



ADMINISTRATION
Policy #: HR-008 Hours of Work and Overtime

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Purpose:

The following is intended to define the regular hours of work for full-time and part-time employees. In describing the regular hours of work, the Town is expressly not providing a guarantee to employees of either specific hours of work or the number of hours of work. All hours described are subject to be modified by the Town in accordance with its operational requirements.

Scope:

This procedure applies to all non-union Town of Tillsonburg employees.

1. Hours of Work

1.1 Salary Employees

All members of the Senior Leadership Team (SLT), other designated positions/employees such as the Deputy Fire Chief or Development Commissioner, or as per an employee's employment agreement shall be paid a flat salary of seven (7) or eight (8) hours per day, based on their current schedule, but hours worked will not be tracked or attract overtime.

1.2 Full Time Employees

Normal hours of work for all full-time employees are either seven (7), eight (8), or ten (10) working hours per day exclusive of the unpaid meal period described in this Policy and a regular working week of thirty-five (35) to forty (40) hours, exclusive of unpaid meal periods.

If an employee is to be paid more than their normal working week due to vacation, sick, personal or banked time taken, the supervisor/manager will adjust the time taken accordingly and the hours above and beyond the normal working week will be put back into the respective bank.

1.3 Part time Employees

Normal hours of work for part-time employees will vary and may be up to twenty (20) hours per week from Sunday to Saturday inclusive.

Supervisors will advise employees of the times of their working schedules, including the normal start and end times of their working day. As described above, the Town's operational requirements may necessitate temporary or permanent changes to start and end times of an employee's working day, temporary or permanent changes to the days of the week scheduled, as well as temporary or permanent changes to the total number of hours that may be scheduled each day and week.

1.4 Students

Regular hours of less than 28 per week while school is in session, and up to 40 hours per week during March Break, Christmas Break, and summer holidays.

2. Timekeeping

All employees except those designated salary employees are required to submit their time using a time clock, on a daily basis. Employees are required to accurately record the time actually spent performing their assigned duties. Employees are also required to accurately record any departure from work, including for personal reasons (as may be approved by their supervisor), vacation or public holidays and sick leave in the payroll system.

3. Rest and Meal Periods

3.1 In each working day, an employee shall be permitted, at such times as may be designated by his supervisor, the following:

- i) Two fifteen (15) minute paid rest periods; and
- ii) A minimum thirty (30) or sixty (60) minute unpaid lunch period.

3.2 Employees who do not have an eight (8) hour consecutive period without work interruption between the end and start of the normal work day, due to a call-in, will qualify for eight (8) hour rest period. If the rest period is part of the employee's regular shift, they will be paid for the rest period time at straight time.

4. Overtime

In all cases, the Town reserves the right to schedule overtime. In most cases, the Town will first seek volunteers from amongst employees that are qualified to do the work required. However, where there are no qualified volunteers, the Town will schedule employees for overtime. Employees who are scheduled are expected to

report for work except where extraordinary circumstances would prevent their attendance.

Where an employee offers or is required to work overtime, and the Town approves such work in advance, the employee is entitled to be paid the applicable overtime rate.

4.1 Full Time Employees

- i. No overtime shall be worked except as authorized in advance by the employee's supervisor.
- ii. All authorized overtime shall be calculated upwards to the nearest $\frac{1}{4}$ hour.
- iii. Employees shall be compensated overtime pay at one and one-half ($1\frac{1}{2}$) times their regular straight time rate of pay for all hours worked in excess of forty (40) hours per week.
- iv. If agreed upon by the Town and employee, the employee may bank hours worked in excess of forty (40) hours per week at one and one-half ($1\frac{1}{2}$) times regular straight time in lieu of receiving overtime pay. Paid time off in lieu of overtime pay must be taken within three (3) months of the work week in which the overtime was earned, or within twelve (12) months if the Town and employee so agree.
- v. An employee's overtime bank shall not exceed the employee's regular working week (i.e. thirty five (35) or forty (40) hours).
- vi. Employees with a regular working week of thirty five (35) hours are able to bank time at regular straight time up to forty (40) hours per week before attracting overtime.
- vii. Employees in the Roads, Fleet, and Water/Wastewater Departments, when requested by their supervisor to attend to emergency work as a continuation of normal scheduled hours shall be compensated at the appropriate overtime rate of pay, or when called in to work shall be compensated at two (2) times their regular straight time rate of pay for a minimum of two (2) hours. A second call in to work occurring within two (2) hours of a previous call in to work shall be considered as a continuation of the first call in to work.
- viii. Employees who take vacation, personal or in-lieu time during a week where additional hours are worked will not be paid overtime, rather the additional time will be returned to the bank in which it came from in order to ensure that the employee is paid no more than their regular hours for the week.

4.2 Part Time Employees and Students

- i. No overtime shall be worked except as authorized in advance by the employee's supervisor.
- ii. All authorized overtime shall be calculated upwards to the nearest $\frac{1}{4}$ hour.
- iii. All overtime will be paid at one and one-half times the employee's regular straight time rate of pay for all hours worked in excess of forty-four (44) hours in a week.

5. Flex Time

Where additional hours are worked, an employee may request, or be required, to reduce their hours within the same week. Flexing of one's schedule to accommodate additional hours worked within the same week must be approved by the employee's supervisor/manager in advance.

6. Alternative Work Arrangement

An alternative work arrangement may available for some positions to allow employees to vary their start and end times each day within established limits. Requests for an alternative work arrangement must be made directly to the employee's supervisor or manager. Approval of such requests lies wholly within the discretion of the Town. Without limiting its discretion, the Town intends to consider, inter alia, staffing and other operational requirements, the employees' performance, and the nature of the job before deciding on a request for an alternative work arrangement.

7. On-Call

6.1 An on-call rotational schedule will be prepared by management and distributed to participants.

6.2 On-call employees assigned this responsibility must be accessible via emergency pager, cell phone, or smartphone.

6.3 On-call employees are expected to respond within a timeframe established by each department and be able and fit to report to work if required.

6.4 Maximum compensation for on-call for a week without a paid public holiday is \$200.

- i. \$16 for each weeknight
- ii. \$60 for each weekend day for each 24 hour period
- iii. \$60 for a paid public holiday

8. Lead Hand/Acting

Upon supervisor unavailability due to time off, time away for training, or a vacant position, the Lead Hand/Acting role may be assigned to an employee who is willing and competent to fulfill a portion of the supervisor's job duties. A Lead Hand/Acting premium of \$2.50/hour will be paid for all hours worked.

9. Reference Materials

Employment Standards Act, 2000