

Section/Number: Human Resources – 011	Approval Date: (DD/MM/YY)
Subject: Overtime	Amendment Dates:
<p>Policy</p> <p>In order to effectively deliver programs and services, the Community Government may require employees to work outside of the regular hours of work.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees may be required to work more than their daily or weekly standard hours or on a holiday in order to meet operational requirements.</li> <li>2. Compensation for overtime will be provided as per the NWT Employment Standards Act (or Collective Agreement) when work is authorized in advance by the Senior Administrative Officer (SAO) or his/her delegate.</li> <li>3. The SAO or his/her delegate will make every reasonable effort to assign overtime work equitably and to give employees reasonable advance notice, subject to operational requirements.</li> <li>4. Authorization for overtime worked must be given either verbally or in writing by the SAO or his/her delegate before the overtime takes place: <ol style="list-style-type: none"> <li>4.1. In exceptional circumstances approval may be given after the overtime is worked.</li> </ol> </li> <li>5. Department Managers are responsible for recording the actual hours of work on the overtime form. <ol style="list-style-type: none"> <li>5.1. The form must include the verification for overtime by the Manager.</li> </ol> </li> <li>6. An employee may, for cause, refuse to work overtime. <ol style="list-style-type: none"> <li>6.1. Cause may include family and other emergencies.</li> <li>6.2. An employee's cause for refusal to work will be considered in light of the requirement for overtime (i.e. the need to have the employee available during a community emergency or where there is the possibility of loss of life, injury or property such as the water system freezing).</li> </ol> </li> </ol>	

7. Overtime will be provided at a rate of one and a half (1.5) times the employee's normal rate of pay except as described under the Employment Standards Act (or the Collective Agreement).
8. Overtime will be granted in time in lieu unless overtime pay is specifically authorized by the SAO or his/her delegate.
9. As a general rule, an employee should accumulate no more than fifteen (15) days of lieu time without the approval of the SAO or his/her delegate.
10. If the SAO determines that an employee is accumulating too much lieu time, the SAO may refuse to grant any further lieu time until the employee has used some of the accumulated credits.
  - 10.1. Overtime will then be paid out.
11. Employees may request time off for lieu time by submitting the appropriate leave form.

#### Attachments

Sample Overtime Form or Timesheet

#### References

Employment Standards Act  
(Collective Agreement)

### Community Government Overtime Authorization

<b>Employee Name:</b>		<b>Department:</b>	
<b>Supervisor:</b>			
<b>Hours approved:</b>		<b>Dates approved:</b>	
<b>Approved by:</b>		<b>Date:</b>	
<b>Signature:</b>			