



## United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	E-1
Policy:	<b>Hours of Work &amp; Overtime</b>	Date Issued: By-Law:	21-10-2010 (10-92)
Coverage:	Non-Union Employees (Full-Time Only)	Revision No.	2
		Revision Date:	21-10-2010

### **POLICY STATEMENT:**

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the United Counties establishes hours of work, including shift work if required, as approved by the Chief Administrative Officer for all job classifications.

### **PROCEDURE:**

#### 1. Hours of Work

- a. The normal minimum daily hours of work for non-union employees shall be seven (7) hours per day with the exception of employees in the Roads Department whose normal daily hours of work shall consist of eight (8) hours per day as designated by the Chief Administrative Officer.
- b. A fifteen (15) minute break period shall be provided in both the first and second half of a shift.
- c. Each Division Head shall ensure that each employee in his/her Division is working the required number of hours for his/her classification.

#### 2. Overtime – Hourly Staff

- a. All authorized work performed by employees (except those indicated in 2(c) below) beyond the normal hours of work (ie. 35 or 40 hours per week) shall be considered as overtime and shall be paid at the rate of time and one-half of the employee's regular straight time hourly rate. Further employees who work ten (10) continuous hours or more shall be paid at time and one-half (1 ½) of the employee's regular straight time hourly rate for all hours worked beyond eight (8) continuous hours in the day.
- b. Operational requirements permitting, in lieu of cash payment, a full-time employee may choose to receive compensatory time off at the appropriate overtime rate at a time mutually convenient to the employee and his/her immediate supervisor. Employees may bank hours to a maximum of one hundred and twenty (120) hours per payroll year. If mutual agreement cannot be reached, the time off may be scheduled by the Supervisor.



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- c. All Managers/Supervisory (effective December 19, 2010 – only hourly paid supervisory employees) employees shall be eligible for time off in lieu of overtime at the employee's straight time hourly rate, to a maximum of one hundred and twenty (120) hours per payroll year at the regular hourly rate of pay for the job. Due to the seasonal nature of the Patrol Supervisors' jobs, hours may be banked to a maximum of two hundred and forty (240) hours per payroll year.
- d. Overtime must be authorized in advance by the employee's Supervisor or designate.
- e. Employees who are called in prior to their normal starting time may be required to go home after the job is complete, when their regular number of hours have been worked, or may be required to stay beyond their regular shift if the Supervisor assigns additional work.
- f. Time off in lieu of paid overtime will be scheduled by mutual agreement between the Employer and the Employee. If the Employer and the Employee cannot mutually agree upon such time, or operational requirements do not permit the scheduling of such lieu time, the Employer will pay out said overtime semi-annually (on the second payroll during months of March and September)
- g. The employee and supervisor may schedule time off in lieu of paid overtime beyond the end of the semi-annual period in which the overtime occurred but not beyond the next semi-annual period. Should the employee and Supervisor not be able to mutually agree upon such time, or operational requirements do not permit the scheduling of such lieu time, the Employer will pay out said overtime on the scheduled semi-annual payout. The time scheduled beyond the end of the semi-annual period must be approved in writing by the Supervisor and submitted to the Employee Services department by the posted deadline. Time that was scheduled beyond the end of the semi-annual period and not taken in the following semi-annual period, will be paid out to the employee if it is not used.

### 3. Overtime – Supervisory/Management Employees – Salaried

- a. Effective December 19, 2010, all salaried managerial/supervisory employees will receive five (5) days in lieu of overtime at the beginning of the payroll year to compensate for overtime worked during the year. Upon an emergency or exceptional situation, a Director may authorize payment of overtime at a ratio of 1:1 for a supervisor/managerial employee.



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- b. Time worked beyond normal hours should still be discussed and authorized in advance with the employee's Manager or designate.
- c. Time off in lieu of overtime will be scheduled by mutual agreement between the supervisory/managerial employee and their manager/director. If the time cannot be mutually agreed upon, the Employer reserves the right to schedule the time.

#### 4. Office Hours

- a. The normal hours of business for all administrative employees operating out of the County Administration Building located at 25 Central Avenue in Brockville shall be 8:00 a.m. to 4:00 p.m. with one hour off for lunch.
- b. The normal hours of business for the Community and Social Services Department of the Human Services Division operating out of the County Administration Building and various satellite offices shall be 8:00 a.m. to 4:00 p.m. Exceptions to the above may be established at the discretion of the Director of Human Services.
- c. The normal hours of operation for the Roads Department Patrol Garages shall be designated by the Counties' Engineer according to seasonal requirements.
- d. Maple View Lodge must operate on a rotating shift schedule of operational categories which shall be established by the Director of Human Services. Maple View Lodge staff not covered by a collective agreement shall normally work from 8:00 a.m. to 4:00 p.m.

\*Form: "Overtime Authorization Form".