

Manual of Administration

TOPIC: Human Resources	SUBJECT: Compensation for Management for Hours Worked in Excess of 36.00 Hours Per Week	Code: HR020
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PURPOSE: To clarify the working conditions as they relate to managers and for hours worked in excess of 36.00 hours per week.

1. Management is required to work a minimum of 36.00 hours per week. For hours worked in excess of this amount, the Board has granted each management employee five (5) days annual Management Compensation Overtime (MCO). MCO days are the total compensation for all extra hours accrued throughout the year. Therefore, management does not accrue any other form of compensation, such as lieu time or paid overtime for hours worked in excess of the 36.00 hours.
2. The Board may, from time to time and at their sole discretion, grant management employees additional forms of recognition for dedicated and loyal service or for excellence in service delivery.
3. It is expected that all management employees will, as a point of honour, abide by their current working conditions.