

Grandview Municipality
Overtime
Effective Date: October 27, 2015
Resolution No 2015-423

Purpose:

The purpose of this policy is to outline policy for approved overtime.

Procedure:

Employees shall receive 1 ½ times their regular rate of pay for time worked in excess of either their regular daily hours or in excess of their regular weekly hours. The CAO or Public Works Manager must authorize such time.

Overtime, when pre-authorized, will be awarded in ½ hour or 1 hour increments only.

Employees, with the exception of the CAO, will not have the option of banking overtime.

If an employee is called to work on a day other than their regular work day, they will be paid a minimum of three (3) hours and their overtime rate.

When an employee is called to work, the employee is required to complete a “Call-Out Report” and submit to the office on the first working day following the incident.