Area Personnel Office Information for AAG Meeting

***February 10, 2009***

9:30 a.m.

Leacock 738

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| **TOPIC** | **PRESENTER** |
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| **OVERTIME**  Anna Coscia will be redoing the managerial overtime approval form to make it more user friendly.  Answers to Some Questions and Comments  The Faculty HR Advisors had been requested by Human Resources to oversee all the overtime requests to ensure they are properly prepared. For the most part, it is to verify that the information is correct, i.e., it is never straight time; on Sundays, it is double time; managers can only accumulate overtime for the hours worked after working 40 hours in a week; it must be approved by the supervisor before you start, etc. That is why it is the APO office and not the FFO office that requests the forms be filled out and signed by both the employee and the supervisor and then sent to the APO office.  It is for audit purposes as well. We are funded primarily by the Quebec Government and thus are accountable to them.  It is important that the amount of overtime is monitored in terms that an employee may be working too many hours that it is detrimental to the person’s health. It could bring up some questions, i.e., should another position be created? Should the work be prioritized differently?  After approved by the APO office, it is the originating department which prepares the Pops payment.  Departments should not process the Pops payment until the overtime request has been approved by the HR Advisor. For example, if a department does not wait and overpays an employee, it is the department which is responsible for ensuring the employee pays back the money.  It is advisable to prepare the overtime request immediately. If someone is doing overtime during a “peak” period then we suggest submitting the approval form on a weekly or biweekly basis or at least once a month.  It is important that if you are doing a lot of overtime during a “peak” period, that you ensure your supervisor is aware of the amount of overtime you are accumulating and/or that the two of you discuss a maximum amount of time and/or money.  If you have not received the approved after a week, please contact the APO office.  ***For further information for support staff, please refer to Article 22 – Overtime – in the Collective Agreement.***  ***For further information for casuals, please refer to the Labour Standards Act at*** [***http://www.cnt.gouv.qc.ca/***](http://www.cnt.gouv.qc.ca/)  ***For those in Management or Excluded Positions, please refer to the Administrative Handbook, Personnel Polices, under Salary Administration***  <http://www.mcgill.ca/adminhandbook/personnel/salary/>  **9. Overtime**  **9.1** Staff in Excluded positions and managerial staff in role profile levels 1 and 2 are eligible for overtime for all time worked in excess of forty (40) hours. Overtime shall be reimbursed at time and one-half.  **9.2** Overtime work shall be approved by the department head prior to being performed. No employee shall receive overtime credit without the consent of his/her supervisor.  **9.3** Overtime hours shall not be permitted in the event that it is not possible to arrange compensating time off and the department does not have funds available to provide for reimbursement.  **9.4** Managerial staff in role profiles level 3 and above are not eligible for overtime.  **9.5** A special salary adjustment in the range of three percent (3%) to ten percent (10%) may be authorized by the Department of Human Resources to recognize project delivery outside an employee's normal workload, in accordance with article 8.3.  Effective March 1, 2004  For managers, you might want to speak with the HR Advisor to see if it should/could be a “special project” payment instead of overtime. If so, it needs approved from the Dean and HR Advisor, and from Central HR.  Please go to [www.mcgill.ca/hr/mcompensation/special/](http://www.mcgill.ca/hr/mcompensation/special/) for more information. | Kathy Lauer and Anna Coscia |
| **Bill 90** |  |
| * O & SD will be sending a revised *‘Act to Foster Development’* (formally known as Bill 90) form to Departments in next upcoming weeks * The criteria has changed * Will receive new information package from O & SD * The deadline is, at this moment not finalized yet however, since the Government is behind in their updating, the deadline should be extended |  |
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| **Present** |  |
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| New supervisors should contact ICS to be set up. Training is available through ICS either through a course or individual training. A manual is on-line for employees. |  |
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