

### **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) Overtime will not be approved for travel time incurred in attending extraordinary meetings, special events or projects that qualify under Item 5 (call-out situations).
- 3) Department Heads will be required to sign all time sheets that contain overtime payment for exempt staff, and to indicate on the time sheet the purpose of the approved overtime.
- 4) Exempt and Management staff will be paid for all approved hours worked over and above regular hours at the rate of one and one-half times (1.5x) the applicable hourly wage rate, 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.
- 5) All overtime will require pre-approval of the Department Head or their designate, except in circumstances of emergency call-out or unanticipated operational necessity.
- 6) The type of overtime that will qualify for approval includes:
  - a) For exempt staff:
    - i) Attendance at extraordinary meetings, special events, peak workload situations, and special projects that are not the regular and expected requirement of the job.
    - ii) When a request has been made by the Department Head or their designate to undertake an assignment that is considered to be beyond the normal requirements of the job.

- b) For management staff,
  - i) Overtime will only be paid to management employees under the authorization of a Provincial Emergency Program (PEP) task number and shall be signed off by the Chief Administrative Officer or his designate. All time worked while acting on an emergency event shall be recorded.
  
- 7) Under the authorization of a PEP task number, Exempt and Management Staff shall be paid at the rate of one and one-half times (1.5x) the applicable hourly wage rate for the first two hours, and double time (2x) for all other hours worked during emergency activations beyond their normal working hours.

**REAFFIRMED BY COUNCIL:**  
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**DATE: August 12, 2024**