

# Assessing Overtime Eligibility

Did you know that most employees are eligible for overtime pay, whether they are full-time, part-time, contract, temporary or student, paid salary or hourly? BOWEN follows employment standards when assessing this requirement, and we're sharing this handy guide to help you determine when and where to rule out overtime eligibility.

## Your Checklist

1. Is the contractor payrolled through BOWEN? This means that BOWEN is deducting and remitting source deductions on behalf of the employee and employer.
  - If no, this contractor is an incorporated Independent Contractor (IC). Overtime eligibility and deductions are the responsibility of the IC.
  - If yes – go to question 2
2. Does the role fall into one of these categories?
  - Managers, supervisors and those employed in a confidential capacity. These roles are often not eligible, based on:
    - What portion of the employee's time is spent performing management/supervisory functions
    - How many employees typically report to the employee
  - Professions such as architects, engineers, lawyers, psychologists and information systems professionals. These roles are often not eligible based on whether the employee has a professional role within the company.
3. Would this position be eligible for overtime if it was a permanent role with your company? If yes, then the contractor should also be eligible.