

**Division:** Human Resources  
**Department:** HR Operations

**Authority:** Director, HR Operations  
**Contact:** Manager, Total Rewards

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### 1. Purpose

The purpose of this procedure is to provide direction and clarification on the underlying principles for overtime and flextime, the appropriate use of overtime and flextime, and overtime eligibility for employees who are covered by the Saskatoon Civic Middle Management Association (SCMMA) collective agreement (SCMMA members).

This procedure outlines:

- the underlying principles and how to manage overtime and flextime;
- what is considered extraordinary circumstances for approving overtime or flextime;
- the job classifications that are eligible or ineligible for overtime;
- the process for approving overtime and how eligible employees are compensated when working overtime; and
- the process for approving flextime and how ineligible employees are compensated when working flextime.

## **1.1 Background**

When reviewing the collective agreement between SCMMA and the City of Saskatoon (City) in preparation for the last round of collective bargaining, the City identified that additional clarification is required regarding overtime and flextime, including who is eligible for overtime in accordance with *The Saskatchewan Employment Act*.

### ***Saskatchewan Employment Act***

The statutory provisions relating to overtime and overtime pay are found in Sections 2-17 and 2-18 of *The Saskatchewan Employment Act*.

### ***Employment Standards Regulations***

*The Employment Standards Regulations* set out statutory exemptions to the overtime provisions in *The Saskatchewan Employment Act* including employees:

1. who perform services that are entirely of a managerial character as in Subsection 3(4); and
2. who are professional practitioners registered or licensed in accordance with any Act or who, while learning their profession, are medical interns, students-at-law, students in accountancy or other trainees or students as in Clause 14(1)(a).

### ***Expectations for SCMMA Members***

As a general and basic principle, no overtime is payable to SCMMA members except as warranted by extraordinary circumstances and in accordance with this procedure.

An irregular pattern of hours and some additional work time is typical and may be necessary to fulfil the regular responsibilities of a SCMMA member. Overtime should not be approved to accomplish work that is part of the regular responsibilities of the SCMMA member position.

In extraordinary circumstances, and in accordance with Article 7.1 of the collective agreement and this procedure, if an eligible employee is required to continue working after completing their regular schedule of hours in any one day or is required to work on a designated day off, they are entitled to overtime.

Hours of work may be adjusted to account for an irregular pattern of hours at the discretion of the Director. Reasonable flextime may be offered to an ineligible employee in extraordinary circumstances at the discretion of the Director and in accordance with Article 7.2 of the collective agreement and this procedure.

## **1.2 Scope and Applicability**

This procedure applies to all SCMMA members employed by the City of Saskatoon.

## **2. Key Terms**

**Director** – Includes a designate if one is appointed.

**Eligible Employee** - Employee who is eligible for overtime under *The Saskatchewan Employment Act* and *The Employment Standards Regulations*.

**Extraordinary Circumstances** - Circumstance (i.e., work assignment) that is outside or additional to an employee's regular responsibilities, is exceptional in character, and is beyond what is usual, ordinary, regular, established or expected of the position.

**Flextime** - Paid time off work on a straight time basis for pre-approved hours worked by an ineligible employee in excess of their full-time scheduled hours per day or hours per week in extraordinary circumstances.

**Ineligible Employee** - Employee who is ineligible for overtime under *The Saskatchewan Employment Act* and *The Employment Standards Regulations* and includes an employee who performs services that are entirely of a managerial character or who is a professional practitioner registered or licensed in accordance with any Act or who, while learning their profession, is a medical intern, student-at-law, student in accountancy or other trainee or student.

**Managerial Character** - Significant degree of autonomy and decision-making authority in relation to the supervision and direction of other employees and the discipline of subordinates, individually or as part of a management team.

For clarity:

- the autonomy and decision-making authority does not need to be absolute or unfettered and the employee who performs services that are entirely of a managerial character may report to more senior managers;

- the employee who performs services that are entirely of a managerial character cannot merely be a conduit between subordinate employees and a higher body who is the actual decision-maker or make recommendations to a higher body that approves or disapproves the employee's recommendations.

In addition to the above, managerial character includes:

- evaluating the performance of subordinates;
- hiring and promoting of subordinate staff;
- some independence and discretion in performing assigned duties;
- supervision of a collective agreement, where the workplace is unionized;
- level of remuneration appropriate for managerial staff as compared to non-managerial staff; and
- participation in carrying out the City's budgets and performance requirements.

