

Passed By Council on:

Purpose

To provide for a method of assigning and controlling authority to approve overtime allocations and payments.

Policy Statement

1. The assignment of authority to allocate and approve payment of overtime worked by employees shall be made by the Departmental Director. All current supervising members of management shall be assumed to have such authority.
2. Upon approval of authority to allocate and approve payment for overtime to additional manager, the Department Head shall advise the Payroll and Human Resources Departments, in writing, for each such authorization, including those given for temporary assignment to a management position.
3. The Human Resources and Payroll Departments shall only process payments for overtime that have been approved by a Manager who has been granted written authority to do so under this policy.

Application

Responsibilities

Department of Human Resources and Departmental Heads.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Management Handbook; never formally approved by Council.

Review Period

[Back](#)