

# PAY AND PERFORMANCE

## HR:P&P01 – Overtime

Originated: Sept. 2007  
Review: Sept. 2020  
Revised: Sept. 22, 2011  
Approved: Sept. 2020

### POLICY:

The Library Board is committed to ensuring that overtime hours and premiums are administered consistently, fairly, and equitably; recorded accurately and paid correctly.

Staff are eligible for overtime compensation when they are authorized by their Supervisor to work in excess of 7.5 hours/day or 37.5 hours/week.

### PROCEDURE:

1. Staff must receive prior supervisory authorization to claim overtime.
2. Overtime shall be paid at a rate of 1 ½ times the employee's regular rate of pay (wage) for eligible hours.
3. Where a flexible hours of work agreement is in place, overtime will be based on the excess hours in a week beyond the normal hours of work.
4. Overtime is required to be approved in advance by the Library Director for all employees and shall be reported weekly to the supervisor with the normal payroll information for authorization.
5. Where overtime is required on the part of the Library Director due to a specific project or emergent circumstance, the Human Resources Committee will review the requirement, authorize the overtime, and determine whether banking or payout is appropriate. A report of this overtime will be provided to the HR Committee Chair and/or Board Chair at the end of the project, upon emergent circumstance or monthly. The Board Chair and /or HR Committee Chair will then authorize any payouts as appropriate. Supporting documentation regarding payouts will be signed by the Board Chair and Treasurer.
6. Overtime hours may be banked and taken as paid time in lieu up to a maximum of 37.5 hours (5 days), upon execution of an Overtime Agreement. Time off in lieu of overtime hours must be taken within six (6) months of the end of the pay period within which the overtime was earned, failing which the employee shall be paid overtime pay at one and one-half (1 ½ ) times his or her regular wage for the overtime hours not taken as time off during regular working hours.
7. Where arrangements have not been made by the employee within the required period to schedule time in lieu, payout of that bank will not occur without prior notice to the employee.
8. Payment of overtime will occur with the employee's normal pay periods. ♦

