

POL-ADM.2018.32 Title: *Overtime Wages & Working on Holidays*

Type: Human Resources
Authority: CEO
Resolution No: BMPL 2018-77 on 4-19-18; POL-ADM.2018.32
Associated Documents: Employment Standards Act, S.O. 2000, Part VIII
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Legal Framework

The Blue Mountains Public Library shall set procedures for overtime and holiday wages paid to employees which meets the Employment Standards Act, S.O. 2000 and subsequent Acts, and is predictable and equitable to all employees. It is the practice of the administration not to schedule staff for more than full-time hours, as well as to have enough employees not to require overtime hours.

ADM.2018.32.1 Overtime and Time Off in Lieu of Overtime

1. Overtime begins after working 44 hours in a single work week, regardless of whether the employee is full-time, part-time, student or casual. BMPL shall not normally schedule employees for overtime. Any overtime hours must be pre-approved by the CEO, and include an Overtime Request form to be signed by both the CEO and employee.
2. Overtime pay is calculated at one and one-half times the regular rate for each hour of work in excess of 44 hours in each work week.
3. The employee may be compensated for overtime hours by receiving pay or time off work (time off in lieu). Time off in lieu of pay must be taken prior to the end of the next regular pay period.
4. If the employment of an employee ends before the paid time off is taken, the employer shall pay the employee overtime pay for the overtime hours that were accrued with the final pay.

ADM.2018.32.2 Exemptions for Overtime or In Lieu Wages

1. Regular employees who are also adult students may bank additional hours beyond their regularly scheduled week for time off in lieu of pay to offset extraordinary student requirements, providing:
 - 1.1. The semester schedule has been pre-approved by the CEO, and that such lieu time offset is agreed to in writing by the CEO and student.
 - 1.2. The student does not work more than 44 hours in any given week.
 - 1.3. All lieu time is pre-approved by the CEO and paid at regular hourly wages.
 - 1.4. All lieu time is used within the semester, and does not cross over a fiscal period.
2. Professional Development Training which exceeds eight (8) or more hours, including travel time, shall be considered one day's work, regardless of number of sessions, social activities, or duration of activities.

ADM.2018.32.3 Working on Holidays

1. An employee may take a substitute day for a Holiday, on pre-approval of the CEO, when they are required to work the Holiday or when the holiday falls on a day which the employee is not regularly scheduled.
2. The substitute day will be at regular hours, and is not considered overtime or premium rate.