

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: OVERTIME**

**Applies to:** All Personnel

Original Effective Date: September 23, 2022

Effective Date: January 24, 2013

Replaces Procedure Dated: September 12, 2011

When a staffing shortage occurs:

1. Qualified, orientated employees will be offered work by seniority.
2. If everyone on that specific area list has been called and no one is available, contact the other departments to determine if they have a staff, they can call to free up a staff that has been orientated to the area in need. Staff would then report to the appropriate area to provide coverage.
3. If still unable to cover the shift, every reasonable effort must be made to first contact the executive director or their designate and then exempt personnel to obtain authorization for overtime.
4. If the executive director or their designate or exempt personnel are not available, cover the emergency shift situation by offering overtime as per the collective agreement.