

## ARTICLE 21 - OVERTIME

- 21.01** When an employee is authorized to work beyond the normal work day, such additional hours shall be considered as overtime and will be compensated for at the applicable overtime rate.
- 21.02** Employees working overtime shall be compensated at a rate of time and one-half for the first four (4) hours overtime in a week. Overtime beyond four (4) hours in a week shall be compensated at a rate of double time.
- 21.03.1** A call-out for immediate reporting to the workplace will be paid at the applicable overtime rate from the time the employee is called and shall continue after completion of the job for such period as reasonably necessary to travel home.
- 21.03.2** A minimum of two (2) hours shall be paid for call-out overtime.
- 21.04** Notwithstanding the provisions of Article 21.03.1 and 21.03.2, where an employee is called out to perform work which does not necessitate reporting to the workplace, but instead can be performed remotely or at the employee's residence, the employee will be paid at the applicable overtime rate as follows:

If the call occurs

- Monday to Friday between 5:00pm and 11:00pm – a minimum of fifteen (15) minutes or the total time worked, whichever is greater;
  - Monday to Friday between 11:00pm and 7:00am – a minimum of one (1) hour or the total time worked (no overlapping claims in a one-hour period), whichever is greater;
  - Weekends/Holidays between 7:00am and 11:00pm - a minimum of fifteen (15) minutes or the total time worked, whichever is greater;
  - Weekends/Holidays between 11:00pm and 7:00am - a minimum of one (1) hour or the total time worked (no overlapping claims in a one-hour period), whichever is greater.
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- **Banked Overtime Provisions**

- 21.05.1** An employee working overtime for which he/she is entitled to payment at the applicable overtime rate, shall elect to be paid for such overtime in accordance with the following:
- (a)** Such overtime to be paid for at the applicable overtime rate; or
  - (b)** The option of receiving straight time overtime pay for each hour worked, plus the balance of hours as time off; or
  - (c)** The option of receiving time off equivalent to the applicable overtime rate when applicable.
- 21.05.2** If the employee elects to receive time off in lieu of overtime rates, he/she shall inform his/her Manager of this option prior to reporting such overtime.
- 21.05.3** The maximum amount of leave an employee may bank and maintain will be equivalent to the hours the employee would normally work in a four (4) week period, as defined in [Article 19](#).
- 21.05.4** Banked Overtime leave will be taken as leave at a time mutually agreeable to the employee and his/her Manager. Such leave will be scheduled in one half (1/2) day units or full day units during slack periods. Leave will not be granted if it would directly result in more overtime. Where the demands of service necessitate, the Company shall have the right to defer a leave request. Any scheduled leave may be cancelled as a result of Company requirements.
- 21.05.5** On request, an employee may elect to have his/her Banked Overtime paid on his/her regular paycheck. Such payment will only be made in increments of one half (1/2) day, one (1) day or 100% of all banked overtime credits.
- 21.05.6** An employee must receive payment in full for all outstanding Banked Overtime prior to the end of each vacation year, on the thirtieth (30th) day of April. No carry over will be allowed.
- 21.05.7** Payout shall be based on the employee's rate of pay at the time of payout.
- 21.05.8** The scheduling of annual vacations shall take precedence over Banked Overtime leave.
- 21.05.9** Banked Overtime provisions will not apply to a Company holiday which is included as part of an employee's regular schedule.

