



REPORT TO COUNCIL

MEETING DATE: May 11, 2026

REPORT NO. 26-080

SUBMITTED BY: Janice Anderson
Deputy Corporate Officer

SUBJECT: Policy Amendment - Exempt and Management Overtime

PURPOSE

To provide Council with proposed amendments to the City of Dawson Creek's Exempt and Management Overtime Policy that will ensure consistent application of overtime for the City's exempt and management staff across all City departments.

ANTICIPATED OUTCOMES

Approval of the proposed policy will provide a clear, consistent, and fair framework for approving, compensating, and managing overtime for exempt and management staff. It will support responsible oversight of overtime, ensure qualifying work is compensated appropriately, improve consistency across departments, and provide the City with a more practical policy to support operational needs, emergency response, and employee accountability.

SUMMARY/BACKGROUND

The City's Exempt and Management Overtime Policy provides guidance for when overtime may be approved for exempt and management employees. The policy recognizes that exempt and management staff are paid on a salary basis and that their positions include an expectation that they will work the hours required to fulfill the duties of their role. As a result, overtime is not intended to apply to routine work or duties that form part of the regular and expected requirements of the position.

The current policy provides that exempt staff are paid overtime at one and one-half times (1.5x) the applicable hourly wage rate for all approved overtime unless otherwise stated in their employment agreement. The proposed policy updates the overtime rate to one and one-half times (1.5x) for the first two (2) hours and double time (2x) for all hours worked thereafter for all exempt and management staff.

The proposed policy clarifies the types of additional work that may qualify for overtime approval and confirms that overtime must be approved by the Chief Administrative Officer for Managers, and by the Manager or designate for exempt employees, except in circumstances of emergency call-out or

unanticipated operational necessity. This ensures that overtime continues to be managed responsibly, while recognizing that operational needs may arise outside of regular business hours and require an immediate response.

The policy also identifies qualifying overtime as work that is beyond the regular and expected requirements of the position. This may include attendance at extraordinary meetings, special events, peak workload situations, special projects, emergency events, or other assignments requested by the Manager or designate.

The proposed policy is intended to support consistent application of overtime provisions across departments, ensure all employees are compensated appropriately for approved overtime, and provide clear administrative guidance for approving, recording, and managing overtime. The policy continues to maintain appropriate limits on overtime by confirming that overtime is not approved for routine extra work and by retaining an annual cap of 240 paid overtime hours for exempt staff, unless otherwise stated in an employee's employment agreement.

The Province's current EMCR Financial Assistance Standards identify that overtime wages may be eligible where employees perform work directly related to response activities during the response period, but also identify that overtime pay policies designed specifically to be in effect only during EMCR response eligible events are ineligible. Accordingly, the proposed policy amendment has been drafted as a general overtime policy for exempt and management staff, rather than as a policy specific to emergency response activations.

Staff initially intended to bring forward amendments to the current Exempt and Management Overtime Policy. However, given the number of amendments required to improve clarity and consistency, staff determined that repealing and replacing the existing policy would provide a cleaner and more effective approach than layering multiple amendments onto the current policy.

If approved by Council, and following successful completion of the required 30-day review period, the new Exempt and Management Overtime Policy will repeal and replace the current policy.

ALTERNATIVES

N/A

IMPLICATIONS

- | | |
|--------------------------|--|
| (1) Social | N/A |
| (2) Environmental | N/A |
| (3) Personnel | There are no significant personnel implications associated with the proposed amendments. Implementation will be incorporated into existing staff responsibilities. |
| (4) Financial | The proposed amendments may result in increased overtime costs where approved overtime exceeds two hours, as those hours would |

be compensated at double time. The financial impact will depend on the frequency and duration of approved overtime.

Overtime will continue to be managed through existing approval processes, within approved departmental budgets where possible, and subject to the annual overtime cap outlined in the policy. Costs related to eligible emergency response activities may be recoverable through applicable provincial funding programs.

(5) Risk Assessment

Compliance:

Exempt and Management Overtime Policy, Policy Development Policy

Risk Impact: Low

Internal Control Process:

The Administration Department has a procedure and checklist in place to complete policy amendments.

GUIDING PRINCIPLES

Creativity

We will foster a culture of creativity, innovation, and learning by:

- Employing open dialogue and wide input into decision making and planning.

Trust and Integrity

We will have a reputation for acting with integrity and will earn the trust of our stakeholders by:

- Communicating with care and respect.
- Working to develop positive relationships.

Excellence

We will achieve excellence in all our endeavours by:

- Incorporating principles of excellence in all our actions.

STRATEGIC PRIORITIES

N/A

IMPLEMENTATION/COMMUNICATION

Upon approval by Council, the proposed Exempt and Management Overtime Policy will be posted on the City's website for a 30-day public review period. Any comments received during the review period will be provided for Council on a separate staff report. Following a successful review period, the updated Exempt and Management Overtime Policy will be formally adopted, repealing the current Exempt and Management Overtime Policy and incorporated into the City's website and Administration master policy manual.

RECOMMENDATION

That Report No. 26-080 from the Deputy Corporate Officer re: Policy Amendment - Exempt and Management Overtime be received; further, that Council approve the new Exempt and Management Overtime Policy to support consistent overtime provisions for exempt and management staff and ensure qualifying work is compensated appropriately; further, that the existing policy be repealed following the required 30-day review period.

Respectfully submitted,

Janice Anderson
Deputy Corporate Officer

Attachments

[Exempt and Management Overtime 2026](#)

Approved for the Agenda by:

Agenda Review
Tab Young, Corporate Officer
Kevin Henderson, Chief Administrative Officer
Agenda Review

Approved - 01 May 2026
Approved - 06 May 2026
Approved - 06 May 2026
Approved - 06 May 2026



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.



Policy – Administration

- 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: _____