

Management Overtime Policy

1.0 Policy Statement

The City of Mount Pearl recognizes there are times when employees will have to work beyond their scheduled time to meet the operational requirements of the City and if additional time is worked the policy outlines how it will be recognized or compensated.

2.0 Background

Overtime should not form a regular part of an employee's work schedule. Work must be planned and allocated in such a way to avoid or minimize overtime as much as possible. Required overtime should be scheduled in advance, where possible, and at a time that will minimize the impact on an employee's personal life.

In all cases, the employee must obtain permission in advance from their direct supervisor/manager to work additional time. When permission is not granted, the time worked will be considered unauthorized and the overtime worked will not be recognized nor compensated.

The City of Mount Pearl does not pay overtime to the extent possible, but offers Time Off in Lieu or Flex Time. In situations where paid overtime is required, it will be at straight time or time and one half rates as outlined in the procedure.

3.0 Scope

This policy applies to all non-union employees of the City of Mount Pearl. Bargaining unit employees are covered under the provisions in the Collective Agreement.

4.0 Purpose

To compensate employees for time worked beyond their scheduled time for full days and/or hours worked to assist the City meet its operational needs. This policy outlines the authority to work and compensate non-union employees for time worked beyond their normal work week. In cases of emergency or critical work, exceptions may be made to this policy at the discretion of the Chief Administrative Officer.

5.0 Related Procedures

Refer to the companion document *Overtime Procedure for Management Employees*.

6.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018

Date