
TO: Mayor Kogon and Members of Council

SUBMITTED BY: Krista Crossman, Director of HR and Customer Services

DATE: March 27, 2023

SUBJECT: Overtime Policy – Non-Union Employees Amendments

ORIGIN:

Council priority to review all policies and bylaws.

LEGISLATIVE AUTHORITY:

MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by-law.

RECOMMENDATION:

That Council approve the amended Overtime Policy - Non-Union Employees.

BACKGROUND:

Staff are completing a review of all Town policies and bylaws to ensure they are relevant and updated appropriately. The Non-Union Overtime Policy was reviewed as a result of this initiative.

DISCUSSION:

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, etc.



FINANCIAL IMPLICATIONS:

There are no financial implications. Compensation for overtime hours earned shall largely be via time off in lieu. Any anticipated overtime requiring pay out has been accommodated within the proposed 2023/24 operating budget for each department.

COMMUNITY ENGAGEMENT:

No community engagement is required. A review of current Nova Scotia Employment Standards legislation and overtime policies of similar municipal units was completed as part of the review process for this policy.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS:

Ensuring a consistent approach in the application of overtime builds trust between leadership and staff, increases productivity by having clear guidelines to apply, encourages predictability by eliminating confusion and establishes accountability.

ALTERNATIVES:

1. Accept recommendation
2. Direct staff to develop alternative recommendation.

ATTACHMENTS:

Policy No. 04000-05, Overtime Policy – Non-Union Employees

Report prepared by: Krista Crossman, Dir. HR + Customer Services