

**POLICY 8.9 – Hours of Work, Overtime, and Meal and Rest Periods**

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Hours of Work, Overtime, and Meal and Rest Periods

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:**

**Effective Date:** May 4, 2017

*[Amalgamates pre-existing MAPP 8.13 – Meal and Rest Periods, MAPP 8.26 Hours of Work and Overtime, and MAPP 8.34 Closure of University]*

**Supersedes:** (NEW)

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**I. PURPOSE**

This policy describes how hours of work, overtime, and meal and rest periods are administered for Select Administrative Group Employees (SAGE) members at Western. This policy will be interpreted and applied in accordance with all applicable legislation including, but not limited to, the *Employment Standards Act, 2000*.

**II. POLICY***Hours of Work & Overtime*

- 1.00 The standard work week hours for current SAGE classifications shall be 35-40 hours. Western shall set the hours of work for a standard work week for new classifications and will so advise SAGE.
- 2.00 It is understood that the provisions of this Policy are intended only to provide a basis for calculating time worked and shall not constitute a guarantee of hours of work per day, or days of work per week or for any period whatsoever. Where a SAGE Member's regular hours of work per week are to be changed, the employee shall be provided with one (1) month's



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