

Procedure Title:	Overtime Procedure for Counsellors
Manual Classification:	Academic
Effective Date:	January 1, 2026
Contact for Procedure Interpretation:	VP Academic

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to set out instructions for counsellors when it becomes necessary to work overtime without pre-approval due to a student in crisis requiring immediate and professional intervention, ensuring accountability without impeding necessary care.

2.0 – Definitions and Acronyms

Crisis: A situation involving a student who is at risk of harm to self or others, or who is experiencing acute psychological distress requiring immediate intervention.

Overtime: Any time worked in excess of 35 hours in any given week.

Pre-approval: Authorization obtained from a manager before working overtime.

3.0 – Guiding Principles

Student safety and wellbeing are the College’s highest priority, and counsellors must be empowered to exercise their clinical judgment during crisis.

This procedure sets out to ensure compliance with the Full Time Academic Collective agreement by establishing a clear and consistent procedure for counsellors to follow if they encounter a crisis situation and are unable to gain pre-approval for overtime.

4.0 – Scope

This procedure applies to all academic counsellors, as defined by the Academic Collective Agreement, employed at the College who provide direct student mental health and wellness support.

5.0 – Operating Procedure

5.1 Crisis Response Without Pre-Approval

When a student is in crisis and it is not feasible to obtain prior approval for overtime:

- The counsellor shall prioritize immediate intervention to ensure student safety and care.
- The counsellor must inform their manager as soon as reasonably possible.
- Security Services are to be contacted and advised to call emergency services (where applicable).

5.2 Management Review and Approval

Approval will not be unreasonably withheld where the counsellor has acted in good faith to support a student in crisis.

All approved overtime shall be recorded by the Manager and submitted via the Payroll Overtime Form.

5.3 Overtime Calculation

Approved overtime will be compensated in accordance with the Academic Collective Agreement.

6.0 – Related Documents

- OPSEU Academic Collective Agreement

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review