



Policy Name: Non-Union Overtime Policy	Policy No: S600-13
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Revision date(s):	-
Department/Division:	Human Resources

1. Purpose

The purpose of this policy is to outline the terms and conditions that apply to compensating non-union employees in bands 1 to 9 on the Non-Union Salary Grid who exceed their normal working hours.

2. Policy Statement

The Town of Pelham recognizes that due to demands beyond their regularly scheduled hours, some non-union employees are required to work overtime in order to maintain workflow or to meet business demands. Compensation for overtime will remain consistent with the *Employment Standards Act*.

Managers/Directors will schedule overtime with as much advanced notice as possible. Employees are not contractually entitled to work overtime. As such, all overtime hours must be authorized in advance.

3. Definitions

Banked Overtime: hours worked over and above the normal work week, multiplied by the applicable overtime rate, and credited to an employee's time bank to be used at a later date.

Emergency Hours: defined as unavoidable, these hours are accrued during emergency situations resulting in staff working longer than their normal work day or being called back into work.

Event: planned work to occur over a predetermined time, but not considered regular work. An event may be one-time only or occur at regular intervals (i.e. annual or semi-annual).



Event Hours: employees may agree to work additional hours over and above their normal work week in order to support Town or departmental specific events.

Flexible Time: employees, in partnership with their Manager/Director or designate, are empowered to adjust (or flex) their start and end times in order to avoid working more than their regular work week.

Lieu Time: time off from work with pay which an employee is granted for having worked over and above their normal working hours.

On-Call Service: is described as having a knowledgeable municipal Supervisor available on a twenty-four (24) hour seven (7) days a week basis to respond to requests for services of an emergency nature or services that cannot be resolved during normal working hours.

Overtime: extra hours worked, performed outside of an employee's regular work week. Authorized overtime is paid out in cash or the employee may bank the time.

Volunteer hours: No employee, regardless of their status, may volunteer for the Corporation of the Town of Pelham, as all work is to be compensated. Simultaneously, the Town recognizes and respects the value and importance of volunteerism, and further acknowledges that staff may wish to volunteer at events which are held for the benefit of the community. Staff may choose to volunteer at community events. The onus is on the employee to indicate to the employer that such "work" is to be considered voluntary in nature, otherwise it will be compensated in the normal course, as contemplated by this policy.

4. General Provisions

- 4.1. No overtime shall be worked without prior approval of the departmental Director/Manager or designate, who shall determine the method of compensation with the employee prior to the commencement of the overtime.
- 4.2. Overtime under Employment Standards legislation refers to hours worked in excess of forty four (44) hours per week. Overtime for regular non-union employees refers to hours worked in excess of thirty five (35) or forty (40) hours per week, dependent on the regular work week. Overtime for part-time,



student, casual, and seasonal employees refers to hours worked in excess of forty four (44) hours per week.

- 4.3. Overtime is to be compensated at 1.5 times the regular rate for additional hours worked Monday through Saturday, and 2 times the regular rate for emergency hours worked on Sundays or statutory holidays. Event or other planned hours worked on Sundays shall be compensated at 1.5 times the regular rate. Overtime for part-time, student, casual, and seasonal employees shall be paid in accordance with the *Employment Standards Act*.
- 4.4. All event hours are to be compensated with banked overtime, with the exception of Summerfest. Town staff who agree to work during the weekend of Summerfest shall be paid an honorarium equivalent to the hourly rate in Step 3 of the Customer Service pay band. Honorarium payouts shall not exceed the annual maximum allowance, in accordance with the Canada Revenue Agency.
- 4.5. Banked overtime may only be accumulated to an annual maximum of seventy (70) or eighty (80) hours, dependent on the normal work week.
- 4.6. Once an employee has accumulated the maximum number of banked overtime hours, they are not permitted to bank any additional hours until January 1 of the following year. Should additional hours be required of an employee who has reached the annual maximum, the flex time option must be explored with their departmental Manager/Director, or designate.
- 4.7. Lieu time is to be taken within three (3) months of the week in which the overtime was earned, at a time that is mutually acceptable to the Manager/Director and employee.
- 4.8. As banked time must be taken in the form of time off (lieu time), the Town reserves the right to schedule time off on the employee's behalf if it appears that the employee is unable to schedule the time off in its entirety before the end of the calendar year. No banked overtime balance shall be carried forward to a new calendar year.



- 4.9. Employees may request to have overtime paid out for emergency hours only within ninety (90) days of the pay period it is earned only after such time as the maximum hours of banked overtime have been reached.
- 4.10. Overtime paid out shall not exceed seventy (70) or eighty (80) hours per year, dependent on the normal work week. Should additional hours be required of an employee who has reached the annual maximum, the flex time option must be explored with their departmental Manager/Director, or designate.
- 4.11. If emergency hours are accrued without prior authorization, communication with the department Manager/Director or designate regarding the details of the emergency situation and the amount of hours accrued must occur as soon as reasonably possible.
- 4.12. The Supervisors in the Public Works department provide the on-call service and will rotate in accordance with the schedule provided by the Public Works Manager. Alterations to the schedule may be arranged internally and shall be reported to and approved by the Public Works Manager.
- 4.13. Compensation for the on-call service duty is \$50 per day on a seven day a week basis.
- 4.14. When an after hours call is received, the Supervisor shall not be paid for time worked while investigating the issue or while calling employees into work from their home. If it is determined that the Supervisor must return to work, hours worked will be considered emergency hours and will be paid for time served, including applicable overtime rates. Overtime shall commence from the time arrived on site. Travel time is not included.
- 4.15. Overtime shall be kept to a minimum and should not form a regular part of the work schedule.
- 4.16. Overtime, when necessary, shall be distributed as fairly as possible amongst those employees regularly performing the work. Overtime requests shall take into consideration any prior personal commitments that the employee may have made.



- 4.17. Travel time or extra hours worked voluntarily in order to enable a flexible work schedule do not constitute overtime.