



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-003

Policy Title: Overtime Policy, Hours of Work, Pay Periods

**Policy Objective:**

To explain the Municipality's policy with regard to pay periods, hours of work expectations for non-union employees, calculation of hourly rate, banked time and over time

**Authority:**

Council Resolution #262/17

Dated: July 10, 2017

**Policy:**

1. General

1. This policy applies to non-union employees of the Municipality. Hours of work and overtime for employees in the bargaining unit will be as specified in the Collective Agreement.
2. Managerial Employees, for purposes of this policy are defined as the Administrator and the Manager of Public Works. For these employees the overtime provision of Saskatchewan Labour Standards do not apply.
3. The work week operating hours for the office of the Municipality are 9:00 a.m. to 4:30 p.m. Monday to Friday (37.5 hours/week). The work week operating hours for the shop of the Municipality are 8:00 a.m. to 5:00 p.m. Monday to Friday (40 hours/week). All in-scope personnel are covered under the Collective Agreement.
4. All employees will be paid on a bi-weekly pay cycle.
5. Employees are expected to complete and sign the prescribed timesheet by 10:00 a.m. of the Monday following the end of the pay period for review by their supervisor. The supervisor will review and approve the timesheets and submit to payroll the same day.

2. Non-Managerial Employees

1. Non-managerial employees are expected to perform their work week hours during work week operating hours unless specifically scheduled otherwise.
2. A work week and the hourly pay for non-managerial employees will be defined in their employment contract. Overtime will be calculated on a weekly basis as follows:
  - a. First 37.5 hours – straight time rate
  - b. Anything over 37.5 hours per week is to be paid at overtime rate. Overtime rate is straight time rate plus one half (1½) of straight time rate.
3. Hours worked in excess of 37.5 hours per week require prior approval of the employees' supervisor
4. All hours worked in excess of the employees' defined work week hours must be paid out in that pay period.

3. Managerial Employees

1. Managerial employees are expected to deliver results and are therefore not compensated on a strictly hour for hour task performed basis.

POLICY # HR-003

RM OF MEADOW LAKE #588

Policy Title: Overtime/Pay Period/Hours of Work Policy

Date Issued: July 10/17

Replaces: Resolution 301/14 – Sept 8/14

Signature: \_\_\_\_\_

Reeve

2. The bi-weekly pay amount for managerial employees will be the annual contract amount divided by 26. Hourly rate will be calculated by contract (\$)
    - a. Divided by 2080 hours for Manager of Public Works
    - b. Divided by 1950 hours for Office Managers
  3. Managerial employees are expected to be at work during the work week operating hours in order to provide guidance, coaching and example to non-managerial employees.
  4. Managerial employees do have discretion within reasonable limits to adjust work week hours to accommodate after hours commitments and responsibilities of the position.
  5. Any hours worked beyond the regular scheduled work hours may be banked for time in lieu. Operational needs should be taken into consideration before time in lieu is taken.
  6. A statement of Manager's banked time will be provided to the Council in confidence for review every 3 months. Lieu time may be paid out at the discretion of Council by way of resolution.
  7. Sask. Employment Act provides for overtime to managerial employees if they are required to work on statutory holidays. However, it is unlikely that a managerial employee would ever be "required" to work on a statutory holiday and payment should therefore be preapproved by the CAO, or in the case of the CAO, by the Reeve.
4. Authorization of Over Time
1. Office Staff
    - a. CAO will authorize any overtime required by Office Staff. If an office staff member needs to work outside their scheduled time of work, they receive authorization from the CAO or the designate. If the CAO or designate is unavailable, then the staff member must first attempt to phone the CAO or designate and if they are unreachable, then a call to the Reeve is required.
  2. Shop/Outside Personnel
    - a. Manager of Public Works authorizes overtime in accordance with the Collective Agreement for in scope employees.
5. Council Reporting
1. At the end of every three (3) months, the Administrator will provide a report of worked hours, extra hours banked, extra hours paid, banked time and vacation time by Managers to the council for review and approval.
  2. Months of reporting should be:
    - a. January, April, July, October.