



LAC LA BICHE COUNTY PROCEDURE

TITLE: Overtime Management Standard Operating Procedure PROCEDURE NO: CS-03-014-15

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

Overtime worked by County staff shall be for the sole purpose of meeting Lac La Biche County's operational requirements.

Employees may at any time be asked to work overtime to maintain workflow or to meet other business demands. Employees are expected to be available for a reasonable amount of overtime work when requested. Managers will schedule overtime with as much advance notice as possible.

Paid leave (holiday, vacation or sick time) may not be used towards overtime. Extra time worked at the employee's discretion, or without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime.

2.0 Procedures

2.1 Authorization for Overtime

All overtime worked by an employee needs to be pre-approved by their immediate supervisor. Employees may not be compensated for any unauthorized overtime worked.

2.2 Eligibility for Overtime Compensation

The Chief Administrative Officer, General Managers and Managers (or any other position that would be classified as a managerial level position or higher) shall not ordinarily be eligible for overtime pay.

2.3 Overtime Compensation

Employees who work hours in excess of their regularly scheduled hours per day shall be compensated as follows:

- (i) When required to work overtime due to organizational needs, overtime will be compensated at one and one half times the employee's normal hourly wage rate. Said overtime can be paid out or be taken off as time off with pay. Such time off must be provided, taken and paid within three months of the end of the pay period in which it was earned. To use the accumulated time, a request for time off must be made to the employee's supervisor and approval is subject to departmental workload.
- (ii) When an employee requests to work overtime for their own benefit, such as to work the equivalent of their regular work hours in a shorter period

than their regular work week (i.e. the employee works 40 hours Monday-Thursday instead of Monday-Friday, so that they can have Friday off), the employee and their supervisor must adhere to an Overtime Agreement. The Overtime Agreement is a contract between the employer and the employee that establishes rules for wages that the employee receives when working overtime. When an employee requests an overtime agreement, overtime or time off with pay in lieu of overtime pay can only be accrued at straight time and must be paid out or days off taken within thirty days of the end of the pay period in which it was earned.

Employees may accumulate compensatory time off to a maximum of 5 working days at any one time. Time off with pay in lieu of overtime pay, **in excess of a bank of five days of such accumulated overtime**, will be paid out at the applicable rates.

Accumulated time off with pay, with the approval of the responsible General Manager, may be used in instances when inclement weather interferes with County construction or maintenance projects.

Staff overtime shall be recorded using the appropriate County timesheet.

Should any changes be made to the Provincial Employment Standards Code, such that the Code's overtime provisions exceed those in place for County staff, the County will compensate overtime in accordance with the revised provisions of the Employment Standards Code.

2.4 Time-off in Lieu of Overtime Compensation for Management Staff

Although not entitled to overtime pay, the Chief Administrative Officer, General Managers and Managers are given (8) eight days of additional time off with pay in each calendar year. These eight days are granted at the beginning of each calendar year.

This additional time off is in recognition of the requirement for staff in these positions to work longer than regularly scheduled hours. This recognition is not intended to be awarded on an hour-for-hour basis.

2.5 On-Call and Call-Out Pay

Eligibility: Notwithstanding the overtime provisions set out above, employees who are **officially designated** in writing as 'on call' for their Department shall be eligible for compensation under this Section.

On-Call Compensation: A Lac La Biche County employee who is **officially and formally designated** as being "On Call" for a Department is eligible to receive payment as follows:

- Evenings during the normal work week - \$25.00 per day.
- Weekends, General and Declared Holidays - \$50.00 per day.

Call-Out Compensation: A Lac La Biche County employee who is officially designated as "on call" in writing and who is actually called-out for service shall receive a minimum of three hours pay at one and one half times the employee's regular hourly wage rate or actual time worked, whichever is greater.

Incidents which require the employee to be at the incident site for more than three consecutive hours shall be compensated, at one and one half times the employee's regular hourly wage, for any time in excess of three hours which is required to resolve the issue.

All employees officially designated in writing as being "on call" must respond within 15 minutes of being called out.

3.0 Abuse of Overtime

Employees who do not gain approval before working overtime hours may be subject to discipline. Subsequent offences may result in disciplinary action, up to or including termination. Supervisors who authorize overtime on a regular basis where, as determined by the County, such overtime was not necessary will also be subject to discipline up to or including termination.

"Original Signed"
Chief Administrative Officer

November 8, 2013
Date