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EXCESS WEEKLY HOURS AGREEMENT

For Registered Nurses (RNs), Registered Practical Nurses (RPNs), and Personal Support Workers (PSWs)

Maison McCulloch Hospice (legally named "La Maison de soins palliatifs de Sudbury Hospice") has applied to the Ministry of Labour for renewal of its agreement to permit employees to work more than forty-eight (48) hours in a work week [up to a maximum of sixty (60) hours weekly]. Approval was granted on June 23, 2017 and is posted on the Nursing Station bulletin board.

Please read this agreement carefully, along with the attached Information Sheet from the Employment Standards Act (ESA) entitled "Information for Employees – About Hours of Work and Overtime Pay" (also posted on the Nursing Station bulletin board), then sign and return it to the Director of Administrative Services within three (3) days. A completed copy signed by the Executive Director will then be returned to you for your records.

The information in italics below is an excerpt from the ESA's "Employer's Guide: Hours of Work and Averaging Hours":

"Excess Weekly Hours of Work"

Most employees in Ontario cannot be required to work more than 48 hours in a work week.

An employer and an employee, or their union, can agree in writing that the employee will work more than this weekly limit.

As of March 1, 2005, employers who want employees to work more than 48 hours in a work week must:

- Give non-unionized employees the information sheet, **Information for Employees About Hours of Work and Overtime Pay**, published by the Ministry of Labour, before entering into a written agreement,
- Obtain written agreement to work in excess of 48 hours up to a specified maximum number of hours in a work week from the employee, or from the union if the workplace is unionized, and
- Apply for approval from the Ministry of Labour's Director of Employment Standards. If the Director has not made a decision on an application within 30 days, a limited number of excess weekly hours may be worked, provided certain conditions are met."

Agreement:

I agree to work up to sixty (60) hours in one (1) work week.

This agreement will commence on June 23, 2017 and remain in effect until June 23, 2020.

The employee has the right to cancel this agreement by giving the Hospice two weeks' written notice. The Hospice can also revoke this agreement by giving the employee reasonable notice.

Léo Therrien, Executive Director
Maison McCulloch Hospice

Date

I, *(Print Name)* _____, agree that I have received the Ministry of Labour Information Sheet noted above regarding my rights and responsibilities at work. I understand and agree that I may work up to sixty (60) hours in one (1) work week.

Employee Signature

Date