



HUMAN RESOURCES

Policy & Procedure

Title	OUT OF SCOPE (OOS) NON-MANAGEMENT SHIFT PREMIUM AND WEEKEND PREMIUM	Date Effective	June 27, 2022
Document #	HR-08-90	Date Reviewed	
Scope	OOS NON-MANAGEMENT EMPLOYEES	Date Revised	
Approved By	EXECUTIVE LEADERSHIP COUNCIL	Signature	<i>Original signed by H. Bryant</i>
Managed By	VP HUMAN RESOURCES & CHIEF HUMAN RESOURCES OFFICER		

1.0 PURPOSE

- 1.1. To recognize out of scope non-management employees for their valued contribution to the workplace.

2.0 DEFINITIONS

- 2.1 N/A

3.0 POLICY STATEMENT(S)

- 3.1 There is recognition for out of scope non-management employees that are required to work a shift pattern that includes evenings and/or weekends.

4.0 PROCEDURE / RESPONSIBILITIES

- 4.1 **Evening Shift Premium:** an evening premium of \$1.75 per hour is paid to an out of scope non-management employee for all hours actually worked on any shift when the majority of the hours are between 1800 hours and the next succeeding 2400 hours.
- 4.2 **Night Shift Premium:** a night shift premium of \$1.75 per hour is paid to an out of scope non-management employee for all hours actually worked on any shift when the majority of the hours on that shift falls between 2400 hours and 0600 hours.
- 4.3 **Weekend Shift Premium:** a weekend premium of \$1.75 per hour is paid to an out of scope non-management employee for all hours actually worked on any shift where the majority of the hours on that shift fall between 0001 hours on the Saturday and 2400 hours on the following Sunday.

5.0 RELATED DOCUMENTS

- 5.1 N/A

6.0 REFERENCES

N/A

7.0 **REVISION & REVIEW DATE(S)**

Revised (R)
reviewed (r)