



City of St. John's Corporate and Operational Policy

Policy: 03-03-01 Overtime Authorization Policy

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval:

Rescind Date:

Index: 03 Human Resources

Section: 03 Compensation

Title: 01 Overtime Authorization Policy

Purpose

To provide for a method of assigning and controlling authority to approve overtime allocations and payments.

Policy Statement

1. The assignment of authority to allocate and approve payment of overtime worked by employees shall be made by the Departmental Director. All current supervising members of management shall be assumed to have such authority.
2. Upon approval of authority to allocate and approve payment for overtime to additional manager, the Department Head shall advise the Payroll and Human Resources Departments, in writing, for each such authorization, including those given for temporary assignment to a management position.
3. The Human Resources and Payroll Departments shall only process payments for overtime that have been approved by a Manager who has been granted written authority to do so under this policy.

Application

Responsibilities

Department of Human Resources and Departmental Heads.

Definitions**References/Appendix****Monitoring and Contravention****Approvals**

Management Handbook; never formally approved by Council.

Review Period**Available to Public**

- ☐ Yes
- ☐ No