

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.

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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**