

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-06

SUBJECT: **OVERTIME**

SECTION: Personnel

APPLIES TO: All Non-Union Employees

EFFECTIVE: June 1, 2009
January 13, 2010 (amended)
January 1, 2022 (amended)

6.1 **REGULAR NON-MANAGEMENT POSITIONS**

a) **Definition**

Overtime is considered any authorized time worked over and above the employee's standard workweek except in the case of special agreements between the Municipality and certain classes of employees and in the case of Ministry of Labour approved averaging of hours. In the case of regular part-time employees, hours worked shall exceed the normal work week for an equivalent full-time position prior to being considered overtime.

b) **Eligibility**

- i) Employees may be requested to work overtime by their immediate Supervisor and/or Department Head;
- ii) Employees who feel overtime may be necessary must consult with their immediate Supervisor prior to working said overtime;
- iii) Overtime must be authorized by the Department Head. Department Heads may delegate this responsibility to supervisory staff in individual cases where it is deemed appropriate.

c) **Call-ins**

Provided hours worked are not contiguous with normal working hours, employees called in to work outside of normal working hours shall be compensated for 3 hours at the applicable overtime rate or the actual hours worked, whichever is greater.

d) **Compensation**

Authorized overtime will be compensated for, at the discretion and approval of the Department Head that the employee normally reports to, in one of the following ways:

- i) All time worked prior to, or after completion of a full day of regularly scheduled shift shall be paid or banked at one and one-half (1 ½) times the employee's regular rate of pay.
- ii) All work done on the employee's first half of their rest period shall be paid or banked at one and one-half (1 ½) times the regular rate of pay.
- iii) All work done on the employee's second half of their rest period shall be paid or banked at two (2) times the employee's regular rate of pay.
- iv) All work done on a statutory holiday shall be paid or banked at two (2) times the employee's regular rate of pay.

Banking of overtime will be capped once an employee reaches the equivalent of ten (10) working days' time, all remaining overtime will be paid out in the current year.

e) Accumulation

Every effort should be made to minimize overtime.

f) Recording of Overtime

Authorized overtime to be taken as lieu or to be paid, should be so indicated, and appropriately coded, on the employee's Time Sheet, for processing by Payroll.

6.2 **SEASONAL AND TEMPORARY POSITIONS**

a) Eligibility

The eligibility criteria outlined in Section 6.2 b) of this Administrative Procedure applies.

b) Compensation

Authorized overtime will be paid at the rate of time-and-one-half the employee's normal hourly rate for all hours worked in excess of forty-four (44) hours per week.

c) Recording of Overtime

Authorized overtime to be paid, should be so indicated, and appropriately coded, on the employee's Time Sheet, for processing by Payroll.

6.3 **SUPERVISORY AND MANAGERIAL STAFF**

- a) Although it is acknowledged under Administrative Procedure No. 3-02, Section 2.5 that supervisory and managerial staff may work extended hours as required

and are excluded from having such extra hours defined as overtime, it is generally accepted that supervisory and management staff are not eligible to accrue nor be compensated for such overtime with the general understanding that should, through extenuating circumstances there be the requirement to work in excess of the normal hours of work on a regular basis, that the Chief Administrative Officer has the authority to review the situation with a view to considering and approving compensation for the extra work required.

- b) All Supervisory/Managerial Staff shall be eligible to bank overtime earned, at straight time, to equal five (5) days. Such time is not eligible for payout. All overtime earned in addition to these hours will be included in the calculations for Section 6.3 (d).
- c) Overtime for Supervisory/Managerial Staff for mandatory attendance at work-related meetings is eligible for accumulative overtime (at straight time) to a maximum of five (5) days per year of time off in lieu. Such time is not eligible for payout. All mandatory meeting time worked beyond five (5) days will be recorded as mandatory meeting time, however will be included in the calculations for Section 6.3 (d).
- d) Overtime for Supervisory/Managerial Staff shall be for any work related time spent in excess of normal hours at work as per Administrative Procedure 3-02, Section 2.1, not including those hours compensated for in Section 6.3 (b). Accumulative overtime (at straight time) shall be limited to a maximum of ten (10) days per year of time off in lieu. Such time is not eligible for pay out. These hours will begin to accumulate only after one hundred and fifteen (115) hours of overtime have been worked. There shall be no accumulation for the first one hundred and fifteen (115) hours nor for the additional hours worked beyond the overall maximum of ten (10) days accrued.
- e) Overtime for Supervisory/Managerial Staff for attendance at work related travel, training, training, and extraordinary information and planning sessions, where attendance is mandatory, shall be eligible for accumulative overtime (at straight time).

6.4 **SCHEDULING**

- a) Banked overtime earned in the first three (3) quarters of the year must be taken as time off in lieu of payment prior to December 31st of the year in which it is earned. Banked overtime earned in the last quarter of the year must be taken as time off in lieu of payment prior to March 31st of the following year. There shall be no carryover of banked overtime earned in the first three (3) quarters of the year.
- b) There shall be no payouts of unused overtime at the end of the year.
- c) If banked overtime from the first three (3) quarters of the year is not scheduled by October 15th to be taken as time off by December 31st of the year in which it was earned, and no extenuating circumstances exist which prevented the employee

from scheduling the banked overtime off, such banked overtime shall be scheduled for them by their supervisor to be taken prior to December 31st.

- d) If banked overtime earned in the last quarter of a year is not scheduled by January 15th of the following year to be taken as time off by March 31st of the following year, and no extenuating circumstances exist which prevented the employee from scheduling such banked overtime off, such banked overtime will be scheduled for them by their supervisor to be taken prior to March 31st.