

**POLICY**  
**RECOGNITION OF MANAGERIAL HOURS WORKED**

**PURPOSE AND INTENT**

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

The purpose is to recognize this additional responsibility and time commitment.

**POSITIONS COVERED**

This policy applies only to Senior Management as follows:

- Chief Administrative Officer
- Manager, Financial Services
- Manager, Development Services
- Manager, Operations Management

**PROCEDURE**

The above-noted positions are expected to work the number of hours necessary to perform their duties, and are not entitled to any payment nor time off in lieu for overtime worked except related to Emergency Operations Centre (EOC) activations. Overtime worked in an EOC activation will be paid in accordance with BC Labour Laws.

In recognition of additional time worked throughout the year, these positions will be granted an additional ten vacation days per year, or in accordance with the provisions of an employment contract where one exists.

February 2001

December 2006

December 2, 2016

May 5, 2017