

## Non Union Hours of Work and Overtime Policy



Section	Date	By-Law Number	Page	Of
Human Resources	November 19, 2019	165-2019	1	3
Subsection	Repeals By-Law Number		Policy Number	
Non-Union	48-2018		HR-3-5	

### **Policy Statement**

The Corporation recognizes that staff require set hours of work, but that circumstances may arise where overtime is warranted. In such cases and with the proper authorization, overtime pay and/or lieu time shall be granted in accordance with applicable legislation and Corporation policy.

The Corporation will endeavor to follow scheduled hours of work and minimize the practice of overtime to ensure an appropriate work/life style balance for its employees and to maintain the cost effectiveness of the Corporation's operation.

This policy respects the rules and regulations pertaining to overtime as outlined in the *Employment Standards Act*.

### **Purpose**

Overtime may be required when work in a department cannot be completed during the regularly scheduled work shift or if unusual conditions arise. In these situations, a Senior Leadership Team Member or Supervisor may ask an employee to work extra time or an employee may voluntarily initiate additional time due to workload. Employee initiated time shall not be on a regular ongoing basis, but rather only be occasional. If employee overtime is regular in the position the position should be reviewed.

It is recognized that Senior Leadership Members and Supervisory/Non-Supervisory personnel are paid a premium salary and that in such positions the working of some overtime will be considered part of the employee's normal responsibility in the performance of their duties.

Employees and their Supervisor should seek flexible arrangements to deal with extra work hours that may be required from time to time to meet operational needs. When alternate work arrangements cannot be made, this policy describes ways of compensating eligible employees who have to work extra hours.

### **Scope**

All non-union employees

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### Procedures

#### 1. Hours of Work

An employee's hours of work, including shift start and end times, shall be determined by their direct Supervisor

#### 2. Approval of Overtime

Overtime is defined as work that has been authorized by a member of management, which requires the employees to work in excess of the number of hours of their defined workweek. Overtime shall not be recognized for less than a half-hour of work.

#### 3. Eligibility of Overtime versus lieu time

a. Bands 15 and lower:

All employees at and below Band 15 are eligible for overtime. Employees, eligible for overtime pay, have the option of receiving either lieu time off or payment of overtime. Lieu time earned is banked at a rate equivalent to overtime pay.

b. Band 16 and above:

It is understood that the work employees at Band 16 and above is supervisory and/or managerial in nature. Employees in these grades are paid according to the job done rather than hours worked and as such are not eligible for overtime pay.

#### 4. Overtime and lieu time entitlements

a. Bands 15 and lower:

Employees in these grades are entitled for overtime at straight time for all hours up to forty-four (44) weekly. Overtime beyond forty-four (44) hours is paid at a rate of time and one-half or as otherwise indicated by the *Ontario Employment Standards Act*. If the employee requests to work extra time as self-initiated additional time this time is compensated as lieu time at hour for hour.

b. Bands 16 and above:

Employees in Bands 16 and above shall be granted five (5) additional days off annually in lieu of overtime worked. The additional days must be taken by December 31<sup>st</sup> of each year. There will be no pay out or carry forward if time has not been utilized. No bonus days are accrued on the additional days in lieu of overtime. Supervisory lieu days will be prorated for new employees.

c. Bands 16 and above:

If requested by Management to perform emergency work which is not supervisory or managerial in nature, compensation will be in accordance with the *Employment Standards Act*.

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### 5. Administration of Lieu Time and Lieu Time Banks

- a. Lieu time earned in a calendar year must be taken within the year it was earned.
- b. Unused lieu time remaining at the end of the calendar year for Bands 15 and below may be carried over to the following year upon approval by the employees' Supervisor to a maximum of 10 days provided that such lieu time is taken no later than June 30<sup>th</sup> of the following year. Any unused lieu time from the previous year taken by this date shall be forfeited.

### 6. Flex-Time

An employee can within a one week pay period (Sunday – Saturday) due to workload, flex their week. For example, an afterhours meeting is for two hours, an employee can adjust their hours by two hours during that same week. Flex Time is not used to create extra time off or leave early at the end of the week. Approval from the Senior Leadership Team Member or Supervisor to flex time within a week is required.

As approved by the Senior Leadership Team Member, a Supervisor that is **required** to work on a statutory holiday has up to three (3) months to use the stored statutory holiday.

### Accountability

Supervisors are accountable to ensure adherence to this policy as outlined.

### Administration

Human Resources