

ST. LEONARD'S COMMUNITY SERVICES

Function: Human Resources
Policy: Appendix 17 – Agreement to Work Excess Hours
CMHO Standard(s):
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Appendix 17 ST. LEONARD'S COMMUNITY SERVICES AGREEMENT TO WORK EXCESS HOURS Approved June 2005

I am aware that under the Employment Standards Act 2000, Bill 63 legislates the total hours a staff member may be required to work on a daily and weekly basis. The daily limit that a staff member may work is 8 hours, or if the employer has established a work day longer than eight hours, then the daily limit is the number of hours in that day. The weekly limit is 48 hours.

Employers are allowed under Bill 63 to request a staff member to work in excess of the weekly maximum of 48 hours on the following conditions:

- a) The employer has received written permission to have staff work in excess of the daily and/or weekly maximums,
- b) The staff is informed of his/her rights and provided a copy of Ministry of Labour information surrounding hours of work and overtime pay,
- c) The staff agrees in writing to the conditions of working in excess of the daily and/or weekly maximums,
- d) The staff member is aware that they can rescind the agreement by providing the employer two weeks written notice of his/her intention,
- e) The staff complies with the terms and conditions of the Ministry of Labour permission to work in excess of daily and/or weekly maximums.

St. Leonard's Community Services has requested permission to work in excess of the daily and weekly maximums. The daily maximum a staff may be requested to work will be 13 hours, inclusive of lunch breaks. The weekly maximum an staff member may be requested to work will be 60 hours.

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I, _____ have been provided all the information outlined above and have read and reviewed the terms of this agreement. This contract will come into effect as of the date of signing and will continue until either I choose to cancel the agreement with two weeks written notice or until the Ministry of Labour permission to work excess hours becomes null and void.

Staff Signature

St. Leonard's Community Services
Representative

Date
