

12.12 Overtime Policy

Intent

The Town of Mundare may require employees to work overtime, to be on standby or to be called back to work during busy times; in order to deal with emergencies; or to ensure that specific projects, products or assignments are completed on time. The Town is committed to providing employees with appropriate compensation for overtime hours worked in accordance with the law.

Definition

Emergency – any situation which is a danger to people or may cause damage to property, including but not limited to: a resident has no water; there has been a water break or a plugged sewer; a road condition constitutes a danger; assistance has been requested from the Fire Department.

Time off in Lieu – paid time off of work in recognition of overtime hours worked. Time off will be at the same rate of pay as overtime pay and must be at the request of the employee.

Overtime, Call-back – work completed outside of regular working hours.

Overtime Pay – monetary or paid time off compensation for the hours non-management (eligible) employees work in excess of eight (8) hours per day or forty four (44) hours in one workweek. Overtime pay is equal to 1.5 times the employee's regular hourly wage.

Policy

Employees may be asked to work overtime to maintain workflow or to meet other business demands. They are expected to be available for a reasonable amount of overtime work when requested. Supervisors will schedule overtime, Standby or Call-back duty with as much advance notice as possible.

Stand By

All Town of Mundare Public Works Employees are expected to be on Standby duty for a one week period on a rotational basis, to handle emergency calls. The period of Standby is at the end of the workday on Monday, until the start of work day on the following Monday.

The Town will supply each employee with a cellphone for that purpose. An employee on Standby or Call-back duty must be within thirty (30) minutes driving distance of Mundare.

An employee on Standby or Call-back duty will be paid a flat rate of \$110 for the week.

Callout

An employee on a callout will be paid for the number of hours worked at the overtime rate. In the event that an employees overtime wage does not meet the minimum threshold as determined by Employment Standards, the employees wage will be topped up to the minimum threshold.

Employees may be required to work the required number of hours to meet the minimum threshold payment.

If more than one employee is required to handle the emergency, the employee on Standby shall contact another employee.

If no other Town employee is available, another person can be hired to help at a rate of \$15/hour on a contract basis. The CAO should be contacted if this is required.

An employee who is not on Standby or Call-back duty and receives an emergency call shall refer the caller to the employee who is on Standby.

Employees are not contractually entitled to work overtime. As such, all overtime hours must be authorized by a supervisor or management in advance of overtime hours worked. If an employee feels that overtime is required, he or she is required to contact a supervisor for approval. In the event of an emergency, the overtime hours do not need to be approved by a supervisor.

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 unless so authorized.

Eligibility

At the Town of Mundare, all non-management employees are eligible for overtime compensation.

Time off in Lieu

An employee can choose time off with pay instead of overtime pay. Time off in lieu must be taken by the employee within six (6) months of the end of the pay period in which it was earned.

Abuse of Overtime

Employees who do not obtain approval before working overtime hours may be subject to discipline. Subsequent offences may result in disciplinary action up to or including termination.