

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	21.1
Section:	Human Resources	Issued:	July 12, 1993
Subject:	OUT OF SCOPE EMPLOYEES OVERTIME POLICY	Effective:	May 30, 2011
Council Resolution # and Date:	Council Resolution No. 0425 of May 30, 2011	Page:	1 of 3
		Replaces:	Council Res. No. 0725
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	Sept. 8, 2008
Approved by:	Chris Cvik, Director of Corporate Services	<i>Procedure Amended:</i>	October 24, 2008

1 POLICY

1.01 That overtime for employees outside of the bargaining units shall be calculated and compensated in the following manner:

- a) On any occasion that an employee is called back to work due to an emergency once having left the workplace, the employee shall accumulate that time and it shall be calculated at the rate of two times the regular time. It shall be compensated through time off rather than payout.
- b) Additional hours worked as an extension the regular work day shall be accumulated and calculated on the basis of 1.5 times the regular time (1.5 hours for each hour worked beyond the regular work day). All such preauthorized time that has accumulated shall be reimbursed through time off rather than any payout in cash.
- c) The maximum number of hours an employee bank is 80 hours.
- d) Requests to carry amounts in excess of 80 hours at year end must be made to the City Manager and must be accompanied by an explanation on how the employee is going to use the time by the end of the first quarter of the following year.
- e) Any exceptions to this policy are to be at the discretion of the City Manager.

2 PURPOSE

2.01 The purpose of the Out of Scope Employees Overtime Policy is to establish clear guidelines on how Out of Scope employees will be compensated for additional hours worked beyond the regular work schedule.

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3 SCOPE

- 3.01 All Out of Scope employees, with the exception of the City Manager, Department Heads, and managerial and professional employees who are identified as not eligible.

4 RESPONSIBILITY

- 4.01 The Financial Services Department, in conjunction with Human Resources, is responsible for ensuring compliance with the Policy.

5 DEFINITIONS

- 5.01 “**Out-of-Scope**” means a non-union employee who is not covered through a collective agreement.
- 5.02 “**Managerial employee**” is an Out of Scope employee who has direct managerial responsibility for a work unit(s).
- 5.03 “**Professional employee**” is a person formally certified by a professional body as belonging to a specific profession by virtue of having completed a required course of studies and/or practice, and whose competence can usually be measured against an established set of standards.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Saskatchewan Labour Standards Act and Regulations
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7 PROCEDURE

- 7.01 All overtime hours worked will be authorized by the employee's Department Head or designate and will be recorded by the employee on their attendance statement.
- 7.02 If an employee is in a meeting that extends beyond the end of the normal workday, they are not expected to step out of the meeting to 'seek authorization' with the Department Head or designate to continue the meeting.