

MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM - 2.2.3
Section Pay Administration	Subject Overtime Pay	

1. APPLICATION

This policy applies to employees in the Administration, Social Services, Recreation and Public Works Departments.

2. AUTHORITY

Municipal Act, Section 74.
Municipal Council Approval 95/02/21.

3. POLICY

The scheduling and assignment of work by department heads and supervisors shall, in so far as is possible, be during the regular work hours. When it is necessary to schedule overtime work, it shall be assigned in a manner which ensures the work is completed as economically and efficiently as possible. Time off in lieu of overtime pay shall be used to the greatest extent possible.

4. GUIDELINES

General

Management and employees should be mindful of the need to reduce and contain costs while striving to maintain and improve the quality and effectiveness of services. Accordingly, it is incumbent upon all staff to first question the necessity of overtime, while exercising critical judgement concerning the issues of productivity, cost and customer service.

Administration, Social Services and Recreation

An employee is required to complete the work he or she is required to do each day whether or not, on occasion, his or her work hours extend a reasonable period beyond the regular time of leaving. However, for overtime in excess of this reasonable period, employees in classifications eligible for overtime are to be granted time off in lieu of overtime pay at the rate of one hour off for each hour worked.

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Overtime hours shall be accumulated and granted in ½ day or full day increments at the discretion of the Chief Administrative Officer or someone delegated to act on his behalf. Time off shall be granted within sixty days from when the overtime was incurred and shall not be for more than three days at one time.

An employee in a classification eligible for overtime may under extraordinary circumstances apply to the Chief Administrative Officer to take compensation for overtime at the employee's hourly rate rather than time off. The Chief Administrative Officer shall have discretionary authority of approval.

Public Works

An employee is required to complete the work he or she is required to do each day whether or not on occasion his or her work hours extend a reasonable period beyond the regular time of leaving. However, for overtime in excess of this reasonable period, employees in classifications approved for payment of overtime are compensated at the employee's rate of hourly remuneration.

An employee eligible for overtime may elect to take compensation in alternate time off rather than pay. The Chief Administrative Officer or someone delegated to act on his behalf, has discretionary authority to approve this. Time off in lieu of overtime pay is to be granted at the rate of one hour off for each hour worked.

5. RESPONSIBILITIES

The employee obtains approval for overtime from his or her department head or unit supervisor prior to the performance of that service, completes and signs a statement indicating the date on which the overtime was worked, the reason for it and the amount of time involved, and forwards this together with a request for time off or payment, as may be applicable, to the department head or unit supervisor.

The Department Head or Supervisor has discretionary authority to give prior approval to the performance of overtime service and subsequently approves time off or payment for the overtime worked pursuant to this policy.

The Payroll Clerk provides for the payment of overtime, where applicable, for the appropriate payroll period.

The Chief Administrative Officer or someone delegated to act on his behalf authorizes the payroll.