



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.2

Title Employee Overtime

1. Policy Statement:

- 1.1 In order to remain within budget, the County believes that employee overtime will be restricted to being authorized for emergent purposes only.
- 1.2 As per Employment Standards, *"Overtime is all hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule)"*.
 - 1.2.1. The 8/44 rule shall apply to all non-union positions filled after August 15, 2023.

2. Responsibilities:

- 2.1 All overtime must receive prior approval from the Supervisor or CAO.

3. Guidelines:

- 3.1 Overtime to approved employees may be banked, to be taken at a later date as time-off-in-lieu subject to:
 - 3.1.1. A signed Overtime Agreement, pursuant to the Employee Standards Code between the employee and the County, that both parties agree to overtime being approved on a time-off-in-lieu basis,
 - 3.1.2. 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 wage,
 - 3.1.3. The employee is encouraged to take time off in lieu within six months of accumulating,
 - 3.1.4. An employee may carry over up to 21 hours in each calendar year with the balance to be paid out December 31 of each year.
- 3.2 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 the Manager who authorized the overtime.
- 3.3 Pursuant to the Employment Standards Code, supervisors and managers employed by the County are not eligible for overtime.

4. Current Practice

- 4.1 Union Employees:
- 4.2 As per IUOE Collective Agreement, Article 8.00: 8.01 *Where an employee is required to work in excess of a full shift, all such work shall be considered overtime and shall be paid at one and one-half times (1 ½ x) their regular hourly rate of pay for each overtime hour worked. Overtime worked on a statutory holiday shall be paid at two times (2x) the regular hourly rate of pay.*

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4.3 Team Leaders, Directors, Foremen, Managers, Supervisors:

- 4.3.1. Are required to track additional hours from a health and safety perspective;
- 4.3.2. No overtime accumulation or payment;
- 4.3.3. Zeroes out at year end.
- 4.3.4. The CAO will consider granting Management Days as per Policy 12.2.4 based on work performance and requirements.

4.4 Support Staff:

- 4.4.1. Overtime accumulated at 1:1.5;
- 4.4.2. Overtime must be pre-authorized by Supervisor or CAO;

4.5 Special 2080 (CPO's, Bylaw):

- 4.5.1. Overtime is accumulated to 1:1 after:
 - a. 10 hours/day; or
 - b. 173.33 hours/month; and
 - c. Overtime Agreement Required.

5. **Related Documents:**

- 5.1 Employment Standards Code
- 5.2 Overtime Agreements

Previously Signed

Scott MacDougall, CAO

October 1, 2024

Date

Council Resolution: CG20240917.005