

## Overtime Guidelines

*This reference page has been prepared for general information purposes regarding overtime guidelines applicable to APSA Staff. Please refer to [Policy AD 10.13](#) and the [Employment Standards Act and Regulations](#) for purposes of interpretation and application of the law.*

### Definition of Overtime

Overtime refers to hours worked in excess of the standard work day of 7.2 hours, exclusive of the meal period, or in excess of the standard work week of 36 hours in any five days.

### Overtime Eligibility

When determining how overtime is applied, an important consideration is whether an employee is performing a manager or a non-manager role. The university will make this determination by reviewing the employees' duties against the [BC Employment Standards Branch Manager Factsheet](#) and the [Manager-Non-Manager Assessment Tool](#).

Non-managers are compensated at **one and a half times (1.5x)** the hourly rate for hours worked beyond the standard work day or work week and may choose between monetary payout or lieu time.

Managers are compensated at **straight time (1x)** and may only bank lieu time. Monetary payouts are not permitted.

In cases where the status of an APSA employee as a non-manager or a manager is unclear, the supervisor should contact the unit's [HR Business Partnership Team](#).

### Tracking Overtime

A daily record of hours worked in excess of the standard hours and a weekly record of hours worked (on a day that is not a standard work day must be submitted by the employee to their manager within 5 business days, to ensure supervisors can properly assess and manage workloads and to ensure hours worked outside of standard hours of work are accurately and consistently recognized and appropriately compensated.

Departments are encouraged to use the [Overtime & Banked Time Tracker](#) in compliance with ESA standards.

### Best Practices for Overtime Management

To promote and support employee well-being and mitigate financial liability, leaders should encourage the timely use of lieu time, ideally within the same pay period or shortly thereafter at a time mutually agreed to by the employee and manager; and should take into consideration both the employee's preferences and the University's operational needs.

A manager may close an employee's time bank after 1 month's written notice to the employee. Within 6 months of closing an employee's time bank, the manager must ensure the employee is paid all overtime credited to the time bank, allow the employee to use the credited overtime to take time off with pay or a combination of the two above.

Overtime banks are paid out if an employee is terminated and should be paid out when an APSA non-manager transfers to a different unit, department or faculty as directed by the manager or the department administrator.

For further details on overtime management, please refer to SFU's [Overtime Q&A](#).