a timely basis to the Payroll office.
2. All overtime to be worked must have the prior approval of the budget manager.