

MUNICIPALITY OF THE DISTRICT OF BARRINGTON <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER <u>9</u>
SECTION <b>EMPLOYEE BENEFITS</b>	SUBJECT <b>OVERTIME</b>

## 1. APPLICATION

1.1. This policy applies to all permanent employees of the Municipality.

## 2. PURPOSE

2.1. The assignment of work for employees shall, in so far as is possible, be scheduled to be undertaken during regular work hours. When it is necessary to schedule overtime work for an employee, or, in the case of management employees to undertake overtime work themselves, such overtime shall always be assigned or undertaken in a manner that ensures the work is completed as economically and efficiently as possible. Time off in lieu (hour for hour) of overtime pay for all employees shall be the norm, rather than the exception.

## 3. GENERAL GUIDELINES

3.1. **All employees** are expected to be mindful of the need to reduce and contain costs while striving to maintain and improve the quality and effectiveness of services provided by the Municipality. It is incumbent upon all staff members to question the necessity of overtime.

3.2. Employees are required, to the extent that it is possible, to complete the work they are responsible for performing each day. It is understood that on occasion duties and responsibilities may require an employee to remain at their office or work location a short time beyond the regular time of leaving. However, for overtime in excess of what can be considered a reasonable period (30 minutes), employees will normally be granted time off to compensate for extra hours of work that from time to time may be required. The calculated rate shall be one hour off for each overtime hour worked.

3.3. Time off shall be granted and taken within sixty days from when the overtime was incurred and shall not be for more than three days at one time. The general rule is that overtime in any year shall be taken and fully used prior to year's end. However, where it is shown to the satisfaction of the CAO that it is not possible for an employee to fully deplete overtime accumulated during any one year, arrangements may be made for the overtime to be depleted during the months of April and May of the immediate succeeding fiscal year.

3.4. An employee who is not in a management position may under special circumstances apply to the Chief Administrative Officer to take monetary compensation for overtime, rather than to take time off. The Chief Administrative Officer shall have discretionary authority of approval.

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**3.5. Property Services employees are required to be on call** to respond to emergency alarms and to remove snow during winter months.

- a) “Being On Call” for work means that the designated employee must be within 45 minutes of his ordinary place of work and must be able to be contacted by the public or other municipal staff, by calling the cell phone provided to the employee by the Municipality for that purpose.
- b) When designated as “on call” by his supervisor, the employee will be compensated at the weekly rate for each week of service provided. This compensation will be paid with the regular bi-weekly payroll.
- c) A schedule of “on call” requirements will be provided by the employee’s supervisor. The schedule may be altered according to circumstances as deemed necessary by the supervisor.
- d) Designated employees who fail to respond to a call will forfeit the compensation for that service for that day and will be reprimanded for failure to respond.

**3.6. Property Services Call Out**

- a) Property Services Employees recalled to work outside their regular hours of work shall be paid not less than three hours at their regular rate of pay, notwithstanding that the employee worked less than three hours.
- b) Property Services Employees recalled to work outside their regular hours of work who work more than two hours shall be paid at their regular hourly rate or at one and one-half times their regular rate of pay for the actual hours worked should they work more than 48 hours in one week, or may choose to take time off in lieu.
- c) Property Services Employees shall **not** be considered recalled to work if the hours worked are continuous to, either before or after regular hours of work, or if arranged prior to the employee leaving his place of work.

**4. RESPONSIBILITIES**

- 4.1. Employees** shall obtain approval to work overtime from their Supervisors prior to the overtime work being carried out. After overtime work has been completed, the employee will include the information indicating the date on which the overtime was worked, the reason for it and the amount of extra hours worked. This will be submitted with the monthly tracking sheet, and will be maintained in the department’s Record of Overtime files by the employee’s Supervisor, and the Administration Office.

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**4.2.** The Chief Administrative Officer or designate is responsible for authorizing overtime work for management employees, as well as any payroll transaction in lieu of time off. As identified in (3.4) of this policy, monetary compensation will only be approved where special or extenuating circumstances apply.

**4.3.** The Chief Administrative Officer, or designate, also has overall responsibility for:

- a) monitoring the effectiveness of the policy
- b) assisting employees in the policy's implementation;
- c) providing Council with recommendations for consideration as to any changes in content which may be considered desirable and which may improve the effectiveness of the policy.

**4.4.** The Municipal Council has overall responsibility for the initial approval of this Policy, and for approving any future changes or amendments that may be made in content or direction.

## **5. COMMITTEE AND COUNCIL MEETING ATTENDANCE**

**5.1.** Periodic attendance at Municipal Council or Committee meetings is considered a normal function of municipal positions. The CAO and other employees will not receive monetary compensation for attendance at meetings; however they will, receive time off in-lieu, and upon presentation of a travel claim, be reimbursed for travel to and from required meetings at the Municipality's offices in Barrington, provided that such meetings are held at times outside the employee's ~~of the normal 8:30 AM – 4:30 PM~~ hours of operation.

**5.2.** Reimbursement of all other travel expense for required attendance at meetings that are held in locations other than the offices in Barrington will be at the approved kilometre rate, whether or not such meetings take place during or outside of normal working hours.

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<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	April 23, 2018
Date of Passage of current Policy	May 28, 2018
I certify that this "Employee Benefits - Overtime" was adopted by Council as indicated above.	
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Chief Administrative Officer	Date

### VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
<b>1</b>	<b>Approved Policy of Council</b>	<b>CAO</b>	<b>Council</b>	<b>May 28, 2018</b>