Policies and Procedures

Approved: October 29, 2014

Overtime Policy

GENERAL GUIDELINES

Employees may be required to work hours in excess of regularly scheduled hours in response to unexpected workloads or to meet specific project demands.

All full-time and permanent part-time employees eligible to bank time will be required to sign an Overtime Agreement.

Paid overtime will be compensated at a rate of 1 ½ times the regular rate of pay in accordance with Employment Standards Code. Overtime for permanent part-time positions will be paid for any hours exceeding the full-time daily or weekly equivalent hours for the appropriate position.

Management positions will be governed by the terms of their contract and are not eligible for overtime pay or formalized time off-in-lieu.

PAID OVERTIME

All hours worked in excess of regularly scheduled hours must be pre-approved by the Supervisor. Overtime shall be calculated to the nearest quarter hour. Overtime shall only be paid if the employee had his/her supervisor's prior approval to work the overtime.

Employees shall record all overtime hours that are to be paid on an overtime authorization timesheet and submit to their Supervisor. The Supervisor must initial the overtime in order for the overtime to be paid. The Supervisor will submit this signed form to the payroll department for processing. Overtime will then be paid out in the next pay period.

BANKED LIEU TIME

Lieu time will be banked at a rate of one hour of lieu time for one hour of overtime worked. Time is taken in lieu of overtime pay on an hour for hour basis.

Employees shall record their banked lieu hours and track lieu balances on their timesheets. These timesheets must be submitted to their Supervisors for approval. Supervisors must initial the excess hours in order for hours to be banked. Hours shall only be eligible for banking if the employee had his/her supervisor's prior approval to work the overtime.

Banked lieu time hours must not exceed 40 hours and must be taken by the Employee within 3 months of the end of the pay period in which it is earned. Hours in excess of 40 hours or hours older than 3 months will be compensated at the employee’s rate times 1 ½.

Use of banked lieu time must be prearranged and preapproved by the Supervisor.

Banked lieu time must be taken prior to using vacation days.

Any changes to the 3 month period must be granted by the Provincial Director or Employment Standards.

Supervisors shall monitor and approve all lieu time compensation and submit to payroll for processing using an overtime payout authorization form.