

## 2.02 OVERTIME

Management recognizes that where overtime is necessary, exempt employees must be compensated for it, but that it is not in the best interest of either the civic service or employee wellness that overtime be performed on a regular basis. Therefore, overtime must be actively managed.

**Exception: An exempt employee in the position of City Manager, General Manager, or Director is not eligible for overtime payments.**

### 1. Definitions

For full-time staff, overtime is defined as those hours an employee is assigned to work over and above their standard hours of work (see definition of Standard Hours of Work on page 7).

For staff working less than full-time hours overtime is defined as those hours an employee is assigned to work over and above the regularly scheduled daily or weekly hours, whichever is greater, of the staff working full time hours in the immediate work group.

E.g., an employee's work unit works 7.5 hours / day, Monday - Friday (i.e. Re-arranged Work Week (RAWW) schedule), but the employee is part-time working:

|             |                   |
|-------------|-------------------|
| Monday -    | 4 hours           |
| Tuesday -   | 7.5 hours         |
| Wednesday - | 7.5 hours         |
| Thursday -  | 7.5 hours         |
|             | 26.5 hours weekly |

- If the employee is assigned to work 6 hours on Monday, no overtime is payable.
- If the employee is assigned to work 7.5 hours on Friday, no overtime is payable.
- If the employee is assigned to work 9.0 hours on Tuesday, 1.5 hours of overtime is payable.

## 2. Approval of Overtime

All overtime for exempt employees must be **directed and pre-authorized** by the deptid owner. The following are options that may be considered before assigning overtime work to exempt employees:

- re-arrange the work week;
- restructure hours, i.e. shifts, weekends;
- re-prioritize assignments - eliminate low priority projects);
- hire additional staff;
- contract-out projects; and
- implement or remove a compressed work week.

## 3. Compensation for Approved Overtime

All **directed and pre-authorized** overtime in excess of standard hours shall be compensated at time and one-half. Compensation for overtime shall be on a lieu time basis or cash, subject to operational needs.

Banked overtime must be used by the end of the calendar year following that in which it was banked; otherwise, it will be paid out. The appropriate business unit director must approve any exception.

Overtime related to business continuity initiatives (e.g., overtime work assigned for labour actions, pandemic emergencies, emergency operations, etc.), shall be compensated at double-time rate.

When an employee works in excess of 100 hours of overtime in any calendar year, the name of that employee, a summary of hours worked and the reasons for it shall be forwarded to the appropriate general manager for review.

## 4. Payment of Overtime

It is the employee's responsibility to complete and submit the appropriate overtime forms for approval and initiation of payment. Payment will be made as soon as possible after the overtime forms have been submitted.