



Staff Report

Meeting Date: May 10, 2017
Submitted by: Michelle Smibert, Chief Administrative Officer
Number: CAO-09-2017
Subject: Human Resource Policies

Recommendation:

THAT the existing human resource policy No. 1.04 that relates to time in lieu and overtime under Compensation Management be replaced with the policies attached to this report.

Purpose:

To obtain Council approval on the updated human resource policies as they relate to time in lieu and also overtime.

Background:

In the fall of 2016, Council adopted the updated Human Resource Policies. As we are now trying to operationalize these policies with the new payroll system, we are finding that the policies relating to time in lieu and overtime should be separated for greater clarity in their application.

Analysis:

Our Human Resource consultant has reviewed these policies with the Leadership Team and we are confident that the new policies are easy to administer and implement. The wording of the policies largely remains the same. In addition to the two week's time in lieu for the Leadership Team, it is recommended that additional staff, namely supervisors and managers should receive one week which would reduce overtime costs.

Financial Implications:

N/A

Strategic Plans:

N/A

Category: Policy No.: Revisions:		Pages: Effective Date: Report No.:
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Compensation Management – Overtime Procedure

Purpose:

The Municipality of Middlesex Centre recognizes that, from time to time, it is necessary for employees to work additional hours. This policy is written to define overtime compensation for all full-time employees.

Scope:

All full-time employees of Middlesex Centre.

Procedure:

1. For the purpose of this policy, overtime shall not include: a) Travel time to or from including attendance at a training seminar or conference outside of regular business hours, b) Working break-periods or lunch hours.
2. Employees with a normal work week of 37.5 hours shall be paid overtime at the regular hourly rate after 37.5 hours to 42 hours and 1.5 times the regular rate after 42 hours per week. Overtime up to one week can be banked. Overtime that is worked on Sunday, statutory holidays or the 7th day of an employee's work week shall be paid at 2 times the regular rate. (Note: Sunday, statutory holidays and the 7th day are not necessarily overtime pay for scheduled shift workers)
3. Employees with a normal work week of 40 hours shall be paid overtime at the regular rate after 40 hours and 1.5 times the regular rate after 42 hours per week. Overtime up to one week can be banked. Overtime that is worked on Sunday, statutory holidays or the 7th day of an employee's work week shall be paid at 2 times the regular rate. (Note: Sunday, statutory holidays and the 7th day are not necessarily overtime pay for scheduled shift workers.)
4. Voluntary extra time, both before and after the day's regular hours to complete an urgent task is not considered overtime.
5. Excessive overtime shall not form a regular part of the work schedule, however, where an employee is required to work overtime, all hours or part hours must be approved by their immediate Department Head/Supervisor in advance of being worked and recorded.

6. Employees and Department Heads/Supervisors are encouraged to accommodate use of overtime hours during the current pay period which the time has been worked.
7. Employees are encouraged to use accumulated overtime by December 31st in each year. Unused overtime will be paid out by December 31st in each year or may be carried over with approval of the CAO.
8. Requests for use of overtime during peak or popular times of the year (ie tax installments, year end, budget, council meetings, spring road maintenance or construction) must be carefully considered prior to approval.
9. If more than one employee is requesting the same time period for banked overtime within one department, the Department Head/Supervisor shall consider the following in granting the request: a) seniority, b) history of requesting the same time period each year.
10. Terminated or retired employees will receive a payout of all overtime if the time has not been used.

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Compensation Management – Time in Lieu Procedure

Purpose:

The Municipality of Middlesex Centre recognizes that, from time to time, it is necessary for employees to work additional hours. The policy is written to define time-in-lieu for employees.

Scope:

Full time employees with Middlesex Centre.

Procedure:

1. Employees and Department Heads/Supervisors are encouraged to accommodate use of time-in-lieu hours during the current pay period which the time has been worked.
2. Employees are encouraged to use accumulated time-in-lieu by December 31st in each year. Unused lieu time may be carried over with approval of the CAO but there will be no payout of any unused lieu time.
3. It is the responsibility of the Department Heads/Supervisors to manage employee's time-in-lieu so that it does not create a service delivery problem.
4. Requests for use of time-in-lieu during peak or popular times of the year (ie tax installments, year end, budgets, council meetings, spring road maintenance or construction, etc) must be carefully considered prior to approval.
5. If more than one employee is requesting the same time period for time-in-lieu within one department, the Department Head/Supervisor shall consider the following in granting the request: seniority; history of requesting the same time period each year.
6. Terminated or retired employees will receive a pro-rated allotment of time-in-lieu based on the percentage of the year that has been completed.
7. The following positions will receive two weeks of time in lieu of overtime to compensate for additional hours worked, effective January 1st of each year; time will be tracked and recorded as straight time.
 - Chief Administrative Officer
 - Director of Public Works and Engineering

- Director of Community Services
- Director of Corporate Services
- Director of Planning & Development Services/CBO
- Director of Emergency Services & Fire Chief

8. The following positions will receive one week of time in lieu of overtime to compensate for additional hours worked, effective January 1st of each year; time will be tracked and recorded as straight time.

- Supervisor(s) of Community Services
- Lead Hand of Community Services
- Water & Wastewater Operations Manager
- Water & Wastewater Operations Supervisor
- Road Supervisor
- Assistant Road Supervisor
- Clerk
- Tax Collector/Deputy Treasurer
- Deputy CBO