



Polar Knowledge
Canada

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POLAR KNOWLEDGE CANADA

OVERTIME DIRECTIVE

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President

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Purpose and Scope

Polar management promotes and encourages health and safety as well as work/life balance for its employees, therefore overtime will occur as an exception, not a regular occurrence. The purpose of this directive is to clarify use and authorization of overtime in particular but not limited to field activities.

This directive applies to all employees involved in or managing field operations, regardless of project/program, location of work (field or office, training or conferences) or responsible manager. Pre-approval for all overtime is required and should be discussed with your manager/director or project authority.

Guiding Principles

Overtime is often necessary to respond to particular conditions inherent to research activities particularly field projects in remote locations or dealing with unexpected travel delays due to weather or changing events. The following principles underlie the management of extra-duty:

- Use of overtime should be managed in a fair and reasonable manner, keeping in mind the health and safety of the employees (work-life balance) and consistent with applicable terms and conditions of employment. *Ts and Cs of Employment for Term and Indeterminate Employees - Polar Knowledge Canada.docx*
- Fieldwork should normally be planned based on a regular workweek. When necessary, where it is more cost effective or when there are no alternatives, planning in terms of project efforts and budgets should include overtime.
- Authorization to work overtime is to be obtained in advance.
- Once pre-approved, overtime should be recorded daily by the employee to reflect actual hours worked.

Guidelines

1) In the context of a specific project in the field or in the office, and subject to the support of the accountable project authority or manager/director making the recommendation for approval in advance to the Vice-President/President/delegate, employees will be permitted to extend workdays or work on weekends when it is demonstrated that overtime is required to:

- Mitigate the effects of the high fixed costs incurred in keeping field staff on travel status or in remote field locations or aboard ship;
- Meet urgent need for mandated responsibilities and work objectives;
- Fulfill the technical requirements of some field methods; and,
- For other justifiable grounds or approved by a Vice-President/President/delegate.

2) Unplanned overtime or overtime beyond what has been authorized in advance may be recommended by the project authority or manager/director to be approved by the Vice-President/President/delegate as close as possible to the work. Under these circumstances a record of justifications must be maintained by the project authority or manager/director and submitted along with the overtime report.

3) When it becomes evident to the officer in charge that pre-authorized overtime level will be exceeded before completion of the project or when a significant change in work schedule (e.g. work on Sunday when not pre-authorized) is required, the project authority or manager/director will inform and recommend for approval any additional overtime to the Vice-President/President/delegate as soon as possible.

4) A typical field day will consist of 7.5 hours with time in excess of to be considered overtime to a maximum of 10 hours (2.5 hours of overtime) per day. Work in excess of 10 hours per day should be an exception for occupational health and safety reasons and clearly justified in advance when known.

5) A workday in the field begins when staff starts activities related to the field project. The day ends when all project activities have ceased for the day. Time covering breakfast and supper is excluded from the workday in the field. Time in the evening spent compiling data, preparing for the next days' field work or other similar activities would also be considered "work" and recognized as overtime when applicable.

6) For work at sea, the health and safety procedures of the vessel operator will govern employee schedules.

7) Overtime reports are to be submitted by field staff to their project authority or manager/director who will forward to the Vice-President/President/delegate responsible for the field activities within two weeks after the applicable bi-weekly pay period or as soon as possible in the event of remote field locations.

8) For employees not working in the field, all overtime is to be pre-approved by your manager or director and once completed, overtime is to be submitted accordingly.

Other Considerations

To minimize employee time away from home, project authorities in the field or managers/directors in the office should make every effort to accommodate flexible working arrangement when requested by employees according to their Terms and Conditions of Employment and when operationally feasible to do so.