



Office of the Chair and Graduate Chair

## DPES 2010-21 Extra work and USW Personnel

From: William Gough, Chair, DPES

Date: August 31, 2010

From time to time or on a regular basis, a USW employee may have the opportunity to take on extra work. If this work is done within the context of one's regular duties as overtime, compensation is well defined within the collective agreement.

If the extra work is outside the normal confines of one's regular duties, the situation becomes murkier and this memo is written with the intention of clarifying what is permitted and the obligation for disclosure.

If the additional work takes place during regular working hours, the employee must disclose the work to the Chair, have the Chair's approval, and have an agreed upon plan to make up for lost hours. This type of situation can arise if the extra work is for example as a teaching assistant or research assistant with specific time commitments.

If the extra work occurs outside of the regular working hours the Chair's approval is not required. However, disclosure to the Chair and Human Relations (HR) is required to comply with the Employment Standards Act. If the total working hours exceeds 44 hours per week, overtime pay for hours exceeding 44 hours is mandatory. Our department as the primary employer will only supply overtime for work as part of the employee's regular duties. If taking on extra work causes an employee to exceed the 44 hours per week, the secondary employer covers the overtime.

Faculty in the department who are hiring USW personnel to do part time research work, for example, should be alert to their obligation to provide pay at an overtime rate if the employee exceeds 44 hours per week. This applies to other departments who hire our USW personnel to do teaching assistant work.