



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to establish a framework for the compensation of additional work, which an employee is required to perform after their normal hours of work, to specify who qualifies for compensation, and to promote the responsible management of overtime expenditures.

#### **POLICY STATEMENT:**

#### **A) CALCULATION OF OVERTIME:**

- 1) Overtime for all non-supervisory staff in permanent positions with the prior approval of administration shall be based on the following:
  - Office Salaried Employees: Based on a 7 hour day
  - Public Works Salaried Employees: Based on an **8.5 hour day**
  - Seasonal and Hourly Employees: Based on a 10 hour day or 44 hour week
- 2) 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*.
- 3) Overtime shall be calculated to the nearest quarter hour.
- 4) All overtime worked is to be recorded on time sheets and remitted to your designated supervisor or manager on a monthly basis.

#### **B) PAYMENT OF OVERTIME:**

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

- 2) Overtime shall be paid out or banked by an employee at a rate of one and a half times their hourly rate of pay.
  - 3) Overtime shall only be paid if the employee had their supervisor's prior approval to work the overtime.
  - 4) The County Administrator has the authority to approve overtime for management and supervisory staff when deemed appropriate. The terms and conditions will be set out on a case by case basis.
- C) PAID TIME OFF IN LIEU OF PAYMENT OF OVERTIME:**
- 1) Part-time, seasonal employees, or grader operators that are paid by the hour may bank any overtime hours to a maximum of **three hundred (300) hours**. The supervisor may increase this amount at their discretion.
  - 2) Permanent salaried employees may be permitted to bank up **to eighty (80) hours**. The banking of overtime must be authorized in advance by a supervisor and all overtime decisions are approved at a supervisor's discretion.
  - 3) Overtime hours shall be banked at a rate of one and half times the overtime hours.
  - 4) An employee shall take paid time off in lieu of payment of overtime at a time approved by their supervisor.
  - 5) 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.
  - 6) The employee shall take the accumulated earned time off in lieu of overtime before December 31 of the year in which the entitlement was earned **or make a written request for an extension until April 1 of the following calendar year.**
  - 7) 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.



- 8) An employee may request to have any earned time off in lieu of overtime remaining after December 31 paid out.
- 9) 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.

**D) OVERTIME AGREEMENTS:**

- 1) All non-supervisory staff must sign an overtime agreement which is attached to this Policy.