**Overtime** - Paid time at time and one-half for pre-approved hours worked by an eligible employee in excess of their full-time scheduled hours per day or hours per week in extraordinary circumstances.

### **3. Procedure**

The following describes the procedure for approving overtime and flextime.

#### **3.1 Process Overview**

##### **Overtime (Eligible Employees)**

As a general and basic principle, no overtime is payable to SCMMA members except as warranted by extraordinary circumstances and in accordance with this procedure.

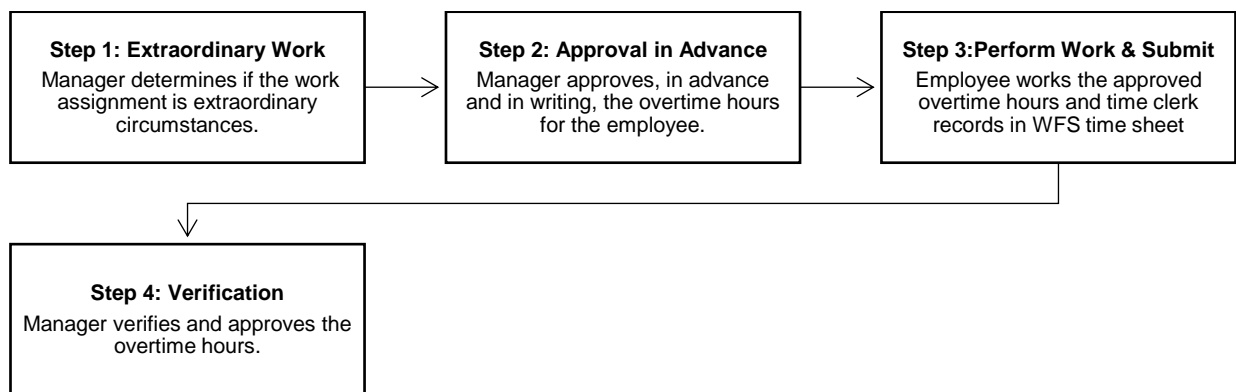
An irregular pattern of hours is typical and necessary to fulfil the regular responsibilities of a SCMMA member position. Hours of work may be adjusted to account for an irregular pattern of hours at the discretion of the Director.

The Director will make every reasonable effort to organize and prioritize the work of their subordinate employees to enable those employees to complete tasks and work-related deliverables within their regular scheduled hours of work.

In extraordinary circumstances where hours in excess of an employee's full-time scheduled hours are required, eligible employees are entitled to overtime on the following basis:

1. Overtime must be approved by the Manager in writing in advance of the overtime hours being worked. The Manager’s written approval must be sent to the time clerk by the employee once the overtime hours have been worked.
2. Hours worked in excess of an employee’s full-time scheduled hours that are not approved as overtime in writing as above are not eligible for overtime pay.
3. If an employee, who is working a rearranged work week schedule, cannot take the scheduled earned day off because of extraordinary circumstances, such day off may be banked and taken as per mutual agreement with the Manager. An employee is not entitled to overtime when working on a scheduled earned day off except for those hours worked in excess of their regular scheduled workday.
4. Compensation for overtime shall be paid at time and one-half. All overtime shall be paid based on the employee’s base salary at the time the overtime is paid out.
5. At the request of the employee and subject to the approval of the Manager in writing in advance of the hours worked, hours worked in excess of an employee’s full-time scheduled hours may be banked at straight time and later taken at a mutually agreeable time. The steps above apply to banked time, modified as necessary.

**Figure 3.1.1: Process Overview - [Determining and Approving Overtime for Eligible Employees]**



### Overtime Workflow

Step 1: Manager determines if the work assignment is extraordinary circumstances and cannot be completed during the employee's regular scheduled hours.

Step 2: Manager approves, in writing and in advance, the employee who is to work hours in excess of their regular scheduled hours, when the excess hours are to be worked, how many excess hours are to be worked and whether the excess hours are to be paid as overtime or banked at straight time.

Step 3: Employee works the pre-approved excess hours and provides the pre-approval documentation to their time clerk who then records the excess hours worked as overtime or banked time in the employee's WFS time sheet.

Step 4: Time sheet is verified and approved by the employee's Manager.

