



EMPLOYMENT POLICY MANUAL

Subject: Overtime	Approval Date: February 21, 2023	By-Law No. 1785-13 <i>Amended by By-Law No. 15-2023</i>
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3.21 OVERTIME

1. PURPOSE

- 1.1 To provide fair and equitable compensation to non-union employees that are required to work beyond their regular hours of work.

2. GUIDING PRINCIPLE

- 2.1 While striving to deliver high quality services, programs and facilities, overtime shall be kept to a minimum and will not form a regular part of the work schedule.

3. OBJECTIVES

- 3.1 The Municipality of Red Lake recognizes that the operation of the Municipality includes overtime as a part of the workplace, and as an “employer” will be guided by the following objectives in determining the need for and amount of overtime:
 - Ensure that the employees’ health and well-being are maintained.
 - Provide the employees with a fair and appropriate compensation reflective of the amount of overtime worked.
 - Allow the organization to operate in an effective and efficient manner.

4. DEFINITIONS

- 4.1 “Authorized” shall be defined as approval received from the employee’s manager or supervisor, in advance.
- 4.2 “Overtime” shall be defined as authorized time worked either consecutive or non-consecutive to regular hours of work and shall include anytime an employee is called out after hours (formerly called “call-out time”) but the following shall not be considered as overtime:
 - Travel time to and from training seminars or conferences outside regular work hours.
 - Work through morning or afternoon break periods,
 - The time worked, in addition to regular work hours, is of a duration of less than 30 minutes in any one day.



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4.3 “Union” shall be defined as the sole and exclusive bargaining representative for all employees of the Corporation save and except non-union employees.

4.4 “Non-Union Employees” shall be defined as those employees that are not subject to the overtime pay provisions of the Employment Standards Act including: Chief Administrative Officer, Clerk, Treasurer, Fire Chief, Deputy Treasurer, Executive Secretary, I.T Manager, Human Resources/Health and Safety Manager, By-Law Enforcement Officer, Infrastructure Development Coordinator, Facilities, Parks and Recreation Supervisor, Chief Building Official, Communications Development and Communications Manager, and Interns and other management positions as determined.

4.5 “Senior Management” shall be defined as the Chief Administrative Officer, Clerk and Treasurer.

5. UNION EMPLOYEE OVERTIME

5.1 As per provisions in the Collective Bargaining Agreement.

6. ASSIGNMENT OF OVERTIME

6.1 Overtime, when necessary, shall be distributed as fairly as possible among those employees performing the work and must be pre-approved by the immediate supervisor.

6.2 Employees may be requested, by their immediate supervisor, to work overtime. Such a request shall take into consideration any prior personal commitments of the employee.

6.3 Where, when, and how overtime work is carried out is up to the discretion of the employee’s immediate supervisor.

6.4 Supervisors are to have regard to the guiding principle of minimizing overtime when preparing departmental work plans.

6.5 All overtime must be approved by the employee’s supervisor and logged in the appropriate category in the Municipality’s employee time and attendance record keeping system.

6.6 The Municipality’s employee time and attendance record keeping system will be the official record keeping system for the Municipality.



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7. FLEX-TIME WORK ARRANGEMENT

- 7.1 Flex-time work arrangements will play a significant role in the Municipality's reduction of overtime hours.
- 7.2 When employees are required to work outside of their regular work hours, a flex-time work arrangement may be implemented.
- 7.3 A flex-time work arrangement allows an employee who works outside of their regular workday to take compensating time off, calculated at straight time.
- 7.4 The compensating time off must be used within the same week of the occurrence of the hours worked outside of their regular workday, or it will be forfeited.
- 7.5 A flex-time work arrangement must be authorized by the employee's supervisor in advance of the hours outside their regular workday being worked and the supervisor's approval shall not be unreasonably withheld.

8. ENTITLEMENT

- 8.1 Under no circumstance will non-union employees be eligible for overtime pay. Non-union employees will not be eligible to bank overtime hours except for extenuating emergency situations such as natural disasters. In these situations, and only for these situations, employees will be allowed to bank the hours worked outside of their regular work hours until December 20th of the year the hours were worked, or they will be forfeited.
- 8.2 Unauthorized overtime hours will not be eligible for the flex-time work arrangement.