
OVERTIME COMPENSATION FOR EXEMPT EMPLOYEES

Effective Date: January 1, 2014 (revised June 2, 2023, with changes effective January 1, 2024)

Approved By: MVRD Board

Policy No. HR-004

PURPOSE

The purpose of this Policy, in conjunction with the exempt salary administration and benefits program, is to provide a fair and equitable compensation system for exempt staff that recognizes overtime worked and ensures that overall compensation for exempt staff remains fair and competitive within the marketplace.

POLICY**1. Overtime - Front Line Supervisors**

Front Line Supervisors directly supervise employees who are members of the GVRDEU and share their work schedules. These employees will be compensated for overtime on the basis provided for in the GVRDEU collective agreement.

Work resulting in overtime compensation should be discussed with and approved by an employee's supervisor prior to being performed. However, in urgent circumstances Front Line Supervisors are encouraged to use their best judgment, and to contact their supervisor as soon as is practical under the circumstances.

Where the nature of work is more suited to the provisions of the Earned Time Off program described below, a Front Line Supervisor job classification can be included in Earned Time Off on an exception basis with the approval of the General Manager and the Director of Human Resources.

2. Earned Time Off - Exempt and Management Staff

Earned Time Off (ETO) is provided to exempt and management staff in recognition of overtime worked beyond the normal job requirements. This leave is not intended to match exempt staff overtime on an hour for hour basis, but rather is provided to recognize overtime incurred by exempt staff beyond their regular work day.

ETO has two components: Base Entitlement and Additional ETO.

(i) Base Entitlement: Exempt staff enrolled in ETO will receive a Base Entitlement of ETO on January 1st for the coming calendar year to compensate for overtime expected to be worked beyond the regular work day. The Base Entitlement is based on Exempt job family placement, as follows:

- Corporate Support (CS): 10 days
- Professional/Technical levels 1-5 (PT1-5): 10 days

BOARD POLICY

- Management/Leadership levels 1-5 (ML1-5): 10 days

Temporary full-time exempt employees will earn a Base Entitlement of one day of ETO per completed calendar month of service to a maximum of 10 days per calendar year for CS, PT1-5 and ML1-5.

The Base Entitlement is intended to compensate for overtime arising from:

- Work that is assigned with short notice, or with a near-term deadline, that cannot be completed during the normal work day;
- Temporary surges in work volume resulting from such things as staff absences, peak periods and seasonal work demands;
- Administrative tasks performed after normal working hours.

In all cases, a day is equal to the employee's standard daily hours.

(ii) Additional ETO: Additional ETO is intended to compensate for overtime where the requirements of an employee's job have resulted in considerable impact on their personal time during evenings and weekends over and above those described above, such as:

- Required attendance at meetings or events that are scheduled outside normal work hours. Examples include public consultations and open houses, municipal council meetings, advisory group meetings and stakeholder presentations;
- Overtime arising from emergency situations, such as incidents, accidents and/or injuries on Metro Vancouver property, and equipment and infrastructure failures requiring urgent intervention and repair;
- Work on projects that must be completed during off-peak utility demand and/or traffic hours. Examples include inspecting, testing and commissioning of major construction projects, tying in to existing utility infrastructure and work on major roads and intersections.

Additional ETO time may be banked on the timesheet in half hour increments to a maximum of 10 days per calendar year for CS, PT1-5 and ML1-5.

Work resulting in Additional ETO should be discussed with and approved by an employee's supervisor prior to being performed. However, in urgent circumstances employees are encouraged to use their best judgment, and to contact their supervisor as soon as is practical under the circumstances.

3. Exceptional ETO

Under extraordinary circumstances, with the approval of the CAO, General Manager or a Director that is a member of the Corporate Planning Committee, an exempt employee may be granted up to an additional 5 days of Exceptional ETO. This ETO must be supported by written documentation that clearly outlines how the employee's efforts have exceeded the criteria outlined above as established for Base and Additional ETO.

4. Use of ETO

Employees must use their Base ETO Entitlement in time during the calendar year for which it is granted. Any unused portion of the Base ETO Entitlement will be forfeited at the end of the calendar year.

For this reason, it is incumbent on supervisors to ensure that exempt staff reporting to them are using their Base ETO Entitlement throughout the year.

Additional ETO and Exceptional Leave can be taken in time or in cash. Unused prior year balances as of April 30th will be paid out.

5. Earned Time Off - Senior Management

Senior management will receive a Base Entitlement of 15 days (standard daily hours x 15) of ETO on January 1st for the coming calendar year. Senior management refers to employees in the Management/Leadership level 6-7 job families.

In recognition of the expectations of these positions, and the higher regular compensation attached to them, senior management members are not eligible for Additional ETO but may be eligible for Exceptional ETO.

Senior management employees must use 10 days of their Base ETO Entitlement in time during the calendar year for which it is granted. Once used, the remaining 5 days can be taken in time or in cash. Any unused portion of the first 10 days of Base ETO Entitlement will be forfeited at the end of the calendar year. Any unused portion of the remaining 5 days of Base ETO Entitlement or Exceptional ETO can be carried forward into the next calendar year and used in time or cash. Unused prior year balances as of April 30th will be paid out.

6. Earned Time Off – Additional Considerations

Base ETO Entitlements will be prorated in the year of hire and termination.

As an alternative to granting Additional ETO, managers may wish to consider allowing employees to vary their normal work hours on a temporary basis in order to accommodate project schedules or deadlines that involve regular or scheduled evening work. Such variance must be by mutual agreement and be approved at the Manager level or higher.

BOARD POLICY

Exempt Auxiliary employees are not eligible for ETO, and will be compensated for approved overtime on the basis of the Union contract for the employee group with which they are most closely associated.

Exempt Part Time employees will be eligible for Base Entitlement and Additional and Exceptional ETO. The Employee's Base Entitlement will be prorated based on the employee's intended hours of work.

Exempt employees approved to participate in a pre-retirement leave are not entitled to accrue ETO during the leave, and will have their base entitlement prorated as of their last day of work.

7. Overtime During Emergencies

Where there is a government-declared state of emergency or other emergency response where an EMCR Task Number is issued, Emergency Management Climate Readiness BC (EMCRBC) has established criteria under which Metro Vancouver may be reimbursed for certain costs associated with the emergency.

EMCRBC currently requires that emergency-related overtime and call-out be paid in cash as a condition for reimbursement. Therefore, all employees will be paid for overtime and call-out (if applicable) incurred during an emergency. Payroll will provide instructions for recording of overtime during emergency circumstances in order to ensure proper processing and reimbursement by EMCRBC.

8. Training, Conferences, and Travel

Training and conferences, as well as travel to and from such events, may occur outside of normal work hours. Where Metro Vancouver is paying the associated cost, the event is considered to be of mutual benefit to both the organization and the employee. As such, no overtime compensation is payable.