
DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: OVERTIME POLICY – NON UNION EMPLOYEES

Minutes reference date: March 25, 1996

1st Revision date: Nov. 27/2006

PURPOSE: To establish Council Policy respecting the authorization, administration and compensation for overtime worked by non-union employees other than Department Heads.

POLICY STATEMENT: When employees are required to work extra time in addition to their normal working hours they shall be compensated for such overtime as set out in this policy.

OBJECTIVES: To regulate the administration of approved overtime compensation, by listing and clarifying authority and conditions for such compensation.

1. For non-union employees in Level 8 and below as indicated in Appendix "B" of the Salary Administration Policy, the Town will compensate overtime, at each pay period, at the rate of:
 - a) one and one-half times the hours worked in excess of the number of hours required per day.
 - b) double time for work on Sundays or Holidays.
2. Upon request of the employee, the Town may grant compensatory time off in lieu of paid overtime at the Town's discretion at the appropriate overtime rates.
3. Compensatory time off may be accumulated to a maximum of 40 hours to be used at a later time upon mutual agreement. Time in lieu must be used by the end of each calendar year or will be paid off on the first pay in January.
4. Department Heads are the authority for the approval of overtime requests. It shall be the responsibility of the Department Head to determine whether overtime or compensatory time be granted to the employee when compensatory time is requested in lieu of paid overtime.
5. All positions in Level 9 and above as indicated in Appendix "B" in the Salary Administration Policy shall not be paid for overtime. Reasonable compensatory time off based on straight time may be approved by the employee's immediate supervisor.
6. Department Heads will exercise discretion in the utilization of overtime within their department's operating/capital budgets.
7. Time involved in travelling to/from or in attendance at conferences or training courses is not eligible for overtime compensation.