**Questions Regarding Overtime**

**For managers:**

**I have instituted regular wellness checks with my team, including on weekends.  Are my employees entitled to overtime for responding?**

Yes, they are entitled to overtime as per their collective agreement when the activity is outside their regular scheduled work day. Managers should only have employees report in during their regular scheduled work day. Weekend reporting is not required, unless it is part of their regular scheduled work day.

**I am having team meetings in the evenings to take pressure off the infrastructure.  Are my employees entitled to overtime for these meetings?**

Yes, they are entitled to overtime as per their collective agreement. If these employees are performing non-critical services, they should not be expected to participate in these meetings. Only critical services are to be performed at this time as the DND BCP has been implemented.

Employees performing critical services who are required to participate in these meetings are entitled to overtime in accordance with their collective agreement.

**I have asked my employees working remotely to access the network on off-peak hours to reduce the burden on the infrastructure.  Are they entitled to overtime?**

Yes, they are entitled to overtime as per their collective agreement. If these employees are performing non-critical services, they should not be accessing the system at any time.  The DND BCP has been implemented. Only critical services are to be performed at this time. Non-critical employees should do non-critical work offline during their regular scheduled work day to the extent possible.

Employees performing critical services are able to access the network during their regular scheduled work day.  If employees are required to work additional hours beyond their regular scheduled work day, they are eligible for overtime provided it has been requested and approved ahead of time, in accordance with their collective agreement.

**For employees:**

**My manager has instituted regular wellness checks and expects me to respond on weekends.  Am I entitled to overtime?**

Yes, you are entitled to overtime as per your collective agreement. Employees should only be required to report in during their regular scheduled work day.  Weekend reporting is not required, unless the weekend is part of your regular scheduled work day.

**My manager is having team meetings in the evening.  Am I entitled to overtime for participating?**

Yes, you are entitled to overtime as per your collective agreement.

**I have been asked to access the system during off-peak hours to continue my work.  Am I entitled to overtime?**

Yes, you are entitled to overtime as per your collective agreement. If you are performing non-critical services, you should not be accessing the system at any time.  The DND BCP has been implemented. Only critical services are to be performed at this time. Non-critical employees can do non-critical work offline during their regular scheduled work day to the extent possible.

If you are performing critical services, you are able to access the network during your regular scheduled work day.  If you are required to work additional hours beyond your regular scheduled work day, you could be eligible for overtime provided it has been requested and approved ahead of time, in accordance with your collective agreement.