

PW Shared Service Policy	 	Version: V2
Hours of Work, Banked Time and Overtime		
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Hours of Work, Banked Time and Overtime

POLICY STATEMENT	The Township of North Huron and Municipality of Morris-Turnberry recognizes the importance of establishing regular work hours for Public Works Shared Service employees, as well as establishing what qualifies for overtime pay and banked time.
PURPOSE	The purpose of this policy is to establish work hours, and to ensure accurate reporting of time for employees and management. This policy outlines penalties for not adhering to the policy.
SCOPE	This policy applies to all permanent, temporary or contract full-time employees working within Public Works Shared Service in the Township of North Huron and Municipality of Morris-Turnberry.
DEFINITIONS	<p><u>Management</u></p> <p>The management team in Public Works Shared Service consists of the following: Director of Public Works, Manager of Operations and Operations Supervisor.</p> <p><u>Non-Management (Employees)</u></p> <p>Employees consist of the Foremen, Lead Hands, Operators and students, as necessary. It also includes the Public Works Administrative Assistant.</p> <p><u>Standard Operations Period</u></p> <p>The Standard Operations period is the time between Winter Control and Winter Operations activities. This period is approximated to begin on April 16th and end on October 31st yearly.</p> <p><u>Winter Period</u></p> <p>The Winter Period signifies the start of Winter Operations and Winter Control. This period is approximated to begin on November 1st and end on April 15th yearly. This period signifies the timing for alternate work schedules based on the need for winter storm event response.</p> <p><u>Overtime</u></p> <p>Overtime is defined as working time over 44 hours within one work week. Only hours actually worked count towards any extra time or overtime. Vacation, sick days, public holidays, paid in lieu days taken, unpaid travel time etc. do not count as hours worked.</p>

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	<p><u>Banked Time</u></p> <p>Banked time refers to hours worked over contracted hours but instead of being paid these hours at the time accrued, can be stored and taken as leave time in the future as agreed upon by management and the individual staff.</p>
TERMS AND CONDITIONS	<p><u>Standard Operations Regular Hours of Work:</u></p> <p>Standard Office Hours for Public Works Administration is 8:30 AM to 4:30 PM from Monday to Friday. Core hours for Public Works Operations is between 6:30 AM to 5:00 PM from Monday to Friday. The 5-day/8 hour Operations schedule may be planned anytime between the core hours, at the discretion of Management.</p> <p><u>Breaks and Lunch</u></p> <p>Employees are entitled to one (1) - 30 minute break for lunch and two (2) – 15 minute breaks throughout the work day. The 15 minute breaks are not be used to extend the lunch hour, or permit the Employee to come in late or leave early from the regular work schedule.</p> <p><u>Winter Period Hours of Work</u></p> <p>During Winter Operations, the hours of work may be required to adjust to respond to storm events and comply with Minimum Maintenance Standards. Additionally, individual scheduling may change depending on the role the Employee may be required to fulfill (patrol/salting/removal) at any time. Public Works Management may adjust Winter Period Hours of Work at their discretion.</p> <p><u>Call-In</u></p> <p>Call-In time is remunerated first with the minimum guarantee of three (3) hours. Any Call-In time over the minimum guarantee within the same work day will be remunerated according to the overtime details per below.</p> <p><u>Overtime</u></p> <p>Employees: How an Employee is paid, either salary or hourly, does not affect the overtime rules. Employees get an overtime premium as follows:</p>

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- 1.5 times regular rate of pay for any approved hours worked in a week greater than 44.
- 1.5 times regular rate of pay for any approved hours worked on a Saturday or Sunday, regardless of the hours worked in the previous week. Hours worked on a Saturday or Sunday are not counted towards the regular weekly overtime threshold of 44.
- 2.0 times the regular rate of pay for any approved hours worked on a recognized public holiday, regardless of the hours worked in the previous week. Hours worked on a public holiday are not counted towards the regular weekly overtime threshold of 44.

Banked Time

Managers: Hours worked greater than a normal work week will be banked as paid time off in lieu, at straight time (hour for hour), up to an accumulation of 80 hours in a calendar year and can be taken as paid time off.

Employees: Hours worked greater than a normal week:

- up to 44 hours – can be banked as paid time off in lieu, at straight time, up to an accumulation of 80 hours in a calendar year and taken as paid time off or paid out with the next pay as decided by the staff member.
- greater than 44 hours – can be banked as paid time off in lieu, 1.5 times the regular time, up to an accumulation of 80 hours in a calendar year (in the same account as above) and taken as paid time off or paid out with the next pay as decided by the staff member.

Eligibility

Managers: Are eligible for Banked Hours only.

Employees: Are eligible for Banked Hours and Overtime.

Exemptions

Managers: Do not receive an overtime premium for any overtime hours worked in a week.

Employees:

- Hours worked on a Saturday or Sunday are not counted towards the regular weekly overtime threshold of 44 hours.

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	<ul style="list-style-type: none"> Hours worked on a public holiday are not counted towards the regular weekly overtime threshold of 44 hours.
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RESPONSIBILITIES	<p>Managers: Are responsible to:</p> <ul style="list-style-type: none"> Review requests and approve or deny them for extra hours and banked hours in/out in advance. Review timesheets and approve or deny time submitted to ensure compliance with the approved request. <p>Employees: Are responsible for:</p> <ul style="list-style-type: none"> All extra hours worked greater than their normal work week to be approved in advance by their manager. Paid time off in lieu to be approved in advance by their supervisor. Input the information into their timesheet for appropriate accounting and tracking of the time used.
COMPLIANCE	<ul style="list-style-type: none"> All extra hours worked greater than 40 hours must be approved in advance by the individual employee's manager. Accumulated banked hours greater than 80 hours in a calendar year cannot be banked or paid out unless approved in extraordinary circumstances by the CAO or Administrator Clerk – Treasurer. Any paid time off in lieu outstanding at December 31 each year will not be paid out but can be carried over to the next year with the approval of the CAO. Any paid time off in lieu outstanding at termination for any reason will not be paid out.
RELATED DOCUMENTS	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> Employment Standards Act Shared Service On-Call and Call-In Policy
HISTORY	<p>The policy was developed for the Shared Service project to align staff policy and procedure as it relates to hours of work, banked time and overtime. This policy supersedes the following:</p> <ol style="list-style-type: none"> Shared Service OT Policy

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