

# Overtime



## Regular or Auxiliary Salaried

### Trust Funded

It is the responsibility of the department to ensure that the NASA Collective Agreement is followed in the determination of overtime.

### Time Reporting/Earning Codes:

**001** – Regular Salary

**023** – Auxiliary Salary

**610** – Overtime @ Straight Time - straight time pay for hours worked up to full time equivalent for a part time salaried employee

**615** – Overtime @ 1.5

**620** – Overtime @ 2.0

**659** – Banked overtime @ straight time

**662** – Banked Overtime @ 2.0

**661** – Banked Overtime @ 1.5

### Regular – Trust Funded:

As per the Collective Agreement:

“Trustholders or designees and employees will monitor approved overtime worked to ensure that compensating time off in lieu occurs or, if approved, is paid.”

All overtime is calculated to the nearest  $\frac{1}{4}$  of an hour.

The minimum compensation is 1 hour at the appropriate rate.

Overtime will be calculated on the basis of the employee’s base pay in effect at the time the overtime occurred.

**For a part-time employee** required and approved to work overtime will be compensated with time off at the following rate:

1 x (hourly wage rate) for hours up to the scheduled daily hours for a full-time equivalent employee – **Code 610** (paid) or **659** (banked)

**THEN**

1.5 x (hourly wage rate) for the first 2 hours in excess of the full-time equivalent hours – **Code 615** (paid) or **661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620** (paid) or **662** (banked)

**For a full-time employee** required and approved to work overtime will be compensated with time off at the following rate:

1.5 x (hourly wage rate) for the first 2 hours – **Code 615** (paid) or **661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620** (paid) or **662** (banked)

**Where an employee is required to work overtime on his/her days of rest:**

**For a part-time employee** required to work overtime on their days of rest, the overtime will be paid as follows:

1 x (hourly wage rate) for hours up to the weekly scheduled hours for a full-time equivalent employee – **Code 610** (paid) or **659** (banked)

**THEN**

1.5 x (hourly wage rate) for the first 2 hours - Code **615** (paid) or **661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620** (paid) or **662** (banked)

**For a full-time employee** required to work overtime on their days of rest, the overtime will be paid as follows:

1.5 x (hourly wage rate) for the first 2 hours – **Code 615** (paid) or **661** (banked)

**THEN**

2.0 x (hourly wage rate) for all hours in excess of 2 hours – **Code 620** (paid) or **662** (banked)

**For further clarification please refer Article 5 of the Trust Agreement.**