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1 PURPOSE

The purpose of the Overtime Policy (this “Policy”) is to ensure Overtime hours and premiums are administered consistently, fairly and equitable and are recorded accurately and paid correctly across CEDA International and its subsidiaries.

2 DEFINITIONS

BASE HOURLY RATE means the regular rate of pay exclusive of premiums, benefits, etc. an employee receives for performing work. For an employee who is paid other than an hourly rate of pay, the Base Hourly Rate is computed by dividing the employee’s annualized pay rate by the normal hours of work: i.e. 2080 hours for those normally working 40 hours in a week.

CEDA means CEDA International Corporation and its subsidiaries, all entities forming part of the CEDA Group of Companies.

DIRECTORS means any member of CEDA’s Board of Directors, and includes the Chairman and the President and CEO of CEDA.

EMPLOYEE includes any person employed by CEDA on a permanent full or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.

EXEMPT EMPLOYEE means an Employee who is not subject to the Overtime requirements of applicable Employment Standards legislation or wage and hour laws. An Exempt Employee will not be paid Overtime wages for hours worked in excess of such Employee’s regular work week or work cycle, and/or in excess of the thresholds applicable to a Non-Exempt Employee under applicable Employment Standards legislation or wage and hour laws, and/or in excess of hours specified under this policy.

An Exempt Employee may include, but is not limited to, Leaders, Motor Carrier Employees, certain types of Administrative Employees, Outside Sales Representatives, Designated Professionals, certain Information Technology Professionals and certain individuals employed in confidential capacities with respect to Employee and Labour Relations.

Exemptions may differ from province to province or state to state, therefore applicable Employment Standards and laws will apply. A definition of an Exempt Employee can generally be found on the internet under the applicable Employment Standards legislation websites.

FORMS CENTRE means the centralized repository for all approved CEDA forms available on the oneCEDA Intranet.

LEADER means an Employee of CEDA who has direct accountability and responsibility for one or more direct reports.

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NON-EXEMPT EMPLOYEE means an Employee who is subject to the Overtime requirements of the applicable Employment Standards legislation or wage and hour laws. A Non-Exempt Employee will be paid Overtime wages or, where permissible under applicable Employment Standards legislation, may elect to take compensating time off in lieu of wages, for approved Overtime hours worked.

oneCEDA INTRANET means the internal Employee communication internet site.

OVERTIME means time worked in excess of an Employee's scheduled single day work hours or work cycle.

POLICY CENTRE means the centralized repository for all approved CEDA forms available on the oneCEDA Intranet.

3 POLICY STATEMENT

CEDA will pay an Overtime premium to a Non-Exempt Employee who works in excess of the maximum hours of work that an Employee can be scheduled to work in a single work day, or work cycle, as defined by applicable Employment Standards legislation or wage and hour laws.

3.1 Exceptions

The only exceptions to this Policy are where:

- An Employee is on a worksite with a unique work cycle, hours of work and Overtime accommodation. Entitlement to the Overtime premium will be confirmed in writing to the Employee who works on that worksite only. At all times, CEDA will pay what is legally required. Examples include situations where a Project Agreement applies.
- An Employee is governed by a collective Agreement which provides for different Overtime entitlements.
- The provincial or state law entitlement to an Overtime premium is changed because of changes to applicable Employment Standards legislation or wage and hour laws.
- A written Employment Agreement or Employee Overtime Agreement with the Employee requires payment of a different Overtime premium or non-payment of Overtime.

4 ACCOUNTABILITIES

An Employee is responsible for completing the Employee Overtime Record to claim Overtime compensation or alternatively, where available, to claim time off in lieu of Overtime. The Employee is responsible for obtaining their Leader's signature on the Employee Overtime Record and submitting it to Payroll.

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An Employee's immediate Leader is responsible for monitoring and managing their Employee's Overtime work, providing advance authorization for an Employee to work Overtime (where reasonable), and for reviewing and approving (where reasonable) an Employee's Overtime Record in a timely manner.

5 GUIDELINES & PROCESSES

Overtime must be authorized in advance by the immediate Leader and scheduled by the Employee's Leader before being worked. After the Overtime is worked, the appropriate (salary/hourly) Employee Overtime Record (linked below under section 6 - Forms) must be completed (where reasonable) and approved by the Employee's immediate Leader.

It is CEDA's policy to keep Overtime to a minimum. Therefore, each department should be staffed where practical so that the work requirements can be effectively met on the basis of the normal work schedule with a minimum amount of work scheduled beyond the normal schedule.

An Employee must not work Overtime from home or during their vacation, including the use of cell phones, BlackBerry or other electronic devices, unless specifically requested to do so and authorized by the Employee's immediate Leader.

Overtime hours worked are paid at a rate of one and one-half (1½) times the Employee's Base Hourly Rate, or its equivalent, for all hours worked in excess of the maximum hours of work that an Employee can be scheduled to work in a work day, or work cycle, as defined by applicable Employment Standards legislation or wage and hour laws.

Unauthorized Overtime worked will be paid but the Employee may be subject to discipline for failure to follow the requirements under this Policy.

Overtime premiums apply only to Base Hourly Rates, or their equivalent. Overtime premiums do not apply to any other rates or premiums, such as shift premiums.

6 FORMS

Please refer to CEDA's Forms Center on the oneCEDA Intranet site for the most current version of the Forms.

- Employee Overtime Agreement (refer to Section 8 of this Policy)
- [Employee Overtime Record](#)

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7 APPROVAL HISTORY

It is the responsibility of the Human Resources Department to ensure this Policy is relevant and revisions are submitted to the Executive Team for approval.

Effective Date:	June 2012
Approved:	June 2012
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8 Employee Overtime Agreement

1. It is agreed between:

_____ of _____
Employee name Employee address
AND

_____ of _____
Employer/Company name Employer/Company address

that either wholly or partly the Employer will provide and the Employee will take, time off with regular pay in place of Overtime pay for those hours worked in excess of _____ in a work day or _____ in a work week or _____ in a work cycle, whichever is greater.

The work week/cycle is _____ to _____.
(Day of the week) (Day of the week)

2. The time off with regular pay in place of Overtime pay shall be provided, taken and paid at the regular rate of wages at a time that the Employee could have worked and received wages from the Employer.
3. The time off shall be provided, taken and paid within 3 months of the end of the pay period in which it was earned unless:
 - a) there exists a collective agreement which provides for a longer period of time, or
 - b) the Director of Employment Standards issues a permit providing for a longer period of time.
4. If the time off with regular pay instead of Overtime pay is not provided, taken and paid in accordance with paragraph 2, the Employee shall be paid Overtime pay of **at least 1.5 times the Employee's regular rate of wages** for the Overtime hours worked.
5. Time off in place of Overtime shall be treated as hours of work and remuneration paid and shall be treated as wages.
6. The Employer shall provide a copy of this Agreement to the Employee.
7. No amendment on termination of this Agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____, 20 .

Signed: _____
For Employer/Company Employee