



WORK TIME AND OVERTIME POLICY

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Policy Sponsor:	President and CEO	Last Revised:	February 12, 2019
Primary Contact:	Human Resources	Review Scheduled:	February 12, 2024
Approver:	President and CEO		

A. INTENT

The Alberta University of the Arts (AUArts) recognizes employees may occasionally be required to work beyond regularly scheduled hours to overcome additional short-term workloads or to meet extraordinary situations. This procedure will ensure work time and overtime is applied consistently, documented accurately, and complies with Alberta Employment Standards legislation.

B. SCOPE

This Policy applies to all eligible employees covered by the Collective Agreement between the Board of Governors of AUArts and the Alberta Union of Provincial Employees, Local 071/006 (the Collective Agreement); and also applies to eligible Exempt Staff.

This Policy is supplemental to and does not replace overtime provisions as outlined in the Collective Agreement or Terms and Conditions of Employment for Exempt Staff.

C. POLICY STATEMENT

1. Travel Time

- 1.1 Travelling from home to the work location or from the work location to home is considered commute time and is not considered work time or overtime.
- 1.2 When travel time is work:
 - a. Travel time between work locations is considered to be work time, because the employee is providing a service to the employer from the time they reported to the original work location.
 - b. If an employee is directed to pick up certain materials or perform some other task upon leaving home and before arriving at the initial work location, the time from the beginning of the task would be work time and should be recorded as such. The employee has already begun to perform services for their employer at the employer’s direction.
 - c. If an employee is directed by the employer to report to a given work location, the employee’s hours of work will begin on their arrival at that work location.

Any travel time that occurs after the time the employee reported will be considered work time.

1.3 When travel time is not work:

- a. When directed to report to work from home to a work location, and the employee performs no service for the employer until they reach the work location, this is not considered work time. Similarly, if at the end of the work shift the employee travels home, that is not considered to be work time.
- b. Employees may be given the choice of either providing their own transportation to or from the work location or reporting to a certain point from which they may take employer-provided transportation or receive a ride with the employer. Time spent on the employer's transportation is not considered work time. The key element here is that the employee has a choice about the method of travel.

1.4 When travelling on AUArts business:

- a. When travelling from home to a work site other than a regular work location (meaning outside of the city limits), an employee is considered on work time from the time the employee leaves home until they arrive at the alternate location.
- b. If travelling to an alternate location by air, an employee is considered on work time from the time they arrive at the airport, and work time includes the time spent at the airport(s) and in the air. An employee is no longer on work time once checked into their hotel after travelling or working all day. Upon checking in, or what would be considered the employee's "own time", the employee is not considered to be on work time (e.g., dinner).
- c. Commute time to and from a work site in another location or city is not considered work time. Travel throughout the work day between multiple locations is considered work time (e.g., commute from hotel to location #1 is not counted, travel between location #1 and #2 is counted, the commute back to hotel is counted only if there are multiple locations during the day).
- d. If there is only one fixed work site for the day, travel time between home and the work site is considered part of the commute and is not considered work time.

2. Professional Development and Training Attendance

2.1 Training attendance is mandatory at the direction of the employer and is considered work time. Employees are eligible for overtime if the training activity, including travel time as outlined in this Policy, exceeds the normal hours of work.

2.2 Employee Professional Development/Conference Attendance is voluntary and not mandatory Training. Employees will receive their normal rate of pay when engaged in approved Professional Development/Conference Attendance but are not eligible for overtime. This includes travel time for Professional Development/Conference Attendance.

2.3 Travel time for Training should normally take place on regular workdays during normal hours of work.

3. Roles and Responsibilities

3.1 Overtime that has not been pre-approved by the employee's manager may not be eligible for overtime compensation.

- 3.2 When business travel requires overtime, employees must keep accurate records of time spent working; consistent with the Collective Agreement and the principles outlined in this Policy.
- 3.3 Once approved and overtime incurred, employees must accurately complete and submit to their Manager the Overtime Tracking Sheet (OTS) (available on Infolab) and provide supporting documentation.
- 3.4 OTS will be approved and signed off by the Manager based on the pre-approved overtime authorization.
- 3.5 Complete OTS forms must be submitted to Payroll in a timely fashion for processing.
- 3.6 Once Payroll has received and processed the OTS, compensation for overtime will occur as per the terms outlined in the Collective Agreement or Employment Standards legislation for Exempt Staff.
- 3.7 Overtime compensated on the basis of time off with pay will be displayed in Dayforce for the employee to utilize as banked overtime leave.

D. DEFINITIONS

Dayforce or Dayforce Human Capital Management:	The human resources information system used to manage the human resources and payroll functions and to track time away from work.
Home:	The destination where an employee begins their commute to the workplace.
Overtime:	Work time beyond regularly scheduled hours to overcome additional short-term workloads or to meet extraordinary situations. All overtime must be authorized by the Manager prior to the employee working overtime, and is compensated under the provisions of the Collective Agreement or Terms and Conditions of Employment for Exempt Staff.
Professional Development/Conference Attendance:	An employee voluntarily attends a conference, workshop or meeting sponsored by a professional or other specialized organization or industry group aimed at improving and/or increasing their current and/or future capabilities, but attendance is not a condition of employment or requirement of the job.
Training:	a mandatory organized activity required by the employer that is aimed at imparting information and/or instructions to improve the employee's performance and/or to help them attain a required level of knowledge or skill.

Work location:

The location at which the employer directed the employee to report to work and perform services. Normally, this is the AUArts campus. When this is not the AUArts campus, it will be within the city limits.

Work time:

The time the employee is performing services for the employer and is compensable.

E. RELATED LEGISLATION

- Employment Standards Code of Alberta

F. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct
- 200. Finance: Travel Expense Claim Procedure
- Management/Exempt Terms and Conditions of Employment
- The Collective Agreement between the Board of Governors of the Alberta College of Art + Design and the Alberta Union of Provincial Employees Local 071/006

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/2019	Revisions			