

	HOURS OF WORK AND OVERTIME	Human Resource Manual
Overtime – Conservation Officers		Section 1208 (c)

CONSERVATION OFFICERS

PURPOSE

1. This section defines the overtime provisions for Conservation Officers.

APPLICATION

2. These guidelines and procedures apply to all Conservation Officers engaged in field and patrol operations.

For general provisions see **Section 1208 Overtime - General**.

DEFINITIONS

3. **Compensatory leave** is time off given in recognition of extra days worked by an employee due to the need for flexibility in scheduling work to meet operational requirements.
4. **Employee** means Conservation officer engaged in field and patrol operations.
5. **Standard hours** of work means 7.5 hours per day, 37.5 hours per week.

PROVISIONS

6. To meet the operational requirements of the Department of the Environment, Conservation Officers engaged in field and patrol operations may not always be able to work the normal work week of five work days followed by two days of rest. Sometimes they must work more than five consecutive days in one week. Because of this, Conservation Officers are allowed flexibility in scheduling their work week on an irregular basis to meet operational requirements.
7. An employee who works more than the normal work days in a month shall be entitled to a compensatory day off with pay for each extra day worked.
8. The compensatory days must be taken at a time agreeable to both the department and the employee.
9. The compensatory days must be used in the same fiscal year in which they are earned.



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10. At the end of the fiscal year, those accumulated days which the employee has been unable to use will be liquidated in cash, at the normal rate of pay, up to a maximum of fifteen days. If the employee has accumulated more than 15 days, those days in excess of 15 lapse. Under no circumstances will an employee be paid out for more than 15 days at the end of the fiscal year. There be will be absolutely no carry over of compensatory days from one fiscal year to the next.

AUTHORITIES AND REFERENCES

11. Main Collective Agreement with NEU
Group 1 - Conservation Officers

CONTACTS

12. For further information or clarification, please contact:

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