



Policy:	O-5.7
Approved By:	College Executive Team
Approval Date:	April 23, 2003
Amendment Date:	
Policy Holder:	Exec. Dir. Human Resources

## **EMPLOYEE WORKLOAD IN EXCESS OF FULL TIME**

### **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 Camosun College employees.
2. This policy does not apply to work opportunities that are initiated at the request of the College.
3. This policy does not apply where instructors are requested to temporarily assume additional teaching duties.
4. This policy and its procedures will not interfere with the rights and obligations specified in the current collective agreements between the College and its unions.

### **Principles**

1. The College values the work performed by its employees and is committed to ensuring that employees are healthy, rested, and able to perform their primary work duties to the fullest extent possible.
2. Employees are entitled to seek employment opportunities at Camosun College 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.
3. 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.
4. Employees working part-time are entitled to seek multiple employment opportunities at the College such that they may work the equivalent of full time.
5. 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.
6. 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.

## **A. GUIDELINES**

1. Requests to be considered for positions that would result in an employee working in excess of full time hours on a continual or prolonged basis will not be considered.
2. An employee considering a position at Camosun College that would result in an over 100% workload on an exceptional, time limited basis must discuss the additional work opportunity with his/her Dean or Director who, in conjunction with Human Resources, will evaluate the request.

## **B. LEGISLATIVE ENABLERS**

*Employment Standards Act, Part 4, Sections 35, 36, and 39*

## **C. COLLECTIVE AGREEMENT REFERENCES**

*CCFA Collective Agreement, Articles 7, 31*

*CUPE Collective Agreement, Article 16, 18*

*BCGEU Collective Agreement, Article 7*