

Overtime Policy

Original Implementation Date:	April 1, 1996	Approved by:
Date of Last Revision:	July 2, 2025	Approved by: Cathie O'Toole, CAO
Effective Date of Last Revision:	July 2, 2025	Approved by: Cathie O'Toole, CAO

1 – Policy Name

Overtime Policy

2 – Purpose

The Municipality recognizes the need for work outside normal hours of work; managers must ensure workloads are managed appropriately to ensure that overtime work is utilized only when necessary. The purpose of this policy is to clearly outline who is eligible for overtime pay and to explain the compensation procedure.

3 – Objectives

The objectives of this Policy are:

- To assist business units in managing labour costs
- To prevent overtime misinterpretations/expectations
- To treat employees in a fair and equitable manner

4 – Scope

This applies to all regular and temporary non-union HRM employees. All other employees should refer to their respective employment contract.

5 – Definitions

In the context of this document:

Overtime refers to all authorized hours worked in excess of regular hours of work, including authorized travel time. Travel time does not include time spent travelling to and from an employee's residence and normal place of work (or other work location when overtime is continuous with regular hours of work).

Standard Work Week means the employee's regularly scheduled working time. For most non-union employees, this is 70 or 80 hours bi-weekly (35 or 40 hours weekly, respectively).

Additional Hours for Part-time (P/T) means the extra time worked by P/T employees that fall between the scheduled time and the standard work week of the position. For example, if an employee is hired part time (20hrs/week) but the standard work week for that position is 35hrs, they would only be eligible for OT after working more than 35hrs.

Base Compensation means the income you receive in exchange for performing your daily job duties. It is a fixed bi-weekly amount (i.e., remains the same for every paycheck) and excludes additional compensation or pay at premium rates such as overtime, acting, compression, special duties, and night shift pay.

Banked Time means the paid time off work as an alternative to receiving overtime pay.

Overtime Payout means the compensation received, calculated at time-and-a-half, for each 15-minute increment of overtime work.

Time Off in Lieu means the paid time off that employees use once they have banked overtime.

Emergency Operations Centre (EOC) Overtime means the overtime payout for employees who are required by their manager to work beyond their normal hours of work during an emergency event that has activated the Emergency Operations Centre (EOC).

EOC Protocols means the rules set out for non-union overtime during periods when the EOC is active.

Pay Codes means the codes used to track and reimburse employees for time worked. A list of codes is available on the Attendance Tracking & Payroll Reimbursement Page by clicking on the Pay Code Chart link when employee's enter their timesheet.

Standby Service and Call-Out Duty means the policy that business units use to ensure that service delivery is maintained and/or respond to urgent situations. It is more defined than the general overtime policy as it creates a formal standby service or call-duty arrangement, creating a standby list and/or schedule.

6 – Roles and Responsibilities

Chief, Human Resources Officer

The Chief, Human Resources Officer is responsible for:

- Approving exceptions to the Overtime Pay Policy as recommended by the business unit.

Total Rewards, HR

The Total Rewards group in HR is responsible for:

- Completing quarterly audit of overtime usage of non-union employees.

Executive Directors/Chiefs of Business Unit

The Executive Directors/Chiefs of Business Unit are responsible for:

- Making recommendations to the Chief, Human Resources Officer for any exception to the policy.

Directors, Managers and Supervisors

Directors, managers and supervisors are responsible for:

- Approving all overtime work, in advance of the overtime being worked.

- Approving all EOC overtime work, in advance of the overtime being paid.
- Developing a procedure for assigning overtime to ensure it is distributed on a fair and equitable basis where overtime work could be assigned to any one of a group of employees, subject to operational requirements.
- Approving whether an overtime eligible employee will be compensated for overtime through banked-time or overtime payout.
- Reviewing quarterly the balance of time off in the overtime bank; amounts in excess of one week must be scheduled for use as time off or paid out.
- Setting target date to deplete accumulated banked overtime.
- Recommending exceptions to their Executive Director/Chief of Business Unit.
- Ensuring that overtime is properly recorded (i.e. using correct pay codes) and approved on the timesheet.

Emergency Operations Centre (EOC)

The EOC is responsible for making the determination of when there is an EOC event.

Employees

Employees are responsible for:

- Being aware of the Overtime Pay Policy and only working overtime when pre-approved by their manager in advance of the overtime being worked.
- Ensuring the correct pay code and hours are entered into their time sheet.

