

	Title: Employee Handbook		Page: 1 of 1
	Section: 2.2.0	Payroll	Date: January 31, 2017
	Policy: 2.2.3	Overtime	Replaces: April 11, 2015

- 2.2.3.1 Overtime is considered as such after 40 hours worked each week in accordance with the provisions of the Employment Standards Act.
- 2.2.3.2 Overtime shall be paid at time and one-half (1 ½) of the employees regular straight time hourly rate for all such work performed after 90 days for full-time employee.
- 2.2.3.3 Overtime is not available to part-time employees, unless approved by Management

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
 Reviewed by Executive Board and approved by the Board 1/31/17
 Reviewed by Compliance Officer and approved 1/25/17
 All previous versions are obsolete