



Town of St. Paul

TOWN OF ST. PAUL POLICY

Policy No.: 1801-01
Policy Title: Overtime, On-Call and Call-Out Compensation Policy
Resolution No.: #CM20170424.1008
Approval Date: April 24, 2017
Revision Date:
Responsible Department: HUMAN RESOURCES

1.0 General Guidelines

Overtime worked by Town staff shall be for the sole purpose of meeting the Town of St. Paul's operational requirements.

Employees may, at any time, be asked to work overtime to maintain workflow or to meet other business demands. Employees are expected to be available for a reasonable amount of overtime work when requested. Managers will schedule overtime with as much advance notice as possible.

Paid leave (holiday, vacation or sick time) may not be used towards overtime. Extra time worked at the employee's discretion, or without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime.

2.0 Definitions

"Employee" shall mean an individual employed by the organization that has received or is entitled to wages.

"Permanent Full Time" shall mean an individual who is scheduled to work 35 hours or more per week (per department requirements) and has successfully completed the probation period.

"Permanent Part Time" shall mean an individual who is regularly scheduled to work between 14 and 28 hours per week and has successfully completed the probation period.

"Personnel" shall mean the workforce as a whole.

"Seasonal/Temporary" shall mean an individual hired for a specific position for a specified period of time or a term less than 12 months.

"Probationary" shall mean an employee in the initial 6-month period of their employment and applies to Full Time, Part Time, Seasonal/Temporary employees.

"Director" shall mean the head of a department hired to manage operations, budget and personnel. Reports directly to the Chief Administrative Officer.

"On-Call" shall mean an employee designated in writing by a Foreman/Supervisor/Manager, who is deemed qualified, is scheduled and carries a Town-owned cell phone to respond to service calls outside of regular hours.

3.0 Compensation

3.1 Authorization for Overtime

All overtime worked by an employee needs to be pre-approved by their immediate supervisor. Employees may not be compensated for any unauthorized overtime worked.

3.2 Eligibility for Overtime Compensation

In accordance with Alberta Employment Standards, the Chief Administrative Officer and Directors shall not ordinarily be eligible for overtime compensation. All other employees are eligible for overtime compensation.

3.3 Overtime Compensation

Employees who work hours in excess of their regularly scheduled hours per day shall be compensated as follows:

- (i) When required to work overtime due to organizational needs, overtime will be compensated. Said overtime may be paid out at 1.5 times their current rate of pay or be banked at straight time to be taken off as time in lieu. Such time off must be provided, taken or paid within three months of the end of the pay period in which it was earned. To use the accumulated time, a request for time off must be made to the employee's supervisor and approval is subject to departmental workload.

Employees may accumulate three (3) days of banked time to be taken as time in lieu of overtime pay. Excess of three days of such accumulated overtime, will be paid out at the applicable rates.

Overtime pay and usage will be in accordance with Employment Standards.

Staff overtime shall be recorded using the appropriate forms and attached to timesheets per pay-period.

Should any changes be made to the Provincial Employment Standards Code, such that the Code's overtime provisions exceed those in place for Town staff, the Town will compensate overtime in accordance with the revised provisions of the Employment Standards Code.

3.4 Time-off in Lieu of Overtime Compensation for Management Staff

Although not entitled to overtime pay, Town of St. Paul Directors are given (40) forty hours of additional time off with pay in each calendar year. These forty hours are granted at the beginning of each calendar year and are required to be used by December 31 of the year in which they are earned.

This additional time off is in recognition of the requirement for staff in these positions to work longer than regularly scheduled hours. This recognition is not intended to be awarded on an hour-for-hour basis. Allocation of time off in lieu shall be at the discretion of the Chief Administrative Officer.

3.5 On-Call and Call-Out

Eligibility: Notwithstanding the overtime provisions set out above, employees who are **officially designated** in writing as 'on call' for their Department shall be eligible for compensation under this Section.

On-Call Compensation: A Town of St. Paul employee, who is **officially and formally designated** in writing as being "On Call" for a Department, is eligible to receive payment as follows:

- Evenings during the normal work week - \$30.00 per day.
- Weekends (Saturdays and Sundays) - \$42.50 per day.
- Statutory Holidays - \$64.00 per day.

Call-Out Compensation: A Town of St. Paul employee who is **officially designated** as "on call" in writing and who is actually called-out for service shall receive a minimum of three hours pay at minimum wage or actual time worked at the employee's regular rate of pay, whichever is greater.

Incidents which require the employee to be at the incident site for more than three consecutive hours shall be compensated, at one and one half times the employee's regular hourly wage, for any time in excess of three hours which is required to resolve the issue.

All employees officially designated in writing as being "on call" must acknowledge the call out within 15 minutes.

As per current Employment Standards, the three-hour minimum is reduced to two hours for part-time employees in recreation or athletic programs run by municipalities. This applies to Aquatic Centre and Golf Course employees.

4.0 Abuse of Overtime

Employees who do not gain approval before working overtime hours or who over-estimate their actual hours worked or task performed, may be subject to discipline. Subsequent offences may result in disciplinary action, up to or including termination. Directors, Foreman/Supervisors/Managers who authorize overtime on a regular basis where, as determined by the Town, such overtime was not necessary will also be subject to discipline up to or including termination.

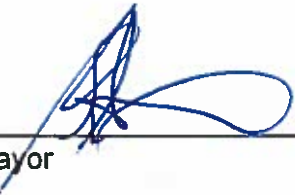
5.0 Exclusions and Exceptions

Overtime for employees working at the Golf Course will be excluded from this policy, as they will have specific Overtime Agreements for the demands of their seasonal positions.

Should the Municipality declare a State of Local Emergency (SOLE), this policy will be excluded for the duration of the declaration.

6.0 Coming into force

Any and all other documents/agreements pertaining to, in full or in part, the details described in this policy shall be considered null and void within 30 days of this policy being signed.



Mayor



Date



Chief Administrative Officer



Date