

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-2 Hours Paid and Overtime	

Town of Lampman

Policy No. 300-2 Hours Paid and Overtime

December 12, 2018

1. Hours of Paid and Overtime

- 1.1. Outside employees: The normal working day is eight (8) hours (7:00 am - 3:00 pm) per day, for a total of 40 hours per week. Work hour variations must have Human Resources Committee approval prior to being taken and may be adjusted to meet business needs. Lunch break is included in the work hours and is paid.
- 1.2. All outside employees shall be paid hourly.
- 1.3. All outside employees shall be entitled to 1.5 wages for any hours worked over 8 hours per day or 40 hours per week.
- 1.4. Office employees: The normal working day is eight (8) hours (8:00 am - 4:00 pm) per day for a total of 40 hours per week. Lunch break is included in the work hours and is paid.
- 1.5. Salaried positions earn overtime at a straight 1:1 hourly rate.
- 1.6. All employees receive one (1) 15 minute break in the morning, and one (1) 15 minute break in the afternoon. Note: this is above what is required by Saskatchewan Labour Standards, and may be amended or removed at the discretion of the Mayor and Council.
- 1.7. Overtime eligible staff will be paid overtime on the following basis:
 - a. Overtime is available at the discretion of the Administrator and Foreman and is never guaranteed.
 - b. Overtime will be paid according to applicable Provincial legislation.
 - c. The Town of Lampman reserves the right to apply for Provincial averaging agreements which may alter overtime rules. Employees will be notified by email if the Town of Lampman decides to apply for any averaging agreement.

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- d. Time off in lieu of overtime will be awarded in accordance with applicable employment/labour standards and is subject to management approval. For extended time-off in lieu agreements, an Overtime Agreement must be signed by the employee and management.
- e. Paid leave (holiday, vacation) may not be used towards overtime.
- f. Extra time worked at the employee's discretion, or without management approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime without prior management approval.
- g. To determine if a specific employee is overtime eligible, please consult Saskatchewan Employment Standards.

1.8. All vacation shall be paid as per Policy No 300-3 "Annual Vacation".

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-2 Hours Paid and Overtime	December 12, 2018	Council