### **Flextime (Ineligible Employees)**

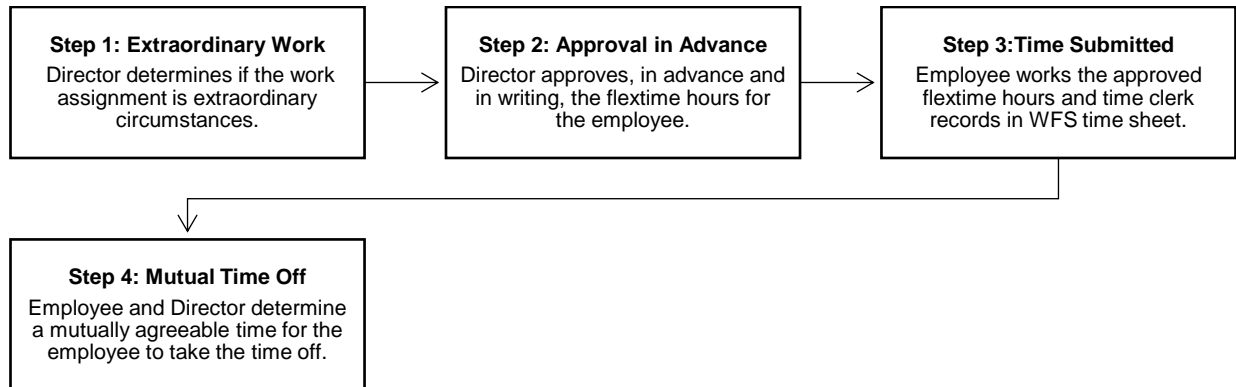
An irregular pattern of hours and some additional work time is typical and necessary to fulfil the regular responsibilities of a SCMMA member position. Hours may be adjusted to account for an irregular pattern of hours at the discretion of the Director.

The Director will make every reasonable effort to organize and prioritize the work of their subordinate employees to enable those employees to complete tasks and work-related deliverables within their regular scheduled hours of work.

In extraordinary circumstances where hours in excess of an employee's full-time scheduled hours are required, ineligible employees may be entitled to flextime at the Director's discretion:

1. Flextime must be approved by the Director in writing in advance of the flextime hours being worked. The Director's written approval must be sent to the time clerk by the employee once the flextime hours have been worked.
2. Hours worked in excess of an employee's full-time scheduled hours that are not approved for flextime in writing as above are not eligible for flextime.
3. Time off for flextime is awarded on a straight time basis (i.e., hour for hour).
4. Flextime is banked and later taken at a mutually agreeable time.
5. Flextime is not eligible for pay out.

**Figure 3.1.2: Process Overview - [Determining and Approving Flextime for Ineligible Employees]**



### **Flextime Workflow**

- Step 1: Director determines if the work assignment is extraordinary circumstances and cannot be completed during the employee's regular scheduled hours.
- Step 2: Director approves, in writing and in advance, the employee who is to work flextime hours, when the flextime hours are to be worked and how many flextime hours are to be worked.
- Step 3: Employee works the pre-approved flextime hours and provides the pre-approval documentation to their time clerk who then records the flextime hours in the employee's WFS time sheet.
- Step 4: Employee and Director determine a mutually agreeable time for the employee to take the time off.

## **4. Responsibilities**

### **Director, HR Operations**

- a. Oversees the overall administration and application of this procedure.
- b. Ensures consistent application and compliance of this procedure across the organization.
- c. Reviews and proposes revisions to this procedure.
- d. Reports usage and all associated costs annually to the Executive Leadership Team.

**Directors**

- a. Understand this procedure and its processes.
- b. Oversee the administration of this procedure in their respective Departments.
- c. If a designate is appointed, ensure the appointee understands this procedure and its processes.
- d. Determine if the work assignment for an ineligible employee is extraordinary circumstances.
- e. Approve flextime in writing and in advance.

**Managers**

- a. Understand this procedure and its processes.
- b. Determine if the work assignment for an eligible employee is extraordinary circumstances.
- c. Approve overtime in writing and in advance.

**Employees**

- a. Obtain appropriate approval in writing in advance of working excess hours.
- b. Submit pre-approved documentation to the Time Clerk in a format approved by their Director.

**5. Related Documents and References**

A Job Classification Eligibility List is attached as Appendix A. Job Classifications that are not on the list are ineligible for overtime.

New Job Classifications for SCMMA member positions require an approved job description and a job evaluation to be completed. The final job description will be reviewed and a determination made by the City regarding whether the job is eligible for overtime. This