

COUNTY OF ST. PAUL #19

Policy Number
PER-21

Title
Overtime Policy

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Date Approved
April 11, 2006

Objective:

The objective of this policy is to provide a framework for the compensation of additional work, which an employee is required to perform after their normal hours of work, specify who qualifies for compensation, and promote the responsible management of overtime expenditures.

Procedure:

Calculation of Overtime:

a) Overtime for all non-supervisory staff in permanent positions with prior approval of administration shall be based on the following:

- Office Salaried Employees: Based on a 7 hour work day
- Public Works Salaried Employees: Based on an 8 hour work day
- Seasonal and Hourly Employees: Based on a 44 hour work week

b) Overtime for other contract employees shall be calculated as provided in the employee's contract of employment and in accordance with the *Employment Standards Code*.

c) Overtime shall be calculated to the nearest quarter hour.

d) All overtime worked is to be recorded on time sheets and remitted to your designated supervisor or manager on a monthly basis.

Payment of Overtime:

a) Overtime less than fifteen minutes in a work day shall be without pay.

b) Overtime shall be paid out or banked by an employee at a rate of one and a half times their hourly rate of pay.

c) Overtime shall only be paid if the employee had their supervisor's prior approval to work the overtime.

d) All management and supervisory staff shall not be paid for any overtime.

Paid Time Off in Lieu of Payment of Overtime:

- a) Part-time or seasonal employees that are paid by the hour may bank overtime hours to a maximum of eighty (80) hours.
- b) Permanent salaries employees and grader operators may be permitted to bank up to three hundred (300) hours in some circumstances. The banking of overtime must be authorized in advance by a supervisor and all overtime decisions are approved at the supervisor`s discretion.
- c) Overtime hours shall be banked at a rate of one and half times the overtime hours.
- d) An employee shall take paid time off in lieu of payment of overtime at a time approved by their supervisor.
- e) An employee shall take paid time off in lieu of payment of overtime within three (3) months of the time the overtime was earned. Any overtime earned and not taken within 3 months shall be paid out in the first pay period following the three (3) month period. Supervisors may permit an extension beyond three (3) months in certain circumstances.
- f) For part-time or seasonal employees, all accumulated time off in lieu of overtime exceeding ten (10) days will be paid out during the following pay period.
- g) The employee shall take the lesser of two weeks or accumulated earned time off in lieu of overtime before December 31 of the year in which the entitlement was earned.
- h) Any accumulated earned time off in lieu of overtime remaining after December 31 shall be taken or paid out before April 1 of the year following in which the entitlement was earned.
- i) An employee may request to have any earned time off in lieu of overtime remaining after December 31 paid out. Any requests to pay out remaining earned time off in lieu of overtime shall be made before December 1.
- j) Earned time off in lieu of overtime shall be treated as hours of work and remuneration paid in respect of time off in lieu of overtime shall be treated as wages.

Overtime Agreements:

- a) All non-supervisory staff must sign an overtime agreement (attached).

	Date
Approved by Council	September 14, 2010
Amended	March 8, 2014
Amended	