



## CITY OF CORNER BROOK

### Policy Statement

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<b>Title</b>	Overtime Policy	<b>Policy Number</b>	10-04-02	<b>Authority</b>	Council
<b>Approval Date</b>	08 Jul 98	<b>Effective Date</b>	08 Jul 98	<b>Revision Date</b>	14 Jan 04

#### ***Purpose:***

To recognize the need for all non-bargaining unit personnel, except employees on secondment who will be covered by policies established by the governing employer, to work overtime from time to time and to compensate staff for this time worked.

#### ***Policy Statement:***

Supervisory staff who authorize overtime should emphasize the need for appropriate approval, and ensure that supporting documentation states the explanation for all overtime worked. Efforts must be made to ensure work is done during regular hours. If proper accountability is not maintained, this benefit will not continue.

1. Overtime shall be kept to a minimum and should not form a regular part of the work schedule
2. Overtime Policy may not apply in cases of emergency.
3. Overtime "when necessary", shall be distributed as fairly as possible amongst those employees regularly performing the work and must be approved by the immediate supervisor in advance. In keeping with this objective, the on-call time schedule at the Public Works Division may include the Coordinator of Public Works and the Water-Sewer Foreman, on the understanding that on-call time and resulting overtime will be paid at the normal foreman rate.
4. Upon request from the department director or supervisor, employees may be required to work overtime, within reason. Such a request shall take into consideration any prior personal commitments that the employee may have made.
5. Overtime work, to qualify for compensation, must represent a genuine and immediate need and must be authorized prior to commencement of such work. Extra time worked for short or irregular periods is considered to be inherent in the responsibilities of a position and is not compensable.

#### **MANAGEMENT 'A' - CHIEF ADMINISTRATIVE OFFICER AND DIRECTORS:**

The CAO and the Directors will not receive compensation for overtime as it is expected in his/her position, and is included in the normal salary.

**MANAGEMENT 'B'; MANAGEMENT 'C'; MANAGEMENT 'D' (EXCEPT DEPUTY CHIEFS); SUPERVISORY 'A'; SUPERVISORY B (EXCEPT FOREMEN):**

Employees in this level may accumulate overtime hours worked at time and one half to a maximum of one week. In cases where the normal work week is 32.5 hours, no overtime will be accumulated until 37.5 hours per week have been worked. For those employees who work 40 hours per week or more, overtime will be accumulated after the normal hours have been worked. Accumulated overtime should be taken as an additional vacation and such time must be taken within the first three months of the following calendar year. Additional overtime worked will not be compensated as it expected of the position. If workload prevents the additional week to be taken as vacation, a request may be made for pay, subject to budget constraints.

**MANAGEMENT 'D' (DEPUTY CHIEFS):**

- On-call time for Deputy Chiefs at the Fire Department is expected for the position and compensation is included as part of the regular salary.
- When called to duty during his/her off shift, a deputy chief shall be entitled to the greater of two hours pay at the applicable straight time rate or for the hours worked if in excess of two hours. If an employee is notified before going off shift that he/she must continue to work beyond his/her normal shift, the City will pay the straight time pay for all time worked contiguous with his/her shift. Accumulated overtime may be taken as an additional vacation or paid, subject to budget constraints. Such time must be taken within the first three months of the following calendar year.

**SUPERVISORY 'B' (FOREMEN):**

- Employees in these positions qualify for approved overtime compensation after they have worked their normal daily hours of work. Overtime will be paid on a bi-weekly basis or may be accumulated for time off. Such time must be taken in late spring or late fall.
- Overtime will be compensated at the rate of 1.5 hours for every hour worked, unless the rate for double time is applicable as per 706 Collective Agreement. All overtime will be paid at the normal rate of pay for foremen.
- Overtime work, to qualify for compensation, must represent a genuine and immediate need and must be authorized prior to commencement of such work.
- Employees eligible to work on-call for the Public Works Department include foremen and the Coordinator of Public Works. On-call time will be paid at the rate of one hour for every eight hours of on-call time, at the foremen rate of pay. Employees required to work during on-call time will not be compensated for the first two hours worked.

**SUPERVISORY 'C'; TECHNICAL/CLERICAL 'A'; TECHNICAL/CLERICAL 'B':**

- Employees in these positions qualify for approved overtime compensation immediately after they have worked their normal daily hours of work. Overtime is compensated at the rate of 1.5 hours for every hour worked, unless the rate for double time is applicable as per 768 Collective Agreement.
- Overtime will be paid on a bi-weekly basis, or employees may accumulate overtime for time off. Such time may be taken at a time mutually agreeable between the employee and his/her supervisor.



**Reference:**

Approved: CC98-86 (08 July 98)

P-53 (02 Feb 83)

P-585 (13 Dec 84)

Letters to/from the MMA: (Mar 11, 1998; May 13, 1998; June 02, 1998 )

Council Briefing Sessions: (03 June 98, 08 July 98)

CPS98-60 (22 June 98)

Memos to staff: CPS 97-17 (March 07, 1997)

CPS 97-38 (June 19, 1997) (Feb 04, 1998)

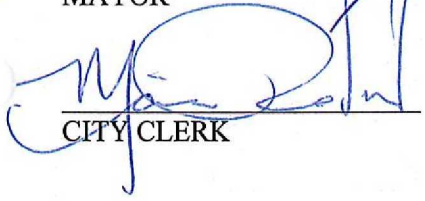
CPS 98-28 (March 26, 1998)

CPS 98-42 (May 07, 1998)

Revision: memo to CAO from HR Officer dated July 22, 2003

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

  
MAYOR

  
CITY CLERK

