

## Ingersoll Support Services Inc.

### Policy: Hours of Work and Overtime

**Policy # HR 8**

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement – ESA

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*Ingersoll Support Services Inc. will provide hours of work based on the expressed needs of the people accessing support from the agency. In keeping with the Ontario Employment Standards Act overtime will be accumulated at the rate of one and one-half times the employee's regularly hourly rate for hours worked in excess of eighty-eight hours in a two- week period.*

### Procedure:

1. Hours of work are flexible and based on the needs of the people accessing support from the agency.
2. Although the pay period is bi-weekly, hours scheduled in any one week should not exceed more than 44 hours and typically not more than 80 hours per pay period.
3. Changes to work schedules or cancellation of work hours are the responsibility of the supervisor.
4. Every effort will be made to give at least one hour notice of a cancelled shift.
  - In the event that we have attempted but are unable to reach the employee one hour before the start of shift to notify them of the cancellation of work the employee will not be paid.
  - If the shift is cancelled with less than one hour notice they will be paid the lesser of 3 hours or their scheduled shift.
  - Should an employee begin work and the need arises to cancel the shift they will be paid the greater of the hours worked or 3 hours, unless they were scheduled for less than 3 hours, in which case they will be paid for their scheduled hours.
5. Employee requests for changes to work schedules must be submitted in writing and are subject to the written approval of the supervisor.

6. Employees working less than three hours at a time will be paid for the hours scheduled.
7. Hours worked are to be recorded on Ingersoll Support Services Time Sheet by the employee, and must be signed, dated and verified by the supervisor.
8. The supervisor must authorize all overtime in advance, unless there are extenuating circumstances. It is the employee's responsibility to notify the supervisor verbally and in writing of any overtime.
9. Full Time employees are those with written agreements of full time and typically are scheduled a minimum of 64 scheduled hours in a 2 week pay period including vacation and statutory holidays. Full Time employees must be available to work up to 80 hours in a pay period to maintain their Full Time Status.
10. When feasible ISSI will strive to offer opportunities for relief support workers to maximize their hours of work balanced by needs of teams, schedules, people who access our services, and quality of supports.
11. Employees who are not on an approved leave and do not work for a period of 3 months will be considered to have terminated their employment with ISSI.