

## **Overtime Payment & Lieu Time Authorization Process**

Overtime is defined as work authorized by a Supervisor which is performed outside the standard work day for the individual employee. The work week for employees is Sunday to Saturday.

### **Tracking Overtime:**

When an employee is scheduled for or performs approved overtime, the **Overtime Bank Record form** is completed.

- 1) The employee completes the top section of the form and forwards to their supervisor for approval.
- 2) The supervisor will either approve or disapprove the request. If approval is granted both the employee and supervisor initial the form.

### **Procedure to Pay Out Overtime Bank Hours:**

Both overtime pay and time off in lieu is compensated according to the guidelines set out in *Overtime for Non-Union Employees* policy. Approved overtime may be tracked on the **Overtime Bank Record form** and kept in the employee's department.

### **Compensation for Overtime Worked:**

The employee must provide written notice to their supervisor specifying overtime hours submitted for payment. Any payment to be made will be processed on the employee's regular pay date.

- 1) A **Staff Information form** must be filled out and forwarded to the Office of Human Resources with both employee and supervisor signatures indicating the number of hours to be paid to the employee.
- 2) Overtime will be paid to the employee within 30 days of the Office of Human Resources receiving the form.
- 3) No advance payments will be granted.

### **Time-off in Lieu of Payment:**

Employees must provide their supervisor at least two (2) weeks' written notice. The supervisor shall advise the employee in writing whether the requested time off will be granted.

Approved overtime as time-off in lieu of payment must be taken within three months from the overtime event. The three (3) month time limit may be extended with the written agreement between the employee and supervisor however; in no case shall the limit extend beyond the end of the calendar year. Lieu time not taken at year end will be paid out.

- 1) The employee and supervisor fill out the Payment of Overtime section of the **Overtime Bank Record form** and initial indicating approval.
- 2) The Overtime Bank Record form is maintained and kept in the employees department.