

**Title: Human Resources Management
Policy - Overtime**

Policy No: 1960-02

Approval: Town Council

Effective Date: January 25, 2006

Amended Date: January 5th, 2012



Supersedes Policy No: Policy 1960-02

Policy Statement: The Town of Hardisty believes that it is fair to pay overtime to employees when they are required to work beyond regularly scheduled hours to overcome unexpected workloads and to meet extraordinary situations.

Purpose: To establish how and when overtime shall be paid and the reporting requirements to support why the overtime was required for risk management purposes.

Principles:

1) CALCULATION OF OVERTIME

- a) Overtime for employees shall be calculated as provided in the employee's contract of employment and/or in accordance with current *Employment Standards Code*.
- b) When calculating an employee's hours of work in a work day or a work week, any paid time off shall be included in the total of an employee's hours of work in a work day and a work week.
- c) Overtime shall be calculated to the nearest quarter hour.

2) PAYMENT OF OVERTIME

- a) Overtime less than fifteen minutes in a work day shall be without pay.
- b) Overtime shall be paid to an employee at a rate of one and a half times his/her hourly rate of pay unless the overtime is banked to be taken as paid time off at a later date in lieu of payment of overtime.
- c) Overtime shall only be paid if the employee had his/her supervisor's prior approval to work the overtime.
- d) An employee who requests to work overtime for personal reasons shall be paid at a rate of one times his/her hourly rate of pay unless the overtime is banked to be taken as paid time off at a later date in lieu of payment of the overtime.
- e) The Chief Administrative Officer shall not be paid for any overtime.

3) PAID TIME OFF IN LIEU OF PAYMENT OF OVERTIME

- a) All employees may bank any overtime hours to a maximum of 60 hours.
- b) Overtime hours shall be banked at a rate of one and a half times the regular hours.
- c) An employee upon the approval of his/her supervisor may work hours in excess of their regular working hours. These additional hours shall be banked at a rate of one times the hours worked in excess of the regular hours for that employee.
- d) An employee shall take paid time off in lieu of payment of overtime at a time approved by his/her supervisor.
- e) An employee shall take paid time off in lieu of payment of overtime within three months of the time that the overtime was earned. Any overtime earned and not taken within three months shall be paid out in the first pay period following the three month period.
- f) Overtime shall only be banked if the employee has his/her supervisor's approval to work the overtime.

4) WEEKEND ON CALL RATE

- a) The Town Foreman or his/her designate will be entitled to a weekend on call rate of \$65.00 day (Saturday, Sunday and statutory holidays).
- b) The employee that is on call shall have cell phone activated at all times and able to respond to the emergency within 30 minutes.
- c) Any time spent on the emergency call will be paid or banked in addition to the on call rate.

5) CALL OUT REPORT FORM

- a) The attached call out form must be completed for all overtime worked as a result of an emergency call out for risk management purposes and submitted with timesheet.