



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.2

Title Employee Overtime

1. Policy Statement:

1.1 In order to remain within budget, the County believes that employee overtime will be restricted to being authorized for emergent purposes only.

1.2 As per Employment Standards, "*Overtime is all hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule)*".

1.2.1. The 8/44 rule shall apply to all non-union positions filled after August 15, 2023.

2. Responsibilities:

2.1 All overtime must receive prior approval from the Supervisor or CAO.

3. Guidelines:

3.1 Employee working hours will be restricted to regular working hours not requiring overtime as defined in the Employment Standards Code or as indicated in the Letter of Employment and shall be approved for emergent purposes.

3.2 Approved overtime may be banked, to be taken at a later date as time-off-in-lieu subject to:

3.2.1. A signed Overtime Agreement, pursuant to the Employee Standards Code between the employee and the County, that both parties agree to overtime being approved on a time-off-in-lieu basis,

3.2.2. That the time-off-in-lieu, to offset the overtime taken, is taken and paid to the employee at the regular rate of wages at a time that the employee could have worked and received wage,

3.2.3. The employee is encouraged to take time off in lieu within six months of accumulating,

3.2.4. An employee may carry over up to 21 hours in each calendar year with the balance to be paid out December 31 of each year.

3.3 County payroll records shall identify all overtime paid, the name of the employee receiving the overtime, the time-in-lieu, the amount paid for overtime, if applicable, and the name of the Manager who authorized the overtime.

3.4 Pursuant to the Employment Standards Code, supervisors and managers employed by the County are not eligible for overtime.

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4. Current Practice

4.1 Union Employees:

4.2 As per IUOE Collective Agreement, Article 8.00: *8.01 Where an employee is required to work in excess of a full shift, all such work shall be considered overtime and shall be paid at one and one-half times (1 ½ x) their regular hourly rate of pay for each overtime hour worked. Overtime worked on a statutory holiday shall be paid at two times (2x) the regular hourly rate of pay.*

4.3 Team Leaders:

4.3.1. Team Leaders are required to track additional hours from a health and safety perspective;

4.3.2. No overtime payment;

4.3.3. 35 hours to 100 hours: Time off for personal reasons for up to one (1) day off will be considered by CAO/ACAO.

4.3.4. 101 hours or more: Time off for personal reasons for more than one (1) day off must be approved by CAO/ACAO; and

4.3.5. Zeroes out at year end.

4.4 Middle Managers/Foremen:

4.4.1. Overtime accumulated at 1:1 (dependent on 7, 8, 9 hour days);

4.4.2. Overtime must be pre-authorized by Director or CAO; and

4.4.3. Employees may only carry forward a balance of twenty-one (21) hours each year with the balance to be paid out on December 31st.

4.5 Support 8 (Staff on 8 Step Salary Grids that are not Management):

4.5.1. Overtime accumulated at 1:1;

4.5.2. Overtime must be pre-authorized by Supervisor or CAO; and

4.5.3. Employees may only carry forward a balance of twenty-one (21) hours each year with the balance to be paid out on December 31st.

4.6 Support Staff/Other:

4.6.1. Overtime accumulated at 1:1.5;

4.6.2. Overtime must be pre-authorized by Supervisor or CAO;

4.6.3. Employees may only carry forward a balance of twenty-one (21) hours each year with the balance to be paid out on December 31st.

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4.7 Special 2080 (CPO's, Bylaw):

4.7.1. Overtime is accumulated to 1:1 after:

- a. 10 hours/day; or
- b. 173.33 hours/month; and
- c. Overtime Agreement Required.

5. Related Documents:

5.1 Employment Standards Code

5.2 Overtime Agreements

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