

		POLICY
SECTION: HUMAN RESOURCES		NO: HR-OT-01
REFERENCE: HOURS OF WORK - OVERTIME		Date: December 8, 2021
		Next Review Date: December 2023

TITLE: OVERTIME – NON-UNION EMPLOYEES

1.0 Purpose

- 1.1 This policy shall apply to all permanent full time employees of the City of Dryden. All other non-union employees will be governed by the Employment Standards Act or Canada Labour Code.
- 1.2 Employees as per (1.1) shall not be entitled to payment for overtime work but shall be compensated for work done outside of regular business hours and beyond the normal hours of work as follows:
 - a) In addition to the annual vacation entitlement determined in accordance with policy, the employee shall be entitled to one (1) additional week of lieu time in each year in lieu of pay for overtime.
 - b) If unusual circumstances require the employee to work a number of hours which is significantly beyond those normally required to carry out the responsibilities of the position, the CAO may approve additional time off in lieu of pay for overtime in addition to the week of lieu as provided in subsection (a) above.
 - c) Where the circumstance exists that it is impractical to take time off as outlined in subsection (b), the CAO may determine an alternate form of compensation.

- 1.3 Time off in lieu as provided in subsection (a) above must be taken by December 31st of each year. There will be no carryover of lieu time and there will be no payout if time has not been utilized.

2.0 PROCEDURES

- 2.1 As per 1.2 (b), the immediate supervisor shall provide written documentation stating the amount requested and the rational for recommended support to the CAO. Final approval for such shall be at the discretion of the CAO. The overtime document shall then be forwarded to the Human Resources Department for processing.
- 2.2 Requests as outlined above in 2.1, must be submitted on a monthly basis to the CAO. Additional time off shall be taken at the earliest possible date.
- 2.3 Every effort reasonable shall be made to keep all additional overtime hours to a minimum.

History			
Approval Date:		Approved by:	
Amendment Date:	April 1, 2002	Approved by:	Council
Amendment Date:	April 24, 2017	Approved by:	CAO
Amendment Date:	May 11, 2020	Approved by:	CAO
Amendment Date:	December 10, 2021	Approved by:	CAO
Amendment Date:		Approved by:	