

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Time-In-Lieu of Overtime

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Time-In-Lieu of Overtime

INTENT:

To acknowledge employees for duties outside of the normal hours of work.

SCOPE:

This policy applies to all permanent full-time employees.

PROCEDURE / IMPLEMENTATION:

GENERAL

1. If by the end of the calendar year any employee has not been able to schedule all the time in lieu of overtime to which such employee is entitled, such employee shall be paid for the time off missed at the applicable daily salary rate for such employee at year end.

NON-UNION

1. Employees as a part of their normal duties of their respective offices will require attendance at meetings, whether of Council, Committees, Agencies, or otherwise, and performance of administrative and supervisory duties outside of the normal hours of work as their services are supervisory or managerial in character and so by Sections 4(b) and 6(b) of Regulation 325, R.R.O. 2000 are exempt from the hours of work and overtime provisions of The Employment Standards Act, R.S.O. 2000. The Fire Chief/Community Emergency Management Coordinator as a part of his normal duties of his office will also require attendance at fires and emergencies at all times, his services are exempt because he is a full time Fire Chief within the meaning of the Fire Department Act, and so exempt under Section 4(a) of Regulation 325.

2. All non-union / management employees will be entitled, in addition to annual vacations and statutory holidays, and in recognition of services performed outside of normal hours, to five (5) working days off throughout the year, with pay, to be taken as full or part days from time to time. Such days shall be allowed to the employee in consultation with their immediate supervisor.

UNION

1. All union employees may select to accumulate their overtime hours worked as "time in lieu" at the rate equivalent to the prevailing overtime rate.
2. Banked hours are to be scheduled at a time mutually agreed between the employee and Management.
3. Any hours not taken off in lieu by December 31st of each year shall be paid out at the rate in effect at the time of banking.