

		GENERAL POLICY MANUAL	
SECTION:	Personnel	APPROVED BY:	County Council
NUMBER:	5.30	SIGNATURE:	
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REFERENCE POLICY:	5.40	REVIEWED:	March 12, 2019 March 11, 2026

Overtime – Non-Union Employees

POLICY

The purpose of this policy is to define overtime eligibility and compensation for non-union employees.

Overtime / lieu time under this policy is not to be confused with the banking of hours option under the flexible work arrangement program, in which employees must apply for and be approved to participate in.

DEFINITIONS

<i>Overtime</i>	Hours worked in excess of a department’s full-time equivalent hours of work per week (35, 40 or 42.5 hours) and in accordance with the policy provisions.
<i>Senior Leadership Team</i>	CAO, Directors
<i>Other than Senior Leadership Team</i>	All non-union employees together with supervisory staff up to and including Senior Managers except those noted under the Senior Leadership Team definition.

PROCEDURE

- 1.0 [Employees should first consider their ability to flex their day and/or week when overtime is required.](#) Overtime must be pre-approved otherwise it is not eligible for consideration under this policy, except in emergency situations.
- 2.0 Overtime applies after an employee has worked more than one-half (1/2) hour beyond the department’s full-time equivalent hours of work per week and is to be accumulated in one-half (1/2) hour increments.
- 3.0 In certain circumstances as defined by the Employment Standards Act, the employer can require that an employee work overtime. In such circumstances, Human Resources should be consulted.



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- 4.0 The following circumstances are eligible for overtime consideration: meetings, hearings, emergency call-in, and any other approved overtime work.

As noted above, flexing daily or weekly hours should be considered before banking overtime hours (i.e. working 3 additional hours on Tuesday to attend an evening meeting, and leaving early on Friday or beginning work at noon and ending at 8:00 p.m.).

The following circumstances are not eligible for overtime consideration: educational/training sessions, seminars, conferences, travel time, stand-by. Normal workload requirements should not typically necessitate regular and ongoing overtime. However, extenuating circumstances—such as staff vacancies or time-sensitive projects—may require overtime and will be considered for supervisor approval on a case-by-case basis. Leaders should regularly review workload demands and re-prioritize work as needed.

- 5.0 Compensation for overtime worked is typically time in lieu of pay. Every effort should be made to take time off in lieu within the same calendar year it is earned. All overtime accumulated as of December 1st in each year shall be paid on the last pay prior to Christmas each year, except where supervisory approval to carry such accumulated time over to the following year has been received.

An exception is time worked by employees who have a direct bearing on public safety or the overtime is in response to a requirement to meet provincial legislation, in which case, with the approval of a member of the senior leadership team, the employee can choose to be paid instead of given time in lieu.

For employees defined as “Other than Senior Leadership Team”, overtime hours worked to a maximum of 44 hours per week is compensated at straight time. Overtime worked beyond 44 hours per week is compensated at time and one-half.

For members of the senior leadership team, overtime is compensated through the provision of 35 hours of time in lieu per calendar year.

The preceding provisions regarding compensation for overtime can be altered by direction of the Chief Administrative Officer under exceptional circumstances.



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- 6.0 The County's scheduling software must be used to track overtime accumulation and use. The employee's supervisor or designate shall approve overtime accumulation.
- 7.0 The employee and immediate supervisor must mutually agree upon when the accumulated overtime is to be taken.
- 8.0 Upon termination of employment outstanding approved overtime is paid out in accordance with the Employment Standards Act.
- 9.0 In general, an employee is not to be scheduled for more than 60 hours per week. Certain exceptions are allowed under the Employment Standards Act; however, Human Resources should be consulted prior to working beyond 60 hours per week.
- 10.0 Employment Standards legislation also has provisions for employees who are scheduled to work more than 48 hours in a week. Human Resources should be consulted in these circumstances also.