

POLICY
OVERTIME – NON-MANAGERIAL EXEMPT STAFF

PURPOSE AND INTENT

The intent of this policy is to acknowledge that non-managerial exempt staff are expected to be available outside of regular work hours and may be required to work additional hours to fulfill their duties.

The purpose is to recognize this additional responsibility and provide guidance to non-managerial exempt staff and their supervisors in reporting overtime.

PROCEDURE

1. Employees will receive an additional 5 days of vacation per year to in recognition of the following:
 - Missed coffee breaks
 - Starting or ending their day within 30 minutes of scheduled start and end times
 - Answering phone calls or emails outside regular working hours, while on flex days, etc.
 - Working through lunch on meeting days, if required.
2. Overtime outside the examples listed above will continue to paid/accrued as indicated by the employee on their timesheet.
3. Overtime shall be kept to a minimum and should not form part of the regular work schedule.
4. Overtime **MUST** be approved in advance by the immediate supervisor.
5. Employees should notify their supervisor at least one week in advance of any meetings or other commitments that require work outside of the employee's regular schedule. The employee and their supervisor should consult on the most effective way to prevent overtime including adjusting the hours and/or days of work for the period of time at issue.
6. Employees must record actual hours worked on their timesheets and will only receive overtime for hours as recorded.
7. Employees will be given the option of banking overtime and taking time off with pay at a time mutually agreeable with the employee's supervisor, within the calendar year that the overtime is earned. Banked overtime hours will be converted to equivalent hours as per labour standards.
8. Overtime worked in an Emergency Operations Centre activation will be paid in accordance with BC Labour Laws.

February, 2001
December 2, 2016
May 5, 2017