

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-01
POLICY: Hours of Work and Overtime			
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POLICY STATEMENT:

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the County of Renfrew establishes hours of work, including shift work if required, for all job classifications.

PROCEDURE:

1. Consult the appropriate Union Agreement for any deviations to this policy.
2. The following apply to hours of work:
 - (a) the normal minimum daily hours of work for all full-time management, supervisory, technical, administrative, and administrative support employees is seven (7) hours per day;
 - (b) the normal daily hours of work for all Public Works and Homes operational and nursing employees consist of eight (8) hours per day as designated by the Department Head;
 - (c) the normal daily hours of work for all Paramedic Service operational employees and District Managers consist of twelve (12) hours per day as designated by the Department Head;
 - (d) a fifteen (15) minute break period is provided in both the first and second half of a shift; and
 - (e) each Department Head ensures that each employee in his/her Department is working the required number of hours for his/her classification;
3. The following apply to overtime:
 - (a) all authorized work performed by employees (except those indicated in 3(b) below) beyond the normal daily hours is considered overtime and is paid at the rate of time and one-half or, upon mutual agreement with their Department Head, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time. A maximum of thirty-five (35) hours may be carried from

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one year to the next provided that the maximum accumulation never exceeds seventy (70) hours at any time. For Public Works Patrol employees hours may be carried from one year to the next provided that the maximum accumulation never exceeds eighty (80) hours at any time;

- (b) Management/Professional employees are eligible for time off in lieu of overtime pay, to a maximum of seventy (70) hours per calendar year. All overtime must be pre-approved and shall not include elective overtime. A maximum of thirty-five (35) hours may be carried from one year to the next provided that the maximum accumulation never exceeds seventy (70) hours at any time. The annual accumulation plus the carry over shall not exceed seventy (70) hours. There is no provision to grant pay in lieu of days off.

The Job Classes deemed to be Management / Professional for the purpose of this policy only are:

- Group 7: Client Programs Supervisor, Client/Outreach Programs Supervisor, Construction Supervisor, Operations Coordinator, and Patrol Supervisor
- Group 8: Dietitian, Environmental Services Supervisor, Food Services Supervisor, Human Resources Coordinator – Homes, Prosecutor, Prosecutor (Bilingual), Supervisor, Engineering Services and Supervisor – Ontario Works
- Group 9: Manager-Economic Development Services, Manager-Real Property Assets, Employee Health Coordinator, Manager of Child Care Services, Manager of Forestry Services, Manager of Planning Services, and POA Manager
- Group 10: Housing Manager, Manager – Information Technology, Ontario Works Manager, Paramedic Service District Manager and Resident Care Coordinator
- Group 11: Financial Services Officer, Paramedic Service Deputy Chief – Logistics, Paramedic Service Deputy Chief – Quality Programs/Community Emergency Management Coordinator, Manager – Capital Works, and Manager – Operations

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Group 12: Paramedic Service Deputy Chief – Operations, and Director of Care

Group 13: Nurse Practitioner

Group 14:

Group 15: Administrator – Bonnechere Manor, Administrator – Miramichi Lodge, Director – Development & Property, and Director – Emergency Services / Chief Paramedic Service

Group 16: Director – Human Resources, Director – Social Services, and Director – Public Works & Engineering

Group 17: Treasurer / Deputy Clerk

- (c) Public Works Patrol Supervisors and Construction Supervisors are eligible for time off in lieu of overtime pay at straight time, to a maximum of eighty (80) hours per calendar year. All overtime must be pre-approved and shall not include elective overtime. If mutual agreement is not reached the time off may be scheduled by the Department Head. Additional overtime performed by Public Works Patrol Supervisors beyond the normal weekly hours and in excess of the eighty (80) hours above is considered as overtime and is paid at the rate of straight time for a maximum of eighty (80) hours. Additional overtime resulting from emergency situations must be pre-approved by the Director of Public Works and Engineering and shall not include elective overtime. Such overtime is at straight time and is paid overtime;
- (d) overtime is pre-authorized by the employee's Department Head or designate;
- (e) Public Works operational employees who are called in prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless after eight (8) hours of work the Supervisor assigns additional work;
- (f) Public Works operational employees are entitled to a shift premium for scheduled night patrol shifts. See the appropriate Employment By-law for premium rate;

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- (g) Paramedic Service District Managers are eligible for two (2) categories of overtime:
 - (i) Active in-vehicle paramedic - paid out at time and one-half (1½); and,
 - (ii) Supervisory – not associated with in-vehicle duties, banked at straight time rate to a maximum of eighty (80) hours per calendar year.

All overtime must be pre-approved and shall not include elective overtime. If mutual agreement is not reached the time off may be scheduled by the Department Head. This practice will be in place until July 1, 2012 and will be reviewed at this time; and

- (h) Paramedic Service District Managers will be paid any applicable premiums for time spent in the vehicle.

4. The following apply to office hours:

- (a) effective January 1, 2010 the normal hours of business for all departments operating out of the General Administration Office are 8:00 a.m. to 4:00 p.m.;
- (b) the normal hours of operation for the Public Works garages are designated by the Director of Public Works and Engineering according to seasonal requirements;
- (c) the Homes for the Aged operate on a rotating shift schedule of operational categories that are established by the Home Administrator.
- (d) the Paramedic Service bases operate on a 24 hour/day, 7 day/week rotating shift schedule as established by the Director of Emergency Services.

Note: see Appendix A, B, C and D.

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APPENDIX A

[Overtime Sheet - time and a half](#)

APPENDIX B

[Overtime Sheet - straight time](#)

APPENDIX C

[Applications for Leave](#)

APPENDIX D

[Overtime Pre-Authorization](#)