

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
Legislation:	
Effective:	June 11, 2004
Revision:	July 11, 2006; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to establish SAIT's total compensation to employees with due regard for those in comparable positions in the post-secondary education and the private sectors, subject to the availability of financial resources and the terms and conditions of applicable collective agreements and terms of employment.

PROCEDURE

DEFINITIONS

Overtime All authorized hours worked in excess of the normal scheduled hours of work in accordance with the applicable provisions of the relevant collective agreement or the Administrative/Professional/Technical (APT) Salaried Employee Information document.

PROCEDURE

1. The authorization of overtime requires prior written approval by the respective manager/dean/director or designate and/or vice president.

The official controlled version of this document is held in the Board of Governors Office.



2. Authorization of time-off in lieu of overtime shall be in accordance with the employee's current collective agreement (if a SAFA or AUPE bargaining unit member) or the current Administrative/Professional/Technical (APT) Salaried Employee Information document.

POLICY/PROCEDURE REFERENCE

- HR.1.2 Compensation policy
- HR.1.2.1 Acting Incumbency procedure
- HR.1.2.4 Over and Under Payment of Salary procedure

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PROCEDURE