

### **UNDERTAKING J11.3**

#### **Undertaking**

To confirm whether there are written instructions for managers to guide them in overtime budgeting, and if there are, to provide them.

#### **Response**

The importance of controlling costs and managing to business plans has been communicated to all managers in OPG. While there is no written instruction to guide managers in overtime budgeting, the general expectation is that the use of overtime is appropriate in lieu of hiring additional resources to minimize costs to the business. Managers are expected to exercise economic decisions in determining when overtime is required. Overtime is generally required for work that ensures production is sustained or available and/or to replace critical resources who are absent from work due to vacation, etc.

Tighter controls to improve the management and oversight of overtime have been communicated to all managers:

- All overtime must have prior approval by the accountable line manager.
- Approval is contingent on the existence of the appropriate business driver and a rationale must be provided by the accountable manager.
- All overtime must be within approved budgets unless there is a business justification (e.g. replacing or reducing contractor costs, or emergency work).

Once the duration and timing of the overtime is established by management, the collective agreements establish the amount of overtime premium based on when the work is required. Compliance with the overtime controls is monitored and reported regularly.