

## CVS POLICY & PROCEDURE MANUAL

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**Policy Area:** Operational Policies - Human Resources

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**Policy # & Name:** 6.15 Assigning of Overtime

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**Group:** All Staff

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**Purpose:**

To give staff guidelines for the management of overtime.

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**Policy Statement:**

CVS will ensure that overtime shifts are managed in a manner that incurs the least cost possible to the organization and maintains the highest quality of service to the individuals that we serve.

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**Practice Standards:**

1. Overtime is allocated as equitably as possible and according to the collective agreement.
  2. Overtime must be authorized by the Home Supervisor/Program Coordinator or Program Manager.
  3. Staff will avoid double shifting as employee and client safety may become be put at risk.
  4. Overtime shifts are allocated in such a manner as to minimize the cost to the organization.
  5. As a last resort an employee on vacation or leave may be called to work.
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**Policy Audit:** March Anually

**Date Issued:** March 22, 2004

**Date Revised:**

**Position**

**Responsible:** Executive Director or designate

**References:**

- ☞ Collective Agreement
  - ☞ Employment Standards
  - ☞ HR 6.15.A – Overtime Authorization Form (for Payroll use only)
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