



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-008

Policy Title: Pay Periods, Hours of Work, and Overtime Policy

Policy Objective:

To articulate the Municipality's policy with regard to pay periods, hours of work expectations for non-union employees, calculation of hourly rate, banked time and over time.

Authority: (Bylaw#, Resolution date/#)

Council Resolution: November 26, 2012

Policy:General

1. This policy applies to non-union employees of the Municipality. Hours of work and overtime for employees in the bargaining unit will be as specified in the Collective Agreement.
2. Managerial Employees for purposes of this policy are defined as the Administrator and department Directors. For these employees the overtime provisions of Saskatchewan Labour Standards do not apply.
3. The work week operating hours for the Municipality are 8:30 a.m. to 5:00 p.m. Monday to Friday.
4. All employees will be paid on a bi-weekly pay cycle.
5. Employees are expected to complete and sign the prescribed timesheet by 10:00 a.m. of the Monday following the end of the pay period for review by their supervisor. The supervisor will review and approve the timesheets and submit to payroll the same day.

Non-Managerial Employees

6. Non-managerial employees are expected to perform their work week hours during work week operating hours unless specifically scheduled otherwise.



7. A work week and the hourly pay for non-managerial employees will be defined in their employment contract. Overtime will be calculated on a weekly basis as follows:
 - First 40 hours – straight time rate;
 - Anything over 40 hours per week is to be paid at overtime rate. Overtime rate is straight time rate plus one half of straight time rate.
8. Hours worked in excess of 40.0 hours per week require prior approval of the employees' supervisor.
9. All hours worked in excess of the employees' defined work week hours may be banked or paid out at the appropriate rate. Excess hours may be banked to a maximum of the equivalent of one work week for the employee, any additional worked hours will be paid out.
10. All unused banked hours for non-managerial employees will be paid out on the last pay of the fiscal year. Carry-over of banked hours will be authorized on a case by case basis at the sole discretion of the Administrator.
11. Working from home is will only be allowed on a case by case basis and with the prior approval of the employees' supervisor.

Managerial Employees

12. Managerial employees are expected to deliver results and are therefore not compensated on a strictly hour for hour task performed basis.
13. The bi-weekly pay amount for managerial employees will be the annual contract amount divided by 26. Hourly rate will be calculated by contract (\$) ÷ 2080 hours.
14. Managerial employees are expected to be at work during work week operating hours in order to provide guidance, coaching and example to non-managerial employees.
15. There is no provision for overtime for managerial employees.
16. Managerial employees do have discretion within reasonable limits to adjust work week hours to accommodate after hours commitments and responsibilities of the position.
17. Any hours worked beyond the regular scheduled work hours may be banked for time in lieu. Operational needs should be taken into consideration before time in lieu is taken.
18. A statement of manager's banked time will be provided to Human Resource Committee in confidence for review at each regularly scheduled committee meeting. Lieu time may be paid out at the discretion of Council by way of resolution. Carry-over of lieu time may be requested however will only be granted upon resolution of Council.
19. Notwithstanding #15 above, Saskatchewan Labour Standards do provide for overtime to managerial employees if they are required to work on statutory holidays. However, it is



unlikely that a managerial employee would ever be `required' to work on a statutory holiday and payment should therefore be preapproved by the Administrator, or in the case of the Administrator, the Reeve.

Council Reporting

20. Each month Administration will provide a report of worked hours, extra hours banked, extra hours paid, banked time, and vacation time by department total to the Council for review and approval.