



Policy Information	
Policy No:	AD-HR-1.23
Approved by:	Executive Management
Approval Date:	January 22, 2015
Executive Responsible:	Executive Dir. HR
Administrator Responsible:	Executive Dir. HR
Date of Next Review:	January 2020

Employee Workload in Excess of Full-Time

Policy Statement

The College values the work performed by all of its employees and is committed to ensuring employees are healthy, rested, and able to perform their primary work duties to the fullest extent possible by limiting their workload to 100% whenever possible. The College understands that on occasion our employees will work in excess of 100%, and this should be the exception and not normal practice.

Purpose / Rationale

The purpose of this policy is to establish consistent policy and practice regarding employment in multiple positions within the College which, when combined, constitute a workload in excess of 100%.

Scope / Limits

1. This policy applies to all College of New Caledonia Employees.
2. This policy does not apply where instructors are requested to temporarily assume additional duties (overload as per the Faculty Collective Agreement).
3. This policy will not interfere with the right and obligations specified in the current collective agreements between the College and its unions.

Principles/Guidelines

1. Employees are entitled to seek employment opportunities at the College of New Caledonia in order to meet individual financial, career development, or other personal goals. However, working significantly in excess of full time on an ongoing basis may have a negative impact on employee health, quality of work, and workplace safety.
2. The College will honour the terms and spirit of the provincial Employment Standards Act which limits the total number of work hours in a day and restricts employers from directly or indirectly allowing employees to work excessive hours or hours detrimental to the health or safety of employees.
3. Employees working part-time are entitled to seek multiple employment opportunities at the College such that they may work the equivalent of full-time. (See article 27.01 b in the CUPE Collective Agreement).

4. Except in exceptional, time-limited circumstances, it is expected that employees of the College working full-time hours will normally have 2 days of rest within a 7-day period.
5. College employees holding paid employment outside of the College are required to ensure that their external employment does not place them in real or perceived situations of conflict of interest.

Definitions

N/A

Legislative and Collective Agreement References

CUPE Collective Agreement
Faculty Collective Agreement

Links to Other Related Policies, Documents and Websites

Standards of Ethical Conduct Policy & Procedures
Administrative Personnel Policy

Policy Amendment Log

Amendment Number:	Date:
0	January 22, 2015
1	
2	