

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Overtime Policy	<i>POLICY NUMBER:</i> 1.6.45	<i>EFFECTIVE DATE:</i> September 15, 2019
<i>ORIGIN:</i> City Manager	<i>ADOPTED BY COUNCIL ON:</i> Internal Policy	<i>DATE AMENDED:</i>

Overtime Policy

1. Payment of Overtime provisions are contained in Article 18 of the CUPE Local 777 Agreement.
2. Employees are responsible for ensuring they conscientiously monitor their time to achieve results and meet the operational requirements of their position within their daily hours of work.

All overtime must be approved, and authorization must be obtained from the Manager in charge, prior to starting any overtime work. If an employee fails to acquire prior approval of overtime, they may be subject to disciplinary measures, up to and including dismissal if it continues.

3. Employees are required to account for their time on their bi-weekly timesheet, to be approved and signed by their Manager. Overtime will be paid in fifteen (15) minute increments, rounded up or down to the nearest 15-minute increment.

Time Clock Procedure Policy:

1. Employees are required to clock in prior to their assigned start time and must clock out when they go off duty. Clocking in within the timeframe specified will be calculated as an on-time report for duty.
2. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time