



Date: December 3, 2012

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Sharen McDowall

Re: Overtime Policy – Non-union

Recommendation:

That Council hereby approves the City of Kenora Overtime –Non-Union Policy #HR 3-5; and further

That Council give three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

Background:

Overtime policies customarily start with a statement about only allowing overtime when absolutely necessary. They caution about keeping all overtime to a minimum. Policies advise how the overtime will be allowed.

Overtime compensation should differ between management/supervisor and other non-union employees. In non-union a clearly stated policy outlining the circumstances and requirements surrounding overtime avoids confusion and resentful employees. Both management and other non-union employees often require prior approval before overtime can be worked.

Overtime provisions must comply with the requirements under the employment standards law. In reviewing the present overtime policy and how overtime is monitored it was necessary to update the present policy. New procedures have been developed to ensure that non-union overtime is monitored and accounted for. In consultation with the CAO and Senior Managers it was determined that there are two categories of employees. Two overtime/lieu compensation guidelines should be developed for the two categories. Presently, the policy allows for workload overtime which is self initiated overtime at hour for hour for Supervisory staff. If Supervisory staff is requested to work overtime they presently receive time and one-half after 44 hours. Management staff presently do not put in for any overtime.

The Grid has been divided into 2 sections. Band 17 and above and band 16 and lower. Generally above band 16 are supervisory positions and below are non-supervisory or working foremen. It was determined that positions on band 17 and higher often put in numerous hours of overtime. Recognizing that many of the hours are part and parcel of the requirements of the position and that those positions are paid a premium salary, additional hours on top of those requirements are generally not documented. The updated policy provides those in band 17 and above, five (5) additional days off in lieu of overtime worked. These additional days will not be allowed to accrue and must be used in the year earned. The additional days would be effective January 1, 2013.

Positions in bands 16 and lower are compensated the same as in the existing policy. However, some specific guidelines have been identified in the policy to ensure that there is clear direction as to when overtime and or lieu can be approved. Further, where possible, schedules should be adjusted to accommodate the extra work hours when required. For example if there is a evening meeting, if possible, the work day would start a hour or two later than usual rather than accruing overtime.

For existing banks of positions in band 17 and above all lieu time shall be used by June 30, 2013.

Attached is a new policy for Hours of Work - Overtime HR-3-5

Communication Plan/Notice By-law Requirements: City Managers have all reviewed the new policy and provided feedback. The new policy will be included in the HR Policy Section of the City of Kenora Policy Manual. All non-union employees will be informed and given a copy of the new policy.