7 – Policy Regulations

- A. Employees at levels NU 1 to NU 6 on the non-union pay plan, MT1 and MT2 are eligible to be compensated for time worked beyond regular hours of work, when it is operationally required as determined by the employee's manager.
- B. Employees at levels NU 7 to NU 11 on the non-union pay plan, Solicitors on the S1 to S3 and MS pay plan, fire and police management, employees at levels ENG 1 to ENG 4 on the engineering pay plan, and executive leadership team are not eligible for overtime compensation. Base Compensation is designed to ensure they are adequately compensated in the event they do spend extra hours in the workplace. Exceptions to this may be approved by the Chief, Human Resources Officer at the recommendation of the Executive Director/Chief of Business Unit.
- C. Overtime for part-time employees is considered extra time and must be approved by the employee's manager in advance of the extra time being worked. Additional time worked by part-time employees refers to all hours worked that fall between the scheduled time and the standard work week for that position. Additional hours are straight time and as such it cannot be banked. Additional hours are NOT considered overtime.
- D. All overtime work must be pre-approved by the employee's manager in advance of the overtime being worked.

- E. Commencement of overtime and overtime rates are calculated based on the individual's standard work week. Payment of overtime will be based on the rate of pay the employee is earning at the time the overtime is worked.
- F. Where the overtime work could be assigned to any one of a group of employees, the business unit is responsible for developing a procedure for assigning overtime to ensure it is distributed on a fair and equitable basis, subject to operational requirements.
- G. Overtime eligible employees will be compensated for overtime through banked-time or overtime pay-out (recorded in 0.25 (15-minute) increments); choice of banked-time or pay-out is at the manager's discretion. Time off in lieu of overtime pay must be scheduled with the manager. Overtime is compensated at the following rates:
 - I. Monday – Saturday: time and one half (1.5 x hourly rate)
 - II. Sunday and paid holidays: double time (2 x hourly rate)
- H. The balance of time off in the overtime bank must be reviewed quarterly by the manager and amounts in excess of the employee's standard work week must be scheduled for use as time off or paid out. Managers are responsible to set a target date to deplete accumulated overtime. Pay out of banked time is paid at the rate at which it was earned.
- I. An exception to the eligibility for overtime pay is when the Emergency Operations Centre (EOC) is active, and will follow the following protocols:
 - I. Non-union staff who are not eligible for overtime (as referenced in 7B), who are required by their manager to work beyond their normal hours of work during an emergency event that has activated the Emergency Operations Centre (EOC), will be compensated for the additional hours at time and one half;
 - II. The additional EOC overtime shall be paid out rather than banked to maintain eligibility for funding from other government sources; and
 - III. In the weeks after an EOC event, managers are encouraged to be as operationally flexible as possible in granting requests for vacation or other time off from non-union staff who were required to work significant additional hours associated with an EOC event.
 - IV. All EOC overtime pay will cease when the EOC event is over; exceptions to the timeframe must be approved by the Chief, Human Resources Officer on the recommendation of the Executive Director/Chief of Business Unit.

- J. Employees who work overtime as a continuation of their regular shift will be compensated for each 15-minute increment of overtime worked before or after their regular shift at the applicable overtime rate.
- K. Employees who are not covered under the *Non-Union Standby Service and Call-Out Duty* policy and are called by their manager/supervisor outside the employee's regular shift, to work overtime after the end of their last shift and before the start of their next shift, will be paid at the applicable overtime rate for a minimum of two (2) hours.
- L. Employees who start overtime work within two (2) hours of the start of their regular shift, will be paid at for a minimum of two (2) hours when overtime began and when their regular shift starts i.e. employees will be considered working overtime right up to the beginning of their regular shift.
 - I. Managers/supervisors, in their sole and absolute discretion, may provide employees working overtime a break from work before the start of their regular shift. This break will be paid at the applicable overtime rate.
 - II. Employees without specifically assigned overtime work (i.e. the employee finished the work that required overtime before the start of their regular shift) are expected to begin their regular duties when possible.

8 – Repeal

N/A

9 – Effective Date

July 2, 2025

10 – Related Policies and Practices

HRM Holiday Schedule

Standby Service and Call-Out Duty

Pay Code Chart

11 – Policy Review

Review every 2 years.

12 – Contact

Director, Total Rewards

13 – Attachments

N/A