

Passed By Council on:04/21/1998

Purpose

To outline overtime coverage provisions for Environmental Services Division foremen who work Utility shifts.

Policy Statement

WATER AND SEWER OVERTIME

1. Daily Overtime (example: finishing a service repair):

Foreman on the job completes it. Time worked is charged to overtime bank.

2. Scheduled Overtime (example: work authorization) and **Unscheduled Overtime** (example: water main break):

(A) Monday 4:00 p.m. to Friday 8:00 a.m.:

Foreman for the area covers overtime. Time worked is charged to overtime bank.

(B) Friday 4:00 p.m. to Monday 8:00 a.m. and statutory holidays:

Foreman on call covers overtime. Time worked is charged to overtime bank.

UTILITY SHIFT COVERAGE

Water, sewer or Utility Foremen will cover shifts in accordance with the following guidelines:

(A) Less than 24 hours notice:

Utility Foremen will cover overtime. If the Utility Foremen are unable to cover, then Water and Sewer Foremen cover shifts in rotation as per the Utility Coverage List. Record date worked on Utility Coverage List. Time worked is charged to overtime bank.

(B) More than 24 hours notice:

Water, Sewer or Utility Foremen cover shifts in rotation as per the Utility Coverage List. Record date worked on the Utility Coverage List.

Time off is granted as follows:

(I) For Utility Foremen who cover shifts during scheduled work days on, and for Water and Sewer foremen who cover shifts during weekdays:

Time off at straight time.

(II) For Utility Foremen who cover shifts during scheduled days off, and for Water and Sewer foremen who cover shifts during weekends and holidays:

Time off at premium rates.

NOTES

1. Three lists will be maintained as follows:

- (A) Water foremen on call
- (B) Sewer foremen on call

[c] Utility Coverage Lists for Water, Sewer and Utility foremen

2. Water and Sewer foremen will be on call for one weekend at a time.

3. The foreman on call will determine the need to call out additional foremen.

4. Coverage of Utility shifts will be one shift per foreman at a time.

5. A foreman is ineligible to cover a Utility shift if such coverage will result in his working more than 16 consecutive hours.

6. Utility foremen may cover partial shifts provide the 16 consecutive hour rule is not exceeded.

7. If a foreman misses his turn to cover a Utility shift due to illness, vacation, ineligible due to a number of hours worked, etc., he will be called for the next overtime situation.

8. Time off earned by covering Utility shifts shall be taken as follows:

(A) water and Sewer foremen shall take time off earned within one month at a time mutually agreed with the supervisor.

(B) utility foremen shall take time off earned only when a summer relief foreman is available to cover the time off. This time off shall not interfere with annual leave schedules. Time off must be taken within one year at a time mutually agreed with the supervisor.

9. Pagers will be provided for Water and Sewer foremen on call:

- (A) Pager # for Water foremen 778-5632
- (B) Pager # for Sewer foremen 778-1988

10. Foremen on call will be permitted to take home a vehicle for transportation to and from work.

11. All overtime hours shall be recorded on a separate time sheet as follows:

[a] for overtime worked which is to charges to an overtime bank, submit your time on a white timesheet and mark it ‘To be credited to overtime bank’.

[b] For overtime worked which is to be charged to an overtime bank, submit your time sheet, mark it “to be taken as time off” and follow the procedure contained in the

‘Instructions for Recording Time for Coverage of Utility Shifts’.

Application

Responsibilities

Department of Public Works and Parks, Water and Sewer foremen.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report April 9, 1998; Regular Meeting of Council April 21, 1998.

Review Period

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