

Components of a ClearSite Complete™ Template

ClearSite Complete™ pre-written templates have been designed to make it easy for customers to customize and access additional resources. All templates are created in MS Word" so that every component of the document is completely customizable.

1. **Template Header:** The ClearSite logo is easily replaced with your company's logo for instantly making the document your own.
2. **Formatting Styles:** Templates have been created using a standard set of formatting styles. Use the styles to easily change the document to your company's colors and other branding elements.
3. **Accountability:** Clarifies accountability and responsibility by showing the document owner and who is responsible for making sure the topic is adhered to.
4. **Examples, Instructions and Tips:** Contains shaded field placeholders for easy click-and-replace customization. Field placeholders contain examples, instructions, or tips.
5. **Additional Information:** Includes a list of suggested ClearSite-related templates so it's easy for employees to cross reference information. The External Resources section is provided as a placeholder for websites or external resources that may provide employees with additional information related to the document topic.
6. **User Feedback:** This placeholder is included so that employees can easily provide feedback if they wish to comment or ask a question about the document or form.
7. **Instruction box:** The instructions and resources in this box are provided to help you customize the document and should be deleted before the document is released in your company. Includes:
 1. Legal instructions for regulatory or legally sensitive topics
 2. Customization recommendations and tips
 3. *Additional resources:* Resources typically include external links to regulatory websites and information, as well as other related ClearSite documents.

1 → clearsite FOR B.C.

Overtime

2 → Overview

Sometimes we need you to work extra hours in order to get the job done. We appreciate your willingness to work additional hours. We'll bank your time to a time bank provided suitable arrangements have been made or compensate you for those extra hours – in accordance with government statutory requirements – but remember that the overtime worked must be pre-approved by your manager.

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3 → Document Owner: Human Resources
Practice Applies to: Employees eligible for standard benefits, except Managers
Process Responsibility: Individuals, Managers, Payroll
Final Accountability: Managers

Guidelines

It is necessary at certain busy periods in the year for some departments in the Company to require individuals to work overtime. This overtime is paid at the rate of 1½ times the regular hourly rate for all time worked in excess of 40 hours per week in a given payroll week (Saturday through Friday). This does not allow for any sick time or authorized paid leave taken in that week to be included in the regular 40 hours. You must be in attendance and actually work over 40 hours each week before overtime will be paid for excess hours.

The Details

Overtime Rates

If you're a salaried individual, we calculate your hourly rate by dividing your annual base salary by Example: 2080. Then we multiply your hourly rate by:

- 1.5, for all hours worked between 8 and 11 hours per day and between 40 and 48 hours per week.
- 2, for all hours worked in excess of 11 hours per day and 48 hours per week.

Banking Overtime

Authorized overtime, once worked, is always paid out in the next pay period unless your manager approves banking it. We don't mind banking overtime for you, but you should know we're required by legislation to pay out banked time at least every six months (e.g. the first pay period in July and the first pay period in January). Banked overtime hours are determined using "Overtime rates".

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Overtime

5 → Additional Information

Related Documents

- ADD: Related documents and hyperlink as applicable
- 3500 Our Working Hours
- 3507 Lunch and Breaks
- 3521 Shift Premiums
- 3914 Time Sheet Procedures

External Resources

- ADD: Names, contact information or hyperlinks to external resources the reader may find useful in addition to this document.

6 → If you have questions, comments or suggestions regarding this document, contact ADD: Contact name and email address.

7 → Caution: This is a legally sensitive document. Legal review after customization is strongly recommended. To contact the attorney who reviewed ClearSite, please visit us at <http://connectus.com/partners/CurrentPartner.htm>.
Customization Recommendations and Tips:

- Some companies do not legally send the material. Altering content could change the validity of the document. BC Employment Standards require overtime calculations.

Additional Resources:

These are provided for your reference and can be inserted in the External Resources section of your document at your discretion.

- BC Employment Standards Branch – Hours of Work and Overtime Fact Sheet: http://www.labour.gov.bc.ca/esb/hrs/hrs_of_work_and_overtime.htm
- BC Employment Standards Act – Overtime Wages for Employees not Working under an Averaging Agreement: http://www.labour.gov.bc.ca/esb/hrs/hrs_of_work_and_overtime.htm#section_40
- Employment Standards Branch – High Tech Employees Overtime, Hours of Work, and Statutory Holiday Differences and Exceptions: http://www.labour.gov.bc.ca/esb/hrs/hrs_of_work_and_overtime.htm#section_40
- BC Employment Standards Branch – Averaging Agreement Fact Sheet: http://www.labour.gov.bc.ca/esb/hrs/hrs_of_work_and_overtime.htm#section_40

Note: "Back to Table of Contents" shown on the 1st page of this document should be hyperlinked to your Manual table of contents or removed completely.

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Last Revised Date: Nov 15 2007