

## MCP Employees – Undefined Hours of Work

### 1. Hours of Work

For purposes of this policy, out-of-scope hours for undefined hours of work will be 8 hours per day.

### 2. Scheduled Days Off (SDO)

Out-of-scope employees will continue to be eligible for Dos, on a pro rata basis (e.g., employees working 75% would be entitled to 72 hours; 96 hours x 75%).

### 3. Extra Hours (EX)

Hours worked within the normal full-time daily hours (8) (e.g., reduced hours of work arrangement is 8:00 – 15:00 and employee works until 17:00) are considered extra hours (EX) and are paid at straight time (in this example, employee would receive 2 additional hours for time worked).

All Extra Hours must be coded as EX on the timecard [OBA (Banked Overtime at 1) and OBT (Banked Overtime Taken) must not be used to record this time]. This ensures vacation pay, sick leave and SDO credits are provided.

Time worked during the extended leave period is also paid at straight time rates.

Hours worked outside of the normal full-time daily hours (e.g., 8 hours per day or weekends) are not considered extra hours and should not be coded as EX hours.

## MCP – Office Employees (36 Hours/week)

### 1. Earned Days Off (EDO)

Under usual hours of work for full-time Office employees, earned days off (EDO) are earned by working additional time each day in a series of working days to earn a day off without pay - an EDO.

Since out-of-scope Office employees will not be working full-time, they would not actually have an EDO. However, they would continue to have a consistent EDO “schedule” and reduce or deduct the total hours to be worked by the EDOs “scheduled” in the month. Consider how many EDOs fall in one month.

### 2. Extra Hours (EX)

Assigned extra hours in excess of the agreed to hours to be worked within the Approval Period will be paid at straight-time rates (e.g., an employee works Monday that is normally a variable hours day).

All Extra Hours must be coded as EX on the timecard (OBA and OBT must not be used to record this time). This ensures vacation pay and sick leave credits are provided.

### 3. Overtime

Overtime is payable to out-of-scope office employees (36 hours/week) only when authorized by management to work in the excess of daily hours of work as provided by the regular full time hours of work designation of their positions (i.e. 7.2 or 8 hours/day). Overtime is paid at the rate of time and one-half for the first four hours and double time for subsequent daily hours.

Overtime at applicable rates shall be paid for assigned hours worked on assigned days of rest (usually Saturday and/or Sunday) and designated holidays.