Hours of Work and Overtime

Purpose:

The policy will outline the hours of work that shall be worked by Township employees and establish the criteria for compensation for overtime. It is recognized that at times overtime will be required to meet the needs of the Township. However, it shall be the goal of the Township to minimize the amount of overtime required through appropriate work distribution and scheduling.

Scope: This policy applies to all Township employee classifications.

Policy:

1. Hourly-paid employees must submit a timesheet, signed by their supervisor, to the Payroll/Benefits Coordinator by 12:00 noon on the Monday of a pay week.

2. In accordance with the Annual Vacation policy, employees are responsible for reporting any absence on the Vacation and Absence Report Form F13. The report must be approved by the Supervisor and submitted with the time card for the relevant time period.

3. Any hours worked other than the standard hours, as defined below, must be approved of, in advance, by the Department Manager.

4. Overtime rates for all departments, except for Parks and Recreation, apply to hours worked outside of the standard schedule of hours per day and shall be banked at the rate of time and one-half. Work being carried out on a Sunday, shall be banked at the rate of double time. Overtime rates for Parks and Recreation apply to hours outside of the standard schedule of hours per week and shall be banked at the rate of time and one-half.

5. Travel and accommodation costs, if any, will be paid for by the Township as per the Reimbursable Expenses policy. Where possible, employees will be permitted to travel during scheduled working hours, however, where travel involves extended hours to the employee’s regular work day, overtime may be paid at a rate of time and a half.

6. The employee is responsible to advise the Department Manager not later than the last day of any pay period as to the banking or withdrawal of time from the bank. Use of banked time is documented and approved by the employee’s supervisor using the employee time sheet.
7. Notwithstanding Section (5), in the event of withdrawal of time from the bank where the employee is aware that he is going to withdraw time, and especially if it is more than one day at a time then he/she is to notify the Department Manager at least one full week in advance.

   a) All banked time must be used by December 31\textsuperscript{st} of each year save and except that a maximum may be carried forward as per the standard work week for each position.

8. Department Standard Hours of Work are as follows:

**MUNICIPAL OFFICE STAFF & BUILDING DEPARTMENT**

a) The Municipal Office Standard Work Week shall consist of 35 hours per week comprising of five, seven hour days, Monday to Friday.

b) The Office hours will be 8:30 a.m. to 4:30 p.m. with one hour allowed for lunch. The lunch hour will be staggered amongst the office staff between 12:00 Noon and 2:00 p.m.

c) Notwithstanding Section (4), when an employee has 35 hours in the bank, the employee can then choose to be paid for further overtime or to bank the overtime as set out in Section (4).

**FACILITIES MAINTENANCE STAFF**

a) The Facilities Maintenance Coordinator Standard Work Week shall consist of 40 hours per week comprising of five, eight hour days, Monday to Friday.

b) Notwithstanding Section (4), when an employee has 40 hours in the bank, the employee can then choose to be paid for further overtime or to bank the overtime as set out in Section (4).

**PUBLIC WORKS STAFF**

a) The Standard Work Week shall consist of 42 hours per week as set out below save and except that the Administrative Assistant shall work a 35 hour work week being Monday to Friday 8:30 AM to 4:30 PM with a one hour lunch break:

   **WINTER (October to April)**    Monday to Thursday 7:00 a.m. - 4:30 p.m.
   Friday 7:00 a.m. - 1:30 p.m.
   with 1/2 hour for lunch

   **SUMMER (May to September)**   Monday to Thursday 6:30 a.m. - 5:30 p.m.
   with ½ hour for lunch
b) Notwithstanding Section (a) the standard hours for the Equipment Operator/Landfill Site Attendant positions shall be 42 hours per week as scheduled, Monday to Saturday and in accordance with the Landfill hours of operation, with the maximum regular hours being 9 per day.

c) Notwithstanding Section (a) the standard hours for the Scale House Attendant position shall be 40 hours per week as scheduled in accordance with the Landfill hours of operation, with the maximum regular hours being 8 per day.

d) An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at overtime rates. This section shall not apply to call in before the beginning of a regular shift if working time is less than three (3) hours.

e) Notwithstanding Section (4), when an employee has 42 hours in the bank (35 hours for the Administrative Assistant), the employee can then choose to be paid for further overtime or to bank the overtime as set out in Section (4).

PARKS AND RECREATION DEPARTMENT STAFF

a) The Standard Work Week shall consist of 42 hours per week as scheduled by the Recreation Services Manager save and except the Administrative Assistant whose work week will consist of 35 hours per week as scheduled by the Recreation Services Manager.

b) Notwithstanding Section (4), when an employee has 42 hours in the bank (35 hours for the Administrative Assistant), the employee can then choose to be paid for further overtime or to bank the overtime as set out in Section (4).

FIRE DEPARTMENT STAFF

a) The Fire Department Administrative Office Standard Work Week shall consist of 40 hours per week comprising of five, eight hour days, Monday to Friday.

b) The Office hours will be 8:00 a.m. to 4:30 p.m. with one-half hour allowed for lunch. The lunch hour will be staggered amongst the administrative staff between 12:00 Noon and 2:00 p.m.

c) Notwithstanding Section (4), when an employee has 40 hours in the bank, the employee can then choose to be paid for further overtime or to bank the overtime as set out in Section (4).
SALARIED EMPLOYEES

a) This Section pertains to the following positions with the regular work week hours being 40:
   Chief Administrative Officer
   Manager of Community & Corporate Services/Clerk
   Deputy Clerk
   Fire Chief
   Manager of Building/Planning
   Manager of Financial Services/Treasurer
   Deputy Treasurer/IT Coordinator
   Manager of Public Works
   Manager of Recreation Services
   Planner

b) Due to the nature of these positions, it is understood that the required hours of work per week will fluctuate. On average, the hours of work will be as outlined in Section (a).

c) In recognition of the requirement for these positions to work extra hours, one (1) extra week of vacation will be credited to these positions at the beginning of each year. Although there will be no specific compensation for excess hours worked over and above this first week, it is understood the employee may, at his/her discretion, make adjustments to his/her hours of work as time permits to maintain an average work week as outlined in Section (a).

9. EMERGENCY MANAGEMENT PROVISIONS

a) It is recognized that municipal staff may be required to work extended hours during an emergency or declared disaster either for their own municipality or for another municipality under request for assistance. When the emergency control group has been activated in the municipality or when a request for assistance has been made by another municipality that has declared a state of emergency, both salaried and hourly paid employees will be entitled to accumulate and record overtime. The normal overtime policy will apply to hourly employees and in the case of salaried employees they will be entitled to time and one-half.

b) It is recognized that municipal staff may be required to not attend to work during certain emergency situations, eg. power blackout. In this situation employees who are required to not attend work will be compensated their regular wages for their regular hours of work. Employees who are required to work will be compensated at time and one-half for their regular hours.

Related Documents:

- Vacation and Absence Report Form F13