

Meeting date: December 16, 2019
Department: Human Resources
Submitted by: Doug Payne – Manager of HR
Reviewed by: Fred Tranquilli, Acting Chief Administrative Officer
SUBJECT: **Overtime Policy**

RECOMMENDATION:

- (1) THAT Council repeal the overtime provisions in the Administration and Personnel Management Policy (by-law 62-07)**
- (2) THAT Council adopt the new Overtime Policy for non-union staff as outlined in the attached report.**

BACKGROUND

The current *Administration and Personnel Management Policy* was adopted in 2007 and requires review and updating to better reflect best practices and to maintain competitiveness.

The Municipality's overtime provisions are intended to recognize and compensate non-union staff for the additional time spent working beyond the normal work week to meet operational demands.

To be effective, we are recommending Council adopt the new Overtime Policy attached to ensure practices remain current and relevant to the needs and demands of the Municipality.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION

Acting Chief Administrative Officer
Manager of HR

ATTACHMENTS

- Overtime Policy



Municipality of Strathroy-Caradoc Human Resources Policy

Administration – Overtime

Effective: January 1, 2020

1. PURPOSE

The Municipality of Strathroy-Caradoc recognizes that due to contingency of service demands beyond their regularly scheduled work, some non-union employees may be required to work overtime. This policy defines overtime eligibility for non-union individuals.

2. SCOPE

This policy applies to all non-union employees of the Municipality of Strathroy-Caradoc, excluding Volunteer Firefighters.

3. DEFINITIONS

Overtime: Hours worked beyond an employee's regular work week as outlined in their employment contract or hours worked on a holiday.

CAO & Director: Employees in Pay Grid level A or B

Manager: Employees in Pay Grid level C

Non-Management: Employees in Pay Grid levels D-J inclusive.

Lieu Time/Time in Lieu: Time in lieu is the paid time off work an employee receives for having worked overtime.

Supervisor: A non-union employee who manages the time and work schedules of other employees.

4. ROLES AND RESPONSIBILITIES

Supervisor:

- Pre-approve overtime
- Ensure fair and appropriate distribution of Overtime, as applicable
- Manage Overtime requirements in the most efficient manner possible
- Ensure Lieu Time is used in accordance with this policy



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Human Resources:

- Ensure appropriate interpretation of and compliance with the procedures outlined in this policy, related policies and legislation
- Work with Supervisors and their departments to support consistent application of the Overtime policy
- Provide reports and statistics on Overtime, as requested.

All Employees:

- Request & obtain approval, where appropriate, prior to working Overtime.
- Accurately record Overtime on timesheet using applicable pay code.
- Take Time in Lieu when appropriate and agreed upon with the Supervisor

5. STANDARDS AND PROCEDURES

All Overtime shall require approval by the employee's Supervisor.

Non-Management Employees

Overtime for Non-Management employees will be compensated as follows:

1. Overtime may be paid at the rate of one-and-one-half times (1.5X) the employee's regular rate for hours worked in excess of their normal work week.

OR

2. Overtime may be taken as Lieu Time on a one-and-one-half basis (1.5X). Employees shall not accumulate more than ten (10) days of Lieu Time in their bank.

Employees shall take or be paid for accrued Lieu Time in the calendar year in which it is earned, except for Overtime hours banked between November 1st and December 31st, which may be carried over into the next calendar year.



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Managers

Overtime for Managers will be compensated as follows:

1. Overtime may be accumulated as Lieu Time on a straight time basis (1.0X) for hours worked beyond the normal work week. Managers may only accrue up to ten (10) days of Lieu Time in their bank per year. Accrued Overtime shall be used in the year it is earned.

Directors & Chief Administrative Officer

On January 1st of each year, Directors and the Chief Administrative Officer shall have ten (10) days of Time in Lieu of Overtime deposited to their time bank to compensate for additional hours expected to be worked during the coming year. This entitlement shall be prorated for new or departing employees based on the employee's start and/or end date, as applicable. This entitlement shall not be carried forward to the subsequent year. Time in Lieu in the bank of Directors and the CAO has no cash value and shall be deleted at the end of each calendar year.

Conditions

- Lieu Time shall be taken at a time that is mutually acceptable to the Supervisor and the employee. It is the responsibility of the Supervisor to manage employees' banked time so that it does not create a service delivery problem in the latter months of the year.
- Overtime shall be kept to a minimum and should not form a regular part of the work schedule
- Overtime shall be distributed amongst employees by Supervisors as fairly as possible
- Unauthorized or unapproved hours worked outside an employee's regular work day or work week are not eligible for compensation
- For greater clarity, unauthorized Overtime may include instances where an employee chooses to work through their lunch hour or instances where an employee chooses to arrive early or leave late
- Seasonal, part-time and temporary employees will be paid out any Overtime monetarily in the pay period it is earned.



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Exceptional Circumstances

The provisions of this policy may be altered or amended on a one-time, non-precedent setting basis to accommodate exceptional circumstances presented by an employee. These exceptions must be approved by the Chief Administrative Officer.

Exceptional circumstances may include, but are not limited to, extended leaves of absence under the *Employment Standards Act*, short-term disability, or leave due to a workplace injury.

6. COMMUNICATION AND TRAINING

This policy shall be communicated to all effected employees.

7. IMPLEMENTATION

This policy shall take effect January 1, 2020, following Council approval.

8. REFERENCE MATERIALS

Employment Standards Act, 2000, S.O. 2000, c. 41

Revision History

Revision	Section	Description	Date
1	All	New Overtime Policy	January 1, 2020