

## **111 Extra Workload, Professional & Managerial Staff**

**Revised: January 2003**

The University recognizes the important contributions made by Professional and Managerial staff to the institution. The purpose of this policy is to provide a guide for compensating work that may, from time to time, be performed outside of an individual's normal expected duties and responsibilities.

This policy is intended to be consistent with the provisions of the Employment Standards Act (ESA).

### **Background**

1. The Job Evaluation Program for professional and managerial staff recognizes that some positions, by their nature, demand unusual, irregular or prolonged work periods. This is acknowledged in the determination of the overall value of these positions.
2. In recognition of the nature of professional and managerial staff responsibilities, reasonable flexible work hours are possible, subject to operational requirements.

### **Extra Workload**

1. Compensation is available to professional and managerial staff for work assigned and approved in advance in writing by an individual's immediate supervisor\* and Dean/Director or the person acting in that position.
2. Extra workload that is identified for compensation would typically be:

a) special projects outside of normal work responsibilities or,

b) assignments that are necessitated by unique non-continuing needs within the individual's department.

\* Note: Supervisors have the responsibility to ensure the appropriate allocation of resources and to review structural reasons that create extra workload situations.

### **Compensation**

1. At the time that extra workload is assigned and approved, the form of compensation must be agreed to. This can be either as pay or equivalent time off (lieu time). Where the decision is made to compensate in lieu time, such time must be taken no later than April 30 of the following calendar year. If not taken, the banked lieu time must be paid in the pay period immediately following this date.
2. Compensation in the form of pay will be at straight time (subject to the provisions of the ESA) and based upon the individual's hourly rate using the University's established method of conversion from an annual salary to an hourly rate.
3. It is the responsibility of the employee's department to maintain accurate records of authorization and forward extra workload payment requisitions to Human Resources.

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#### **Source**

URL: <https://www.uoguelph.ca/hr/staff-faculty-hr-policies-professional-staff/111-extra-workload-professional->

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