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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
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**Date:** January 26, 2009  
**To:** Deans, Directors, Department Heads, Administrators  
**From:** Mike Vizsolyi, Employee Relations Manager  
**CC:** HR Advisory Services, HR Network  
**Re:** Overtime for Non-Union Technicians and Research Assistants

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

The nature of the work performed by Technicians/Research Assistants (TRAs) can often mean that a strictly defined work schedule does not always apply. For jobs where scheduling flexibility is a fundamental aspect of the work, it is essential that those responsible for managing non-union TRA's understand the University's obligations as an employer with respect to overtime pay.

The standard terms and conditions of employment, including hours of work, for non-union TRA's is set out in the [Handbook for Technicians and Research Assistants](#).

Hours of work for Technicians and Research Assistants are set out on Page 4 of the Handbook. Specifically, the normal hours of work for TRA's are:

- a) Seven and one-half (7.5) hours per day inclusive of two (2) paid fifteen (15) minute rest breaks and one (1) unpaid meal break of at least thirty (30) minutes.
- b) Thirty-seven and one-half (37.5) hours per week.
- c) In special circumstances, the normal hours of work may be averaged over two (2) weeks to a maximum of seventy-five (75) hours. Such arrangements require the mutual prior agreement of both the Supervisor and the Employee and may not be entered into unilaterally or after the fact.

Any hours worked above seven and one-half (7.5) in one day or thirty-seven and one-half (37.5) in one week, except as noted in c) above, will be paid at overtime rates. Overtime must be approved by the supervisor in advance. Employees who work extra hours without prior approval are not entitled to payment and therefore supervisors must not allow such hours to be worked.

It is a management responsibility to be aware of, and to track, the hours worked by all employees including Technicians and Research Assistants. In situations where employees are working unapproved overtime, it is important to take action to limit any financial exposure that the University may have. In such circumstances, you should clarify your expectations to the employee and consider giving them direction to end their shift immediately. It is recommended that you meet with your TRA at the outset of their employment to discuss and agree on issues and expectations around the scheduling of work, including how overtime requirements will be handled.

If you have any questions, please consult with your Human Resources Advisor.