



EMPLOYMENT POLICY MANUAL

Subject: Overtime	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.21 OVERTIME

1. Payment of Overtime - Union

As per provisions in the Collective Bargaining Agreement

2. Exception – Overtime – Non-union Employees

- 2.1 Non-Union Employees – Overtime may be credited as time-in-lieu, which is equal to one and one-half times the number of hours worked, or may be paid at an overtime rate of 1.5 times the employee's hourly rate. The type of credited overtime received is at the discretion of the Senior Staff responsible for the supervision of the salaried employee. All overtime when used for time-in-lieu must be approved by the direct supervisor of the employee on the "Request For Time off Form". The Senior Staff employee must use the following criteria in determining whether the salaried employee receives overtime pay or time-in lieu.
- 2.2 The impact the salaried employee would have on the Department if he/she received time-in-lieu. This may cause a disruption within the Department and the Senior Staff employee shall request that the salaried employee receive overtime pay.
- 2.3 The Senior Staff employee must also take into consideration the possibility of using call-in employees and/or lead hands before approving any type of overtime.
- 2.4 Credited overtime hours may be accumulated to a maximum equivalent to three (3) working days, and the employee will be required to take time-in-lieu of paid overtime.
- 2.5 Time-in-lieu must be taken before any further overtime can be accumulated beyond three (3) working days, and such time-in-lieu shall not be added to vacation time. All time-in-lieu must be taken before December 20th each year, which must be taken in January if the employee is unable to take such time-in-lieu in December due to work commitments.