

Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Compensation for Management for Hours Worked in Excess of 37.5 Hours Per Week	<b>Code: HR020</b>
		<b>Date of Issue: April 1993</b>
		<b>Revised: April 2017</b>
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**PURPOSE:** To clarify the working conditions as they relate to managers and for hours worked in excess of 37.5 hours per week.

1. Management is required to work a minimum of 37.5 hours per week. For hours worked in excess of this amount, the Board has granted each management employee five (5) days annual Management Compensation Overtime (MCO). MCO days are the total compensation for all extra hours accrued throughout the year. Therefore, management does not accrue any other form of compensation, such as lieu time or paid overtime for hours worked in excess of the 37.5 hours.
2. The Board may, from time to time and at their sole discretion, grant management employees additional forms of recognition for dedicated and loyal service or for excellence in service delivery.