



## CITY OF CORNER BROOK

### Policy Statement

Index	I Human Resources	Section	I Compensation
Title	I Overtime Policy	Policy Number	I 10-04-02
Approval Date	I 08 Jul98	Effective Date	I 08 Jul98
		Revision Date	I 14 Jan 04, 09 May 18

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

To recognize the need for non-bargaining unit personnel to work overtime from time to time and to identify the compensation for this time worked.

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

Supervisory or management 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. This Overtime Policy may not apply in cases of emergency or critical work. Any overtime that is deemed to be a case of emergency or critical work and otherwise outside of this policy, must be approved by the City Manager prior to payment being issued. In determining whether the situation is an emergency or critical work, the City Manager will consider:
  - Frequency of the requirement for the work to be performed
  - The availability of other staff to perform the work
  - The amount of overtime required
  - The time of day and day of the week in which the overtime occurred
  - The impact the emergency or critical work will have on the protection or safety of employees, general public, businesses, infrastructure, and/or property.
  - For Civic Centre employees' - consideration will be made for large and significant public events, meetings or conventions for which management are required to be on site. In these situations management employees are expected to amend their normal work schedules in order to ensure the maximum coverage of the event.

Each situation will be judged independently on its own merits, and the previous approval for payment for overtime does not mean it will be paid in the future.

3. Overtime, 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 Superintendent of Public Works, Superintendent of Water & Wastewater and the Water & Wastewater Forepersons, on the understanding that on-call time and resulting overtime will be paid at the applicable foreperson rate..
4. Upon request from the department director or manager, 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, however in cases or emergency the employee is expected to be available to the City.
5. Overtime work, to qualify for compensation, must represent a genuine and immediate need and must be authorized prior to commencement of such work. It must be evident that the work cannot reasonably be completed within the normal work hours of the employee. Extra time worked for short or irregular periods is considered to be inherent in the responsibilities of a position and is not compensable.

**CITY MANAGER, DIRECTORS & ASSISTANT DIRECTORS:**

The City Manager, Directors, and Assistant Directors will not normally receive compensation for overtime as it is expected in his/her position, and is included in the compensation for the position.

**MANAGERS, DEPUTY FIRE CHIEF AND SUPERVISORS (EXCEPT ASSISTANT DEPUTY CHIEF, SUPERINTENDENTS AND FOREPERSON):**

Employees in this level may accumulate overtime hours worked at time and one half to a maximum of one week accumulation per calendar year. In cases where the normal work week is 35 hours or less, no overtime will be accumulated until an additional 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 is 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.

**ASSISTANT DEPUTY CHIEF:**

- On-call time for the Assistant Deputy Chief at the Fire Department is expected for the position and compensation is included in their Standby Pay.
- When called to duty during his/her off shift, an assistant deputy chief shall be entitled to the greater of two hours pay at time and one half for the hours worked. 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 at time and one half for all time worked contiguous with his/her shift. Accumulated overtime may be taken as additional vacation or paid, subject to budget constraints. Such time must be taken within the first three months of the following calendar year.



**FOREPERSON AND SUPERINTENDENTS:**

Forepersons 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 subject to the operational requirements of the department

Forepersons employed as of June 30, 2018 will have overtime compensated at the rate of time and one half 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 foreperson.

Foreperson after June 30, 2018 will have overtime compensated at the rate of 1.5 hours for every hour of overtime worked..

Superintendents will be compensated at a maximum of time and one half for all hours worked. Overtime worked by a Superintendent must be considered urgent or emergency in order to receive compensation.

On-call time for forepersons will be paid at the rate of 20 hours at straight time for each full week that the employee is on-call. This on-call time will be paid at the foreperson rate of pay. Employees required to work during on-call time will not be compensated for the first two hours worked each day.

**CLERICAL AND ADMINISTRATIVE:**

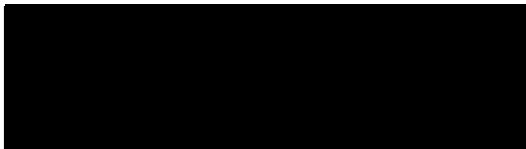
Employees in these positions qualify for approved overtime compensation immediately after they have worked their normal daily hours of work. Overtime is compensated at the rate of 1.5 hours for every hour worked.

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.

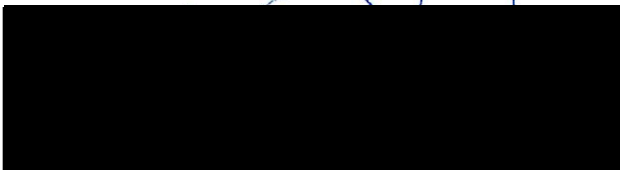
*Reference:*

Approved: 18-119 (May 9, 2018)  
Council Briefing Session: (30 April, 18; 16 April 18)  
FASC 18-20 (March 20, 2018)  
FASC 18-12 (February 13, 2018)  
FASC 17-63 (July 11, 2017)  
FASC 15-56 (May 5, 2015)  
FASC 15-42 (March 18, 2015)  
Approved: CC98-86 (08 July 98)  
Revision: memo to CAO from HR. Officer dated July 22, 2003  
Letters to/from the MMA: (Mar 11, 1998; May 13, 1998; June 2, 1998)  
Council Briefing Sessions: (03 June 98, 08 July 98)  
CPS98-60 (22 June 98)  
CPS 98-28 (March 26, 1998)  
PS 98-42 (May 07, 1998)  
CPS 97-38 (June 19, 1997) (Feb 04, 1998)  
Memos to Staff CPS 97-17 (March 07, 1997)  
C P-585 (13 Dec 84)  
P-53 (02 Feb 83)

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



MAYOR



CITY CLERK