



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: HR 13

POLICY TITLE: OVERTIME

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Date Adopted by Council / Motion Number:

10.04.940

PURPOSE:

To ensure appropriate and obligatory compensation per the Employment Standards Code for overtime worked by employees who do not act in a managerial capacity. This policy will clarify and articulate the M.D.'s position regarding time off with pay in lieu of overtime.

POLICY:

As per, Article 5.02 of the Staff Agreement: "Any overtime worked by the Employee will be claimed as compensatory time off with pay in lieu of a cash settlement. If compensatory time off with pay is not feasible, the Supervisor and Manager have the option of paying out the overtime hours."

- 1.0 The accumulation of time off, including banked overtime hours and banked 50% sick days shall not exceed 10 working days at any time. All hours worked (overtime) or banked (50% sick days) in excess of 10 working days will be paid out.
- 2.0 As per Article 5.02 of the Staff Agreement: "..., compensatory time off shall be scheduled before the end of the current fiscal year (December 31) to be taken at a mutually agreeable time within twelve (12) months from the date that the overtime was worked." Any accumulated hours not taken as compensatory time off within the allowable time frame will be paid out.
- 3.0 In accordance with the Employment Standards Code, employees whose work is managerial or supervisory in nature are exempt from the requirement of compensation for overtime.

(Original signed copy on file)

REEVE

C.A.O.