



## TOWN OF HIGH RIVER POLICY

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**Policy Number:** POL-18-106-01  
**Policy Name:** Payment of overtime to Managers, Directors and the Chief Administrative Officer (CAO)

**Related Procedure Number:** POL-18-106-01  
**Related Procedure Name:**

**Approval Date:** January 23, 2012 (Resolution #056/2012)  
**Revision Date:** October 15, 2013 (Resolution #449/2013)  
**Policy Category:** Human Resources  
**Responsible Department:** Human Resources

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*This policy authorizes the payment of overtime to Managers, Directors and the CAO during a State of Local Emergency (SLE), while the Emergency Operations Centre (EOC) is in operation, or at the Chief Administrative Officer's discretion during the period of time the Recovery and Renewal Offices for the 2013 flood disaster are in place.*

- This policy affects all Managers, Directors and the CAO.
- This policy is in effect during the declaration of a SLE or while the EOC is in operation.
- Overtime may be paid to the affected staff when their work in the EOC or as a result of the SLE requires them to work hours beyond their standard work day.
- Payment of overtime for the affected staff will be at a rate of 1.5 times their hourly rate.

**Reason for Policy.**

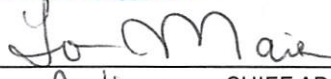
- This policy is intended to clarify when overtime may be paid to senior management that are not otherwise permitted to be paid overtime.
- The policy recognizes that the circumstances surrounding the declaration of a state of local emergency and or the operation of the Emergency Operations Centre places an extraordinary burden on staff.
- The payment of overtime is intended to compensate employees affected by this policy for the extraordinary burden placed on them during the time the policy is in effect.


**End of Policy.**

**Approval**

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

  
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MAYOR/DEPUTY MAYOR

  
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Acting CHIEF ADMINISTRATIVE OFFICER/  
MANAGER OF LEGISLATIVE SERVICES

  
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DATE