



**Policy Type:** Human Resources

**Policy #:** HR-700-13

**Approved by Council on:** June 25, 2018

## Human Resources – Non-Union Overtime

### Policy

This policy applies to all non-union employees and is intended to compensate employees for approved time worked beyond regular hours only.

Overtime shall be kept to a minimum and should not form a regular part of the work schedule.

It is the responsibility of the Department Head to ensure that all overtime worked is authorized prior to such work being carried out.

### Objective

To provide a procedure whereby employees required to work overtime are recognized and compensated for such work in a fair and reasonable manner.

### Procedure

Employees, only when pre-authorized by their supervisor using the approved overtime form, shall be entitled to be paid or bank overtime worked at straight time. Any overtime hours worked that are in excess of 44 hours per week up to the maximum of 48 hours per week shall be paid or banked at one and one-half (1.5) times their regular hourly rate.

Overtime should be kept to a minimum and should not become a daily part of an employee's work week.

**All overtime worked must be pre-authorized by an employee's Supervisor in order to be eligible. Employee's must fill out the Overtime form (Appendix A) and submit for approval of overtime.**

Employees will receive compensating time off in lieu subject to the following:



**Policy Type:** Human Resources

**Policy #:** HR-700-13

**Approved by Council on:**

## **Human Resources – Non-Union Overtime cont'd**

- Time off in lieu of payment will be at a time mutually agreed upon by the employee and the employee's supervisor and will not deny other employees of vacation entitlement;
- Employees will not hold more than two weeks of time in lieu in their bank at any given time. If the ceiling of two weeks is reached, no additional overtime shall be accumulated until the bank is under the ceiling. The CAO shall have the discretion to raise the ceiling in extenuating circumstances:
- Employees will not carry over any banked time from one year to the next. A request to carry-over lieu time must be authorized by the CAO.

### **Senior Management**

Senior Managers are not eligible for overtime payments for any time worked outside of their normal working hours.

However, recognizing that overtime is inevitable and must be worked by those in senior management positions, an employee who is not eligible for overtime payment will be granted a maximum of one week of authorized leave with pay each year, at a time to be arranged between the employee and the CAO, in accordance with the Town's Vacation Policy. Department Heads will be responsible to ensure that eligible employees work the amount of overtime sufficient to qualify for the authorized leave with pay. This additional one week cannot be carried forward except in exceptional cases with the authority of the CAO. In the event employment is terminated, whether voluntary or involuntary, the balance in the in-lieu of overtime bank will be pro-rated based on the number of hours worked to the last day actually worked, to a minimum of one hour.



**Policy Type:** Human Resources

**Policy #:** HR-700-13

**Approved by Council on:**

## Human Resources – Non-Union Overtime cont'd

STAFF- NON-UNION

### Overtime Form

Upon approval, submit to Payroll

**Please Note: All overtime must be pre-authorized by your direct Supervisor.  
Any claim for overtime that was not pre-authorized will be denied.  
As per Human Resource Policy #HR-700-13**

Name:	
Direct Supervisor:	
Date Overtime Worked:	
Rationale:	

Time	Number of Hours Worked	Total Hours @ Straight Time	Total Hours @ 1 ½

Signature of Employee:	
Signature of Direct Supervisor:	
Approved:	
Date:	