

TOWN OF STETTLER

Prepared By: Department Heads Number: II-7(a)
Adopted By: Town of Stettler Council Original Policy: 1989 10 04
Previous Policy: 1995 03 01
Current Policy: 1997 01 01
2012 02 03
(In House)

Title: **Overtime**

Purpose: To outline Overtime Procedures for the Town of Stettler non-union employees.

Policy Statement: All time worked beyond the normal work day, on an employee's day off or on a Statutory Holiday shall be considered as overtime.

- * Those employees of the Town of Stettler who do not complete time sheets (i.e. Management or Technical) are not eligible for overtime.
- * All overtime or time off in lieu must be pre-authorized by the Supervisor.

All time authorized by the employer and worked by the employee beyond their normal work day or normal work week shall be at time and one-half (1 ½).

- Statutory Holiday - at double time (2X).
- The employee has the option of receiving overtime pay or time off in lieu at the applicable overtime rate.
- The lieu time can be banked to a maximum of one week (60 Hours).
- The lieu time leave requests will be agreed upon between the Employee and the Supervisor and these requests shall not be unreasonably denied.

* **NOT IN THE UNION AGREEMENT**

OVERTIME POLICY
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Every employee who is called out and required to work in an emergency outside regular working hours on a scheduled day off, shall be paid a minimum of one (1) hour straight-time or actual time worked at overtime rates, whichever is greater, and shall be paid from the time the employees leaves their home to report for duty until the time they arrive back upon proceeding directly from work so long as they live within the Town limits, and if living outside the limits, compensation shall be similar to that allowed an employee living in the Town. Additional call within a one (1) hour period shall, for the purpose of calculations, be considered as one call. Employees that have the capabilities to access and correct problems by computer or by other remote access will be paid ½ hour at the overtime rate to correct the problem via computer. Additional call outs/alarms during the ½ hour period shall be considered one call. If a field visit is not required and work can be completed on the computer and extends past this ½ hour time period; the employee shall be paid for the actual time worked at the overtime rate or ½ hours, whichever is greater.

Every employee who is called out and required to work in an emergency outside regular working hours during a normal shift, shall be paid a minimum of one (1) hour at overtime rates and shall be paid from the time the employee leaves their home to report for duty until the time they arrive back upon proceeding directly from work so long as they live within the Town limits, and if living outside the limits, compensation shall be similar to that allowed an employee living in the Town. Additional call within a one (1) hour period shall, for the purpose of calculations, be considered as one call. Employees that have the capabilities to access and correct problems by computer or by other remote access will be paid ½ hour at the overtime rate to correct the problem via computer. Additional call outs/alarms during the ½ hour period shall be considered one call. If a field visit is not required and work can be completed on the computer and extends past this ½ hour time period; the employee shall be paid for the actual time worked at the overtime rate or ½ hours, whichever is greater.

Duty Requirements:

Water Department

- If an employee is hired at entry level, they must work in the water department for 1 year + 3 months before being put on the duty system.
- If an employee is hired at step 2 or higher, they must work for the water department for a minimum of one year before being put on the duty system.
- Hold a Class 3 Licence with Q Endorsement.

Transportation Department

- If an employee is hired at entry level, they must work in the trans department for 1 year + 9 months before being put on the duty system.
- If an employee is hired at step 2 or higher, they must work for the trans department for a minimum of one year before being put on the duty system.
- Hold a Class 3 License with Q Endorsement.

Mechanic and Helper

- Minimum one year + 9 months working for the department before being put on the duty system.
- Current Mechanic is not required to hold a Class 3 with Q Endorsement, however we will look to have the requirement for future hires.

Management

- Automatic at Start.
- Class 3 with Q Endorsement recommended.

When the yearly duty schedule is picked, employees that will become eligible for duty in the upcoming year, will be required to select duty weeks after their eligible date. The employee's week requirement will be prorated based on the time of year they are qualified for duty.

A minimum 6 training sessions per year to be held to train all staff (not just duty staff) on how to respond to all types of duty related issues.