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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
Room 350 - 2075 Wesbrook Mall  
Vancouver, BC  
Canada V6T 1Z1  
<http://www.hr.ubc.ca>

**Date: July 2, 2009**

**To: Deans, Directors, Department Heads and Administrators**

**From: Mike Vizsolyi, Employee Relations Manager**

**CC: HR Advisory Services, HR Networks**

**Re: Hours of Work and Overtime for Non-Union Technicians & Research Assistants**

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*Please share/forward this memo with those in your department who manage non-union Technicians and Research Assistants.*

This is further to our previous memo of January 26, 2009, outlining the standards and policies with respect to overtime for non-union Technicians and Research Assistants. (View the Jan. 26/09 memo online at [www.hr.ubc.ca/memos.html](http://www.hr.ubc.ca/memos.html).)

To ensure compliance with UBC policies and applicable legislated standards, and to protect the University and individual departments from claims made against them, we are asking you to review the hours of work and overtime practices in relation to all non-union Technicians and Research Assistants in your area/unit.

Specifically, we are asking that if you have made any special arrangements with your non-union technicians/research assistants in relation to their hours of work or overtime, to provide the details to your Human Resources Advisor of such arrangements. We are asking for this information by July 31, 2009.

As well, for each non-union Technician or Research Assistant under your supervision, you must ensure:

- I. A regular schedule of hours of work is established, including scheduled coffee and lunch breaks;
- II. A procedure where overtime must be approved by the supervisor in advance.

Your cooperation in this matter is much appreciated.

If you have any questions regarding this request, please contact your Human Resources Advisor.