

POLICY # PE 023

LIEU TIME

DEPARTMENT: PERSONNEL

APPROVAL DATE:	30-08-99 (August 1999)
REVISION DATE (s):	23-01-00; 13-09-03; 43-02-06 (February 28, 2006) ; 2017-12-61 (December 12, 2017)
REVIEW DATE (s):	

POLICY STATEMENT:

The County of Vermilion River is committed to ensuring employees are fairly compensated for working over-time hours. Overtime Agreements will allow for time-off instead of financial compensation.

PURPOSE:

The County of Vermilion River recognizes the necessity and benefit to both the County operations and personnel to provide for overtime which can be taken, as outlined in an Overtime Agreement, at a future time that is mutually beneficial to both parties.

DEFINITIONS:

Overtime: It is County policy that overtime is defined as all time authorized by the immediate Supervisor or Administrator (in the Supervisor's absence) and worked by the employee in excess of the regularly scheduled hours of seven and one-half (7.5) hours per day **OR** thirty-seven and one-half (37.5) hours per week.

POLICY:



- 1) All Managers will minimise the overtime required to complete the daily tasks where it is the most effective and efficient approach. Special attention shall be given to deal with work scheduled for weekends and holidays. ().
- 2) All employees who bank overtime must have a signed Overtime Agreement on file.
- 3) Non management persons employed by the County on a permanent full time basis shall be entitled to lieu time as per the Overtime Agreement under the following conditions:
 - a. request for paid lieu time **may** be granted, at the discretion of the employee's department supervisor, only when an equal amount of overtime has already been worked to offset the time requested;
 - b. requests for lieu time should generally be made 3 working days prior to the commencement of the days requested as lieu time;
 - c. lieu time will not be granted for more than two (2) consecutive days at a time;
 - d. Lieu time may be accumulated to a maximum of five (5) days. At the point five (5) days is reached, overtime must cease until lieu time has fallen below the five (5) day threshold.
 - e. time taken without authorization will be treated as vacation or result in the deduction of pay;
 - f. it is the responsibility of both the employee and the immediate supervisor to ensure any overtime is used within the six (6) month time frame as set out by the overtime agreement; and
 - g. when an employee is taking overtime as lieu time, a casual or temporary employee can **NOT** be brought in to replace that employee unless the administrator deems it necessary.
- 4) Central office staff who have signed an Overtime Agreement shall commence work at 8:15 a.m. daily (Monday to Friday). Any additional hours worked beyond the normal work hours must be approved in writing by the immediate Supervisor or the Administrator (in the Supervisor's absence) prior to the commencement of the overtime.
- 5) Overtime is recorded **ONLY** for the hours **ACTUALLY WORKED** in excess of 7.5 hours per day, or 37.5 hours per week. Overtime is **NOT** accumulated while an employee is on vacation, sick leave or personal leave. The amount of time recorded as sick leave or personal leave, is the difference between 7.5 hours and the actual time worked that day.



- 6) When overtime is worked, it is to be entered as “Overtime” on the employee’s monthly timesheet. When overtime is taken, it is to be entered as “Lieu Time” on the employee’s monthly timesheet. The accumulated overtime earned and taken will be monitored by the payroll/personnel department and reported to administration on a monthly basis.

- 7) The employee shall be compensated with time taken off in place of overtime pay at the rate set out in the *Employment Standards Code (Employment Standards Regulation, A.R. 14/97)*.