



Brock University Facilities Management Operating Procedure

Subject: Distribution of Overtime Opportunities for Trade Classifications Working in Maintenance & Utilities Services and Grounds Services

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DISTRIBUTION OF OVERTIME OPPORTUNITIES FOR TRADE CLASSIFICATIONS WORKING IN MAINTENANCE & UTILITIES SERVICES AND GROUNDS SERVICES

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1.0 Definitions.

1.1 Employee. A Brock University full-time permanent employee, included in a trade classification and employed by the University within the Maintenance & Utilities Services Department or the Grounds Services unit (in Custodial & Grounds Services Department) of the Facilities Management Division.

2.0 Background.

This Interim Brock University Facilities Management Operating Procedure (BUFMOP) is intended to outline fair and equitable distribution of overtime opportunities pending the completion of a comprehensive BUFMOP that will detail the procedures to be used in the equitable distribution of overtime opportunities within Maintenance & Utilities Services and Grounds Services. Opportunity for overtime is categorized into two separate and distinct categories: overtime opportunities that are unscheduled (call-ins) and opportunities for overtime that are scheduled. Acceptance of opportunities for unscheduled overtime hours are added to the overtime totals on the Overtime Report and no hours are added for declining the overtime opportunity (referred to as rejected overtime). Acceptance of opportunities for scheduled overtime hours paid are added to the overtime totals on the Overtime report and hours are charged in the equal amount to the employee for declining the overtime opportunity. This process has resulted in uneven distribution of overtime opportunities. The intent is to ensure that employees who are eligible for call-in overtime hours and accept after-hours call-ins are not adversely affected by accepting.

3.0 Purpose.

This operating procedure communicates the practices and procedures to be utilized by Facilities Management Managers and Supervisory staff to distribute overtime opportunities in a fair and consistent manner, ensure the process is administratively and operationally feasible and ensure the process is open and transparent.

4.0 Implementation.

- 4.1 **Call-ins.** Accepted overtime hours in the form of a call-in will not be accumulated and added to overtime hours tracked for scheduled overtime purposes and will not be reported on the Overtime

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Report. The Trades Duty Schedule - After Hours Call In Schedule or the Grounds Snow Clearing Schedule when applicable remains in effect to be used in the offering of call-in overtime opportunities. Details related to the procedure are outlined in FMOP 1-3 After Hours Call-In Procedures.

- 4.2 **Continuation of work.** Work that is being performed by an employee on their regularly scheduled shift, that needs to be completed beyond the conclusion of that same shift (i.e. emergency priority one calls), that cannot be transferred to a trades person within the same trade classification on the next shift due to complexity and familiarization with the work being completed and would involve an excessive amount of time to transition the work to the next shift. Overtime that is a continuation of work therefore shall be performed by the employee or employees performing the work at that time and will not be accumulated or added to overtime hour's tracked.
- 4.3 **Accumulation of Hours.** Scheduled over-time opportunities will be offered to the qualified, low overtime hours, available employee within the qualified trade group as tracked on the weekly Overtime Report. Overtime opportunities are counted towards overtime distribution, whether the hours were worked or declined (referred to as rejected overtime). Overtime hours added to the Overtime Report will reflect overtime hours paid and not actual overtime hours worked.
- 4.4 **Tracking of Hours.** Overtime hours are recorded on a daily basis and reported on a weekly basis running from Saturday to Friday of each week and is the basis for offering of scheduled overtime opportunities until the new overtime report is posted.
- 4.5 **Zeroing of Hours.** All accumulated scheduled overtime hours will be zeroed on January 1st every two calendar years (every odd year, example: 2017, 2019 etc).
- 4.6 **Eligibility for Overtime Opportunities & New Employees.** The employee must be a full-time permanent employee who has successfully completed their probationary period in order to qualify for overtime. Once the probationary period has been completed, the new employee is added to the scheduled overtime report. Calculation of the new employees hours will be the overtime hours of the employee with the highest accumulated scheduled overtime hours within the new employee's Trade plus one (1) hour of overtime. The new employee will also be added to the Trades Duty Schedule After Hours Call in Schedule and/or the Grounds Snow Clearing Schedule when applicable, to be offered unscheduled call-in opportunities. The employee will be placed in the rotation after the least senior member of the applicable trade classification.
- 5.0 **Responsibilities.**
 - 5.1 **Customer Service Coordinator.** Is responsible for supervising the process related to opportunities for scheduled overtime and call-in's and ensures they are adhered to and administrated properly. This includes maintaining the accuracy of the Overtime Report for scheduled overtime and the Trade Duty Schedule After Hours Call in Schedule for call-in's.
 - 5.2 **Customer Service Office Assistant.** Is responsible for the daily inputting of overtime hours into Facility Focus, generating the weekly overtime report and ensuring the overtime report is posted on the Monday of each week.
 - 5.3 **The Employee.** Employees are expected to respond (yes or no) as soon as is reasonably possible to allow for efficient planning of work. An employee inadvertently offered overtime who is aware they are un-eligible to accept scheduled overtime has the responsibility to tell Management.
 - 5.4 **Management.** Is responsible for contacting the trades to offer scheduled overtime and required to follow the most current Overtime Report in order of lowest to highest. Call-in's can be initiated by Campus Security Services in the case of an emergency or initiated by Management staff.
- 6.0 **References.**
 - 6.1 Collective Agreement between Brock University and the Canadian Union of Public Employees Local 1295