



REPORT TO: Shared Services Steering Committee
PREPARED BY: Jeff Molenhuis, Director of Public Works

DATE: September 8, 2016
SUBJECT: **Updated Overtime Policy**

ATTACHMENTS: **Hours of Work, Banked Time and Overtime Policy Document**

RECOMMENDATION:

THAT the Steering Committee receive the report Updated Shared Service Overtime Policy;

AND THAT the Steering Committee recommend the Hours of Work, Banked Time and Overtime Policy be adopted and put into immediate effect by the Councils of Morris-Turnberry and North Huron.

EXECUTIVE SUMMARY

The Shared Service Policy for Overtime was implemented on May 1, 2016. Since that time, it has become apparent that a more comprehensive policy was necessary to clarify hours of work, banked time and overtime eligibility to give staff from both organizations equal expectation for reporting of working hours. Additionally, with the development of the On-Call and Call-In policy, a more comprehensive policy document was necessary to distinguish between the framework for regular work, planned after-hours work and unplanned after-hours work.

FINANCIAL IMPACT

No financial impacts anticipated at this time.

Jeff Molenhuis, Director of Public Works