

EXEMPT & MANAGEMENT OVERTIME

The Council of the City of Dawson Creek directs that:

Exempt and Management staff of the City of Dawson Creek are paid on a salary basis which includes an expectation that the hours of work are those hours required to fulfill the duties of the position. Typically, management staff is available during regular office hours and via alternate means outside of business hours.

In order to ensure a consistent application of the Overtime Policy across all Departments, the following guidelines will apply:

- 1) Overtime for exempt and management staff will not be approved for routine extra work that is the regular and expected requirement of the job.
- 2) The type of overtime that will qualify for approval includes:
 - a) For exempt staff:
 - i) Attendance, outside the normal work day, at extraordinary meetings, special events, peak workload situations, and special projects, and are not the regular and expected requirement of the job;
 - ii) When a request has been made by the Manager or their designate to undertake an assignment that is considered to be beyond the normal requirements of the job; and
 - iii) Emergency events.
 - b) For management staff,
 - i) Overtime will only be paid when approved by the Chief Administrative Officer or his designate.
- 3) Exempt staff will be paid for all approved overtime hours worked at the rate of one and one-half times (1.5x) the applicable hourly wage rate for the first two (2) hours and double-time (2x) the applicable hourly wage rate for hours worked thereafter, unless otherwise stated in their employment agreement. The number of paid overtime hours per year will be capped at a maximum of 240 hours. Payment may be taken in cash, equivalent time off, or a combination of both, with the exception of overtime worked for an emergency event, for which payment must only be taken in cash.

- 4) Management Staff will be paid for all approved overtime hours worked at the rate of one and one-half times (1.5x) the applicable hourly wage rate for the first two (2) hours, and double-time (2x) the applicable hourly wage rate for all hours worked thereafter.

APPROVED BY COUNCIL:

DATE: _____