



**PUBLIC WORKS OVERTIME POLICY
POLICY NO. 02-24**

Purpose:

Establish an Overtime policy for all staff of the Public Works Department.

Definitions:

- Holiday:** Means a required statutory holiday pursuant to provincial employment legislation, or such other days as determined by the Village of Barnwell CAO and/or Counsel.
- Scheduled Day off:** Means a day on which an employee is not scheduled to report to work as part of the employees regular or amended work schedule from time to time.
- Shift:** Means a scheduled period of work, up to 8 hours in duration, excluding an unpaid meal break.
- Workday:** Means a 24-hour period from 12:00 am to 11:59 pm.
- Workweek:** Means a 1-week period, commencing Sunday at 12:00 am, and continuing to Saturday at 11:59 pm.

Overtime

1. The Village of Barnwell may occasionally require that an employee work beyond standard working hours ("Overtime"). Employees will be provided with time off in lieu for working overtime. This policy sets out the working hours and rates applicable to overtime and hours in lieu.
2. This policy applies to all public works employees. Village of Barnwell employees not employed as a member of the public works department are not entitled to compensation under this policy.
3. Overtime is calculated for a work week running from Sunday at 12:00 am, and continuing to Saturday at 11:59 pm, and a workday that begins at 12:00 a.m. and ends at 11:59 p.m.
4. Standard daily hours of work are up to 8 hours per day. The standard weekly hours of work may include up to 44 hours per week. Hours worked in excess of standard weekly hours, or standard daily hours, whichever is greater, is considered overtime.

mf

5. Hours worked on a Holiday on which the employee was not scheduled to work is considered overtime.

Calculation of Overtime Hours

6. Overtime hours worked shall be calculated as follows:
 - a. Where an employee is required to work additional hours that commence less than three (3) hours prior to of the beginning of an employee's regular scheduled Shift, or continue after the end of an employee's regular scheduled Shift those additional hours shall be recorded at straight time and added to the scheduled Shift hours. The Employee will be paid Overtime pay for those hours that exceed 8 hours in the Workday, or 44 hours in the workweek, whichever is greater.
 - b. Where an employee is called in to work or required to return to work at a time that is more than three (3) hours prior to the beginning of a scheduled Shift, or more than one (1) hour after the end of a scheduled Shift, then the employee will be paid a minimum of three (3) hours of Overtime pay ("Base Call-In Pay"). If the period of Overtime worked exceeds three (3) hours in duration, then they will be entitled to be paid for the additional Overtime hours worked beyond the three (3) hours.
 - c. Overtime hours will be calculated as the sum of total Overtime hours worked in a workday.

Authorization To Work Overtime

7. Employees must receive authorization from their direct supervisor or manager prior to working overtime. An employee who works unauthorized overtime without a reasonable explanation may be subject to disciplinary action, including verbal or written warning, an employee improvement plan, or termination should it be determined that the overtime worked was either unauthorized or unwarranted.
8. Employees who work overtime must complete and submit an Overtime Report in the form of **Appendix B** to the CAO (or the employee's supervisor if the CAO is not present) no later than the employee's next scheduled workday.

Lieu Overtime Agreement

9. The employees may enter into an individual Lieu Time Agreement with the Village of Barnwell in accordance with the terms of this Public Works Overtime Policy, as amended or replaced from time to time, subject to the policy being terminated, by completing **Appendix A**.
10. If any employee enters into a Lieu Time Agreement with the Village of Barnwell the following shall apply:

mf

- a. The employee may choose, by confirming their choice at the time that overtime is worked and in accordance with the completion of **Appendix B**, to receive time off with pay, banked at a rate of 1 hour for each overtime hour worked, instead of overtime pay.
 - b. Employees accumulate lieu hours in a lieu hours account. Employees may schedule time off using accumulated lieu hours by submitting a request through their supervisor/the CAO. The Village of Barnwell will make reasonable efforts to grant these requests but scheduling of lieu time is subject to operational requirements. Scheduling requests must be made at least 2 weeks in advance of the date when the requested time off would be scheduled.
 - c. Employees may accumulate a maximum of Forty (40) lieu hours. Employees must use accumulated lieu hours within 6 months from the date the lieu hours were banked.
 - i. If either of these limits have been reached, or appear that they will be reached within 30 days, the Village of Barnwell reserves the right to make such determinations and act in accordance with the following:
 1. Employees will be paid overtime pay instead of accumulating additional lieu hours;
 2. The CAO may schedule dates for unused lieu hours to be used on not less than two (2) weeks' notice to the employee prior to the days to be taken;
 3. Unused lieu hours that exceed 6 months in age, may be paid to the employee as overtime pay, and they will be deducted from the employee's lieu hours account;
 - d. Banked hours in the employee's lieu hours account on December 31 may not be carried over into the new calendar year and will be paid out.
 - e. If any unused lieu hours remain in the employee's lieu hours account when notice of termination of employment is provided by either party, then:
 - i. the Village of Barnwell may require the Employee to take those lieu hours during the notice period of termination, regardless of which party provides notice of termination of employment.
 - ii. If the employee terminates employment without providing the applicable statutory notice set out in the *Alberta Employment Standards Code*, then any unused lieu hours shall be deemed to be taken and applied prior to the employee terminating employment and paid out to the employee at the regular hourly rate. Once the unused lieu hours have been deemed to have been taken, then the employee's employment is terminated without notice by the employee.
 - iii. If any untaken lieu hours remain in the employee's lieu hours account at the latter of: (1) the end of the statutory notice period; or (2) when employment ends in accordance with this agreement; they will be paid out to the employee.
11. If an employee chooses not to enter into a Lieu Time Agreement, then Overtime hours are paid at a rate of 1.5 times an employee's regular rate of pay in the applicable pay period.


MF

Administration of This Policy

- 12. The Village of Barnwell expressly reserves the right to change, modify or delete the provisions of this Overtime Policy, to become effective following not less than 1 months' written notice to the Employee or Group.
- 13. The CAO is responsible for the administration of this policy. If employees have questions regarding this policy that are not addressed in the policy, they may contact the CAO.

	Date	<u>Resolution #</u>
Approved	May 27/24	84/24
Amended		
Amended		


MAYOR


ADMINISTRATOR

APPENDIX A

LIEU TIME AGREEMENT

It is agreed between _____, and the Village of Barnwell, that:
(employee name)

1. Either wholly or partly the employer will provide, and the employee will take, time off with pay in place of overtime, in accordance with the Village of Barnwell Public Works Overtime Policy, No: 02-24, as amended from time to time, the terms of which are incorporated into this Lieu Time Agreement.
2. On _____ (Date), I received a copy of the Village of Barnwell Public Works Overtime Policy and that I have read it and understand it.
3. No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____, 20____.

Employee Signature

Date

Employer Signature
Name:

Date

APPENDIX B
OVERTIME REPORT

Date: _____

Employee Name: _____ Employee Signature: _____

I request that this time be:

_____ Banked as Time in Lieu

_____ Paid out as Overtime Pay

Date	Time In/Time Out	Reason for Overtime	Resolution to issue	Total OT Hours

Overtime Approval by: _____ Supervisor Name: _____

Supervisor Signature: _____ Date: _____