

POLICY: **EXEMPT STAFF – OVERTIME**

POLICY #: **B-HR-05**

COMMITTEE:	Human Resources Committee	PASSED:	24 September 2015
TOPIC:	Compensation and Benefits	AMENDED:	
		REVIEW PERIOD:	As required.

PURPOSE

To ensure exempt staff a fair compensation for additional hours worked.

SCOPE

This policy applies to all exempt staff who work additional hours beyond their normal work day.

POLICY

Support exempt staff shall be compensated for authorized overtime in accordance with the provisions of the CUPE Agreement, such compensation to be taken by receiving pay or time off. In the latter case, the time must be taken at the discretion of the Director of Library Services.

Management exempt staff shall receive no compensation for ordinary overtime but receive an additional week's vacation per year above the current entitlement.

Board time – Management exempt staff may bank time (to a maximum of 112.5 hours per year) at a rate of half time for time spent at the Director's request:

- At Board meetings
- At Board Committee meetings
- At special Board events/meetings (i.e. neighbourhood public meetings)
- On special Board-driven projects requiring exceptional time commitments beyond the normal work week.

Emergency Callout – Shall be banked at double time the actual hours worked when required to respond to emergency callouts.

ROLES AND RESPONSIBILITIES

The Library Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for administering this Policy.