

Overtime Policy (Non-Union)



It's essential to have an overtime policy establishing overtime rates , strictly controlling the circumstances in which overtime may be worked and laying out the process for obtaining prior approval to work overtime – all of which must be consistent with employment standards requirements of your jurisdiction (or the Canada Labour Code if you're federally regulated).

An overtime policy is essential in ensuring that employees enjoy a healthy work experience that allows them to maintain a proper balance between work and life while at the same time enabling your company to achieve its business goals.

This policy is for Non-Union Employees.

HR managers in any part of the country can adapt this Model Policy for use at their own workplace.