



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 calculated based on the following:
 - Office Employees: Based on a 7 hour day
 - Public Works Shop Personnel Employees: Based on an 8 hour day, 40 hour week
 - Road Construction and Maintenance Employees: Based on a 8 hour day in winter, 9 hour day in summer, and 191 hours per month. If 191 hours is not reached, 44 hours per week will be used to calculate overtime.
 - **Family and Community Support Services Seasonal Personnel: Based on an 8 hour day, 44 hour week**
 - **Librarians: Based on an 8 hour day, 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 to 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 Chief Administrative Officer 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) All non-supervisory employees may bank hours **provided the banked hours are approved by their direct supervisor.**
- 2) Overtime may be banked by an employee at their hourly rate of pay on an hour for hour basis.
- 3) An employee may take paid time off in lieu of payment of overtime at a time approved by their supervisor.
- 4) 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 **in lieu of payment** within 3 months shall be paid out in the first pay period following the three (3) month period **at a rate of time and a half.** Supervisors may permit an extension beyond three (3) months in certain circumstances provided that the appropriate permit is issued by Alberta Employment Standards.
- 5) 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.
- 6) **If an employee leaves work for any personal reason, the employee will use banked hours or vacation time to offset the time taken off.**

- 7) Under exceptional circumstances such as when an employee is engaged in volunteer activities in the community or when banked hours and vacation time have been exhausted, the Chief Administrative Officer or their designee may approve, for a defined period of time, a plan for an employee to make up time.

E) OVERTIME AGREEMENTS:

- 1) All non-supervisory staff shall sign an overtime agreement in the event that they wish to bank overtime.

