



CORPORATE POLICY MANUAL

Section:	Human Resources	7
Sub-Section:	Hours of Work and Overtime	2650
Title:	OVERTIME - EXEMPT STAFF	1

POLICY

- 1. Exempt staff for pay bands up to and including Pay Band C, shall be compensated for authorized overtime in accordance with the provisions of the CUPE Agreement, such compensation to be taken by receiving pay or time off. In the latter case, the time must be taken at the discretion of the Department Head.**
- 2. Exempt staff in Pay Bands 1 and higher, shall receive no compensation for ordinary overtime but rather they receive an additional week's vacation per year above the current entitlement.**
- 3. Council time - Exempt staff may bank time (to a maximum of 112.5 hours) at a rate of half time for time spent:**
 - At Council meetings;**
 - At Council Committee meetings;**
 - At Special Council events/meetings (i.e. neighbourhood public meetings) where attendance is required, or**
 - On special Council driven projects requiring exceptional time commitments beyond the normal work week;**
- 4. Emergency Callout - designated classes (such as Assistant Fire Chief, Section Manager positions (at the Operations Centre), Manager-ITS, and Chief Building Inspector) shall receive overtime at double time for actual hours worked when required to respond to emergency callouts.**

REASON FOR POLICY

To ensure fair compensation for additional hours worked.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

Overtime should be appropriately entered on time cards for approval by the appropriate Director, or the CAO in the case of the Directors. The maximum amount of banked time that can be earned for attending Council or special meetings of Council is 112.5 hours per calendar year.

Approval Date:	April 13, 1976	Approved by:	Council
1. Amendment Date:	September 12, 1977	Approved by:	Policy & Planning Committee
2. Amendment Date:	January 12, 1978	Approved by:	Policy & Planning Committee - I/C
3. Amendment Date:	January 25, 1982	Approved by:	Policy & Planning Committee
4. Amendment Date:	January 28, 1991	Approved by:	Policy & Planning Committee - I/C
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6. Amendment Date:		Approved by:	