

OVERTIME

Overtime is used for work performed within the employee's assigned duties and responsibilities of the position.

versus



OVERLOAD

Overload is used for work performed outside of the normal scope of the position.

APT Overtime is paid to address a workload issue by working more than 40 hours per week within the context of the duties and responsibilities of the position (refer to BU 08 Collective Bargaining Agreement, Article 19A, Overtime).

APT Overload is considered another project, activity or task (refer to the BU 08, Collective Bargaining Agreement, Article 22, Overload).

Take the test and see how well you do:

- 1) The APT employee is responsible for performing pesticide experiments. A new technique requires that the APT employee perform these pesticide experiments successively over a 24 hour period.
How do you pay?
 Overtime Overload Neither
- 2) The duties and responsibilities of the engineering technician position as well as the functional statement reflect that the position provides services on a campus-wide basis, due to the specialized nature of the position. The engineering technician is asked to work beyond the 40 hours per week to provide technical assistance to another college.
How do you pay?
 Overtime Overload Neither
- 3) An IT Specialist in the Music department uses his/her knowledge and skills to develop a new registration system for the entire college through the Office of the Associate Dean, outside of normal working hours. This project has separate goals and objectives and is not part of the usual duties and responsibilities of his/her work in the Music Department.
How do you pay?
 Overtime Overload Neither
- 4) The IT Specialist in the Art Department is asked to set up computers and troubleshoot problems for the Associate Dean. The position description and function of the position includes providing IT support to the entire College in addition to the Art Department. When asked to work additional hours for the Associate Dean outside of his normal working hours, he is paid:
 Overtime Overload Neither
- 5) The HR Specialist performs professional level accounting work in the fiscal office due to position vacancies. The work is performed outside of the normal work day. How do you pay?
 Overtime Overload Neither
- 6) The HR Specialist performs professional level accounting work in the fiscal office due to position vacancies. The work is performed during the normal work day. How do you pay?
 Overtime Overload Neither
- 7) The Fiscal Officer for the History Department works after normal work hours for the Fine Arts (FA) Department, as the Fiscal Officer position for the FA Department is vacant. How do you pay?
 Overtime Overload Neither

Please note that an APT employee's overload must not interfere with the APT employee's primary work assignments. In other words, the supervisor/manager must ensure that the primary work of the APT employee is completely fulfilled and not negatively affected because the employee is engaged in the overload work. Many times, the concern is whether or not the employee can productively perform his/her normal duties if he/she is working nights and weekends. At some point, exhaustion will prevent the employee from fully performing his/her normal duties and responsibilities in a quality manner.

It is the responsibility of the respective department's HR Specialist/Administrative Officer's to ensure payment through the appropriate venue and to guide supervisors in managing their employees' workload and assignments. Please address all requests and questions to your department's HR Specialist/AO.