Shared Services (SS) Joint Overtime Policy
Effective May 1, 2016

Overall
- Only hours actually worked count towards any extra time or overtime. Vacation, sick days, public holidays, paid in lieu days taken, unpaid travel time etc. do not count as hours worked.
- How an employee is paid either salary or hourly, does not affect the overtime rules.

Managers
- For our SS staff this includes the following:
  - PW Director
  - Operations Supervisor
  - Manager of Operations
  - CBO
- Exempt (Don't get an overtime premium of time & half for any overtime hours worked in a week)
- All extra hours worked greater than their normal work week must be approved in advance by their manager. All managers work 40 hours per week except the CBO at 37.5.
- These extra hours will be banked as paid time off in lieu, at straight time (hour for hour), up to an accumulation of 80 hours in a calendar year and can be taken as paid time off.
- Accumulated extra hours worked greater than 80 in a calendar year, cannot be banked or paid out unless approved in extraordinary circumstances by the CAO.
- Paid time off in lieu can be taken with the approval of their manager.
- Any paid time off in lieu outstanding at December 31 each year will not be paid out but can be carried over to the next year with the approval of the CAO.
- Any paid time off in lieu outstanding at termination for any reason will not be paid out.
Non Managers

- For our SS staff this would include the following:
  - Two foremen
  - Operators
  - Building Inspector
  - Six designated accounting & administrative staff
- Get an overtime premium of time & half for hours worked in a week greater than 44.
- Get an overtime premium of time and half, for any approved hours worked on a Saturday or Sunday, regardless of the hours worked in the previous week. Hours worked on a Saturday or Sunday are not counted towards the regular weekly overtime threshold of 44.
- Get an overtime premium of double time, for any approved hours worked on a recognized public holiday, regardless of the hours worked in the previous week. Hours worked on a public holiday are not counted towards the regular weekly overtime threshold of 44.
- All extra hours worked greater than their normal work week (40 or 37.5) must be approved in advance by their supervisor.
- Hours worked greater than a normal week up to 44 can be banked as paid time off in lieu, at straight time, up to an accumulation of 80 hours in a calendar year and taken as paid time off or paid out with the next pay as decided by the staff member.
- Hours worked greater than 44 in a week can be banked as paid time off in lieu, at time and half, up to an accumulation of 80 hours in a calendar year (in the same account as above) and taken as paid time off or paid out with the next pay as decided by the staff member.
- Accumulated extra hours and overtime hours (at time and half) greater than 80 in a calendar year, cannot be banked or paid out unless approved in extraordinary circumstances by the CAO or Administrator Clerk – Treasurer.
- Paid time off in lieu can be taken with the approval of their supervisor.
- Any paid time off in lieu outstanding at December 31 each year or at termination for any reason will be paid out.