

<b>SECTION: PERSONNEL</b>	<b>SUBJECT: OVERTIME</b>	<b>Pg. 1 of 2</b>
		<b>DATE: June 16, 2015</b>
		<b>Repealing: June 28, 2011</b>

**Definition**

Overtime is considered any authorized time worked over and above the standard work week.

**Eligibility**

- a) Employees may be requested to work overtime by their immediate supervisor and / or Department Head;
- b) Employees who feel overtime may be necessary are required to consult with their immediate supervisor or Department Head Prior to working overtime.

**Authorization**

Overtime must be authorized by the Department Head. A Department Head may delegate this responsibility to supervisory staff where applicable.

Unscheduled overtime due to after hours call out shall be worked and the Supervisor advised on the next working day.

**Compensation**

Authorized overtime will be compensated as follows:

- a) Full-time Personnel: Salary Groups 10 through 19 and Department Heads

'Salary rates for levels 10 to 19 should be the same regardless of hours of work. Senior personnel in these levels are expected to put in the required hours to perform a good level of performance. Excluding Pay Scale 10A.' (*Updating Salary Administration and Ensuring Pay Equity at the Town of Kirkland Lake*)

Department Heads are governed by the foregoing principal.

It is recognized that inordinate hours may be necessary accordingly, Department Heads and senior department staff governed by this section may request "Personal Time Off" through the Chief Administrative Officer or Department Head as applicable. Such requests shall be made on the form designed for such purpose.

- b) Full-Time Personnel: Salary Groups 1 to 9 inclusive

In keeping with the desire to emulate and ensure comparability between CUPE and administrative staff overtime will be compensated at the rate of time and one half for all hours in excess of 40 in any normal work week.

Hours worked between 35 and 40 shall be compensated at straight time.

Compensation may be in the form of payment or time off in lieu. Time shall accumulate on the basis of straight time for the hours earned between 35 and 40. Time and one half shall accumulate for hours in excess of 40.

Overtime shall be recorded in increments of 30 minutes.

c) Part-time, Casual, Seasonal Personnel

In keeping with the desire to emulate and ensure comparability as closely as possible between CUPE Part-time, casual and Seasonal Personnel and administrative Part-time, casual and Seasonal Personnel staff overtime will be compensated at the rate of time and one half for all hours in excess of 80 in a two week pay period.

Hours worked between 35 and 40 shall be compensated at straight time.

### **Accumulation**

Every effort should be made to minimize overtime.

Lieu time may be accumulated to a maximum of 40 hours per year save for personnel involved in administration of contracted construction who may accumulate up to 120 hours. The Department Head may authorize in special circumstance additional hours.

Lieu time shall be taken at a time mutually agreed upon by the Supervisor and Employee. Failing agreement the matter will be referred to the Department Head whose decision shall be final.

Unless otherwise permitted, lieu time shall be taken on or before December 31 in the year in which it is earned. Persons earning time as Construction Inspectors, surveyors and general construction related activities shall use accumulated time on or before April 30 in the year immediately succeeding the year in which it was earned, i.e., time earned in 1997 shall be used prior to April 30, 1998.

*In the event departmental requirements preclude using the accumulated time it shall be 'paid out' at the straight time rate.*

### **Recording Overtime**

Authorized overtime shall be recorded and logged for purposes of department administration and payroll.

Approved By: Council Resolution

Date: June 16, 2015