

Time in Lieu Policy – Non-Managerial & Supervisory Out of Scope Employees Policy No. 6.18**Date of Policy:****Revision:****Motion Number:****Scope**

This policy applies to all non-managerial & supervisory out-of-scope (non-unionized) employees of the Town of Nipawin.

Purpose

For permanent out-of-scope employees who have signed time bank agreements, a total of up to 6 days in lieu of overtime worked (calculated on the basis of 1.5 hours for each overtime hour worked) shall be permitted within one calendar year. Use of this lieu time must be authorized in advance by the employee's department head. All lieu time worked must be submitted to the Finance Department, who shall tabulate and track all lieu time accumulation and usage.

Forepersons

In light of the fact that the Foremen are the first point of contact when issues surface outside of normal business hours, each of the non-unionized foremen will be compensated as follows:

- Shall receive a flat amount of 1 day of paid lieu time per month but shall not be permitted to accumulate additional lieu time under a time bank agreement.
- Shall be paid out or may bank time for physical responses under the provisions of employment standards legislation.

General Provisions

Unused lieu time shall not be carried over into the next calendar year, with the exception only of lieu time that is earned in the month of December. December lieu time must be utilized before the end of the following January. It is the responsibility of the employee to utilize accumulated lieu time in accordance with this policy.