

COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual	FUNCTION: 1000 GENERAL GOVERNMENT SERVICES
	SECTION: 1400 PAYROLL AND BENEFITS

EMPLOYEE OVERTIME POLICY #1402

POLICY STATEMENT

The Council of the County of Wetaskiwin No. 10 believes that employee overtime should be restricted to being authorized for emergent purposes only. (The annual budget is designed on a regular pay basis, therefore each overtime payment overspends the budget.) Further that County Supervisory personnel be made aware of Council's concern and accept responsibility for the approval of any overtime undertaken by employees under their authority.

PROCEDURES

- A. Effective March 1st, 1990, the following regulations apply:
- i) The working hours of Grader Operators, Road Maintenance and Construction workers will be limited to ten hours a day which includes machine service time, and one hundred and ninety-one hours per month, pursuant to the current I.U.O.E. Agreement.
 - ii) All other non union County employee's working hours will be restricted to regular working hours not requiring overtime as defined in the Employment Standards Code.
- B. Overtime
- i) Subject to the following requirements, overtime will be permitted if:
 - a) The overtime is for emergent purposes only.
 - b) The overtime is approved by a Supervisor whose identifiable initials or signature are placed directly on the employee's payroll sheet, beside the overtime notation.
 - ii) Overtime approved by a Supervisor for an emergent purpose may be banked, to be taken at a later date as time-off-in-lieu subject to:

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	October 1, 1996	96/289 C	1 of 2

EMPLOYEE OVERTIME POLICY #1402

- a) An agreement signed and witness or sealed, between the employee and employer, that both parties agree to overtime being approved on a time-off-in-lieu basis,
 - b) that the time-off-in-lieu, to offset the overtime taken, is taken and paid to the employee at the regular rate of wages at a time that the employee could have worked and received wages from his/her employer,
 - c) that the time-off-in place of overtime pay shall be provided, taken and paid to the employee within three months of the end of the pay period in which it was earned.
- C.
- i) County payroll records shall identify all overtime paid, the name of the employee receiving the overtime, the time-in-lieu, the amount paid for overtime, if applicable, and the name of each supervisor who authorized the overtime.
 - ii) These records, pursuant to section C.(i) will become part of the information provided to the Municipal Committee at their monthly meetings. Similar information may be provided to other Committees of Council upon request.
- D. Overtime does not apply to employees employed in a supervisory or managerial capacity pursuant to the Employment Standards Code.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	October 1, 1996	96/289 C	2 of 2