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	Monitor: Human Resources Department	No.: HR-31
	Approval Date: September 15, 2009 Effective Date: October 1, 2009	

Policy

The Northwest Territories Power Corporation shall authorize overtime in such a manner as to ensure the health and safety of our employees and the public, as well as cost-effectiveness to our customers and shareholder. The Northwest Territories Power Corporation recognizes that excessive levels of overtime could be a safety concern and that the impact on safety is also dependent upon the working conditions during which the overtime is worked.

Definitions

Overtime: Authorized work performed by an employee in excess or outside of his/her scheduled hours of work.

Emergency: An emergency is a sudden, unusual, unexpected occurrence requiring immediate response.

Directive

1. Employee's scheduled hours of work for bargaining unit employees are defined in the collective agreement and/or in the letter of offer for part-time employees. The hours of work for excluded and management employees are identified in the Excluded or Management Handbooks.
2. Work outside of the scheduled hours of work must be preapproved by a manager/director.
3. Employees working outside of their headquarters are generally authorized to work 10 hours per day; however this must still be preapproved by his/her manager/director. In some instances employees may be authorized to work up to 12 hours per day when working outside of their headquarters area. Approval to work greater than 12 hours per day requires the approval of a director.
4. In the event of an emergency, employees may be preapproved by a director to work up to 16 hours per day. In extenuating circumstances, hours in excess of 16 hours per day may be approved in order to protect the health and safety of the public, and/or to prevent destruction or serious deterioration of machinery, equipment or premises provided.

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5. Employees will be relied upon to stop work if they have safety concerns regarding excessive overtime and the working conditions during which the over time is worked. These concerns need to be immediately reported to a manager/director.