

Overtime Procedure for Management Employees

1.0 PURPOSE:

To outline how non-union (i.e., Management) employees, who are required to work beyond their scheduled work day or work week, are recognized or compensated for any additional time worked.

2.0 DEFINITIONS:

Non-Union Employee – an employee who is paid a salary and whose regular work week is 37.5 or 40 hours per week and who is not a member of the Bargaining unit.

Time Off in Lieu - paid time from work that is recorded in an earned bank.

Overtime – working more than 7.5 or 8 hours per day and/or 37.5 or 40 hours per week (based on the employee's regular work schedule) when approved by a supervisor.

Flex Time - adjusting daily or weekly work hours from the regular work schedule.

3.0 RESPONSIBILITIES:

A. Employee is responsible to:

- initiate discussions with their Supervisor if the amount of work they are expected to do cannot be done during regular hours.
- participate in working overtime when required and finding solutions to meet the operational requirements of the City.

B. Supervisor/Manager/Director is responsible:

- to manage the work load to minimize the need for overtime and to restructure employee workloads and/or schedules to ensure overtime does not become a regular and on-going occurrence.
- to evaluate, in real time, the necessity of having their employees work beyond the regular work day or work week.
- to determine if the additional time to be worked can be addressed through flex time or overtime (time-in-lieu or paid on salary).
- to recommend when overtime is required.
- to ensure the required paperwork is completed for approval and any time off in lieu.
- record all Flex Time worked and requests to take time off.

C. Human Resources is responsible to:

- receive and maintain the original Overtime Approval Forms, and provide a copy to the employee and Manager.
- maintain an overtime bank for each employee. This will serve as the official record of how much banked time the employee has accumulated.
- monitor the overtime.
- provide a monthly report for the CAO and respective Director of overtime banked and taken.
- provide guidance at the departmental level on managing overtime and flex time.

D. Chief Administrative Officer (CAO) is responsible to:

- approve all overtime for pay or bank time in lieu.
- review exceptional requests to the policy.

4.0 PROCEDURE:

4.1 Directors/Managers/Supervisors should organize work assignment/responsibilities to minimize the need for employees to work additional time.

4.2 Extra time worked for short or irregular periods is considered inherent in the responsibilities of a management position and is not compensable.

4.3 To the extent possible, flex-time options should be used if an employee's work schedule can be altered to meet operational requirements (e.g., public briefing in the evening then delay same or next day start by the time worked or bank the extra hours worked, at straight time rates, to be taken as paid time off within a bi-weekly pay cycle).

4.4 Upon request from the Director/ Manager/Supervisor, employees may be required to work overtime within reason. Such a request will take into consideration any prior personal commitments that the employee may have made where possible; however, in cases of emergency the employee is expected to be available to the City.

4.5 Overtime is only scheduled by a Director, Manager or Supervisor.

4.6 Overtime for pay or banked time in lieu requires prior CAO approval.

4.7 Overtime work, to qualify for compensation, must represent a genuine and immediate need and must be authorized prior to commencement of such work. It must be evident that the work cannot reasonably be completed within the normal work hours of the employee.

4.8 The diversity of the City's operations requires a flexible and fiscally accountable approach to compensating for additional time worked. Eligibility for overtime is in accordance with the following:

- a. Administrative, Professional and Technical Positions – employees in these positions may accumulate overtime hours after 40 hours per week are worked. Hours worked up to 40 hours per week will be at straight time rates. Hours worked

in excess of 40 hours per week will be considered overtime at a rate of time and one half and can be banked to a maximum of 40 hours. All Time in Lieu balances must be utilized prior to requesting annual leave.

- b. Supervisors – employees in these positions qualify for approved overtime after they have worked 40 hours per week. They may accumulate overtime for hours worked at time and one half to a maximum of 40 hours per week. All Time in Lieu balances must be utilized prior to requesting annual leave. If workload prevents the time from being taken, a request may be made for pay, subject to budget constraints and the approval of the Chief Administrative Officer.
- c. Forepersons and Glacier Maintenance Supervisor - employees in these positions may qualify for approved overtime compensation after they have worked their normal daily hours of work. Overtime will be paid on a bi-weekly basis or may be accumulated for time off, subject to operational requirements.
- d. Chief Administrative Officer, Directors, Managers, Assistant Managers, Superintendents - extra time worked is inherent in the responsibilities of the position and already recognized in the compensation for the position. However, in extenuating circumstances the Chief Administrative Officer can authorize the payment of compensation.

4.9 Supervisors required to be on-call will be paid at the rate of two hours at straight time rates for each 24-hour period the employee is on-call. This on-call time will be paid at the employee's regular rate of pay. Employees required to work during the on-call time will be compensated after the first two hours worked each day. If the amount of on-call time worked in a given week is excessive, a request may be made to the Chief Administrative Officer for special consideration.

4.10 Overtime for pay or time in lieu shall require the approval of the Chief Administrative Officer and if approved will be in the form of payment for each hour of overtime worked in excess of 40 hours per week at the rate of one and one-half (1.5) times the individual's hourly rate regardless of when worked.

4.11 Employees must obtain written approval from their Manager/Director and Chief Administrative Officer prior to working any overtime work. An Overtime Approval Form must be completed as soon as reasonably possible to when the time is worked.

4.12 Any time spent in training outside of regular working hours will be compensated at straight time rates or banked at straight time rates, pending operational requirements.

4.13 Exceptions may be made to the Overtime Policy in cases of emergency or critical work subject to the approval by the Chief Administrative Officer and prior to payment being issued. In determining whether the situation is an emergency or critical work, the Chief Administrative Officer will consider:

- frequency of the requirement for the work to be performed;
- the ability of other staff to perform the work;
- the amount of overtime required;
- the time of day and day of the week in which the overtime occurred;
- the impact the emergency or critical work will have on the protection or safety of employees, public, businesses, infrastructure, and/or property; and


- significant public events, meetings or conventions for which management are required to be on site. In these situations, management employees are expected to amend their normal work schedules to ensure the maximum coverage of the event.

Each situation will be judged independently on its own merits, and the previous approval for payment for overtime does not mean it will be paid in the future.

5.0 RELATED DOCUMENTS:

Overtime Approval Form

6.0 APPROVALS:



Steve Kent, Chief Administrative Officer

August 7, 2018

Date