

SYNOPSIS

Amendments to the Overtime Policy – Non-Union Employees

Since the last review of the Overtime Policy for Non-Union Employees in 2006, the application of overtime compensation for staff has been inconsistent with policy. The proposed changes to the policy contained herein are intended to bring consistency to the application of overtime earned for all non-union staff and to ensure compliance with Nova Scotia Employment Standards legislation.

Primary updates to the policy as recommended include:

1. Defining employee eligibility for overtime compensation;
2. Building in a pre-approval process when employees are required to work overtime;
3. Providing a consistent approach in the application of all overtime hours earned and;
4. Ensuring controls are in place for the management of overtime hours worked, including a maximum allowable number of overtime hours, carry-forward limits, and restrictions on the pay-out of overtime.

MOTION:

That Council approve the amendments to the Overtime Policy for Non-Union Employees.