



BOARD REPORT

TO: Chair and Directors

File No: F-18, F-19

SUBJECT: Overtime – Managerial and non-managerial exempt staff

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated May 5, 2017.
Policies F-18 (Overtime-Non-Managerial Exempt Staff) and F-19 (Recognition of Managerial Hours Worked) are being revised to clarify overtime calculations in Emergency Operations Centre activations.

RECOMMENDATION #1: THAT: the Board endorse the amendment to Policy F-18 “Overtime – Non-Managerial Exempt Staff” and approve its inclusion into the CSR D Policy Manual.

RECOMMENDATION #2: THAT: the Board endorse the amendment to Policy F-19 “Recognition of Managerial Hours Worked” and approve its inclusion into the CSR D Policy Manual.

SHORT SUMMARY:

Policy F-19 – Recognition of Managerial Hours Worked, currently states that Senior Management staff are not entitled to any compensation nor time off for overtime worked during the year. However, overtime incurred while working in an activated Emergency Operations Centre (EOC) is outside of time in lieu and should be paid. Emergency Management BC will reimburse overtime for managers if the policy identifies that time incurred for an activated Emergency Operations Centre is to be paid. As a result, the policy requires the attached amendment.

VOTING: Unweighted Corporate LGA Part 14 (Unweighted) Weighted Corporate Stakeholder (*Weighted*)

BACKGROUND:

Policies F-18 and F-19 were last updated in December, 2016. However, it was brought to management’s attention in spring 2017 that management overtime is only reimbursable by Emergency Management BC (EMBC) where a Board policy specifically identifies that overtime in connection with an activated Emergency Operations Centre is to be paid. The non-managerial exempt staff are already entitled to compensation for overtime worked; however, Senior Managers have not previously been eligible as per Policy F-19. Both policies have now been updated to reflect that overtime in connection with an EOC will be paid in accordance with BC Labour Laws.

POLICY:

Amended Policies F-18 “Overtime – Non-Managerial Exempt Staff” and F-19 “Recognition of Managerial Hours Worked” are attached for consideration.

FINANCIAL:

No significant financial impact is expected as overtime paid to Senior Managers during EOC activations will now be eligible for reimbursement from EMBC.

IMPLEMENTATION:

Policy F-18 “Overtime – Non-Managerial Exempt Staff” and Policy F-19 “Recognition of Managerial Hours Worked” will be included in the CSRD Policy Manual once approved by the Board.

COMMUNICATIONS:

Staff and Directors will be advised of the approved policies and copies of the policies will be included in the CSRD Policy Manual and published on the CSRD website for public reference.

DESIRED OUTCOMES:

The Board support the recommendations.

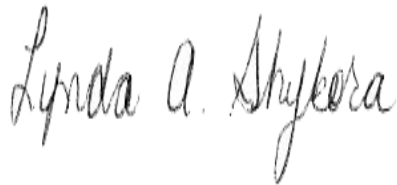
BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2017-05-18_Board_FIN_Management OT Policies.docx
Attachments:	- CSRD Policy F-18 Non-Managerial Exempt Staff.pdf - CSRD Policy F-19 Recognition of Managerial Hours Worked.pdf
Final Approval Date:	May 8, 2017

This report and all of its attachments were approved and signed as outlined below:



Lynda Shykora - May 8, 2017 - 11:59 AM



Charles Hamilton - May 8, 2017 - 2:14 PM