

APPENDIX 5

**NBUPPE**

**Union Fact Sheet –Overtime**

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What is the grievor's regularly posted classification and pay scale?

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What shift does the grievor normally work, and when was the overtime scheduled?

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What is the normal process for allocation of overtime, and who is eligible for the overtime?

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Who worked the overtime?

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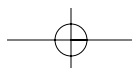
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What was the work performed on the overtime shift?

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### OVERTIME

**What is the grievor’s regularly posted classification and pay scale?**

The grievor’s classification is important in determining eligibility for overtime, as well as the appropriate compensation for overtime worked.

**What shift does the grievor normally work, and when was the overtime scheduled?**

What the grievor’s normal shift schedule is, and when the overtime was scheduled, is important in determining the grievor’s availability to work the overtime.

**What is the normal process for allocation of overtime, and who is eligible for the overtime?**

Check what the collective agreement says about the allocation of overtime, or what the normal practice has been in assigning overtime. Also, it is important to note who is eligible to work the overtime.

**Who worked the overtime?**

Get the name of the employee that worked the overtime, to verify if they were eligible for the overtime worked, and how and when they were notified of the requirement to work overtime.

**What was the work performed on the overtime shift?**

Find out the duties and work performed on the overtime shift. This again will be useful in establishing the eligibility for overtime of both the grievor, and the employee who worked it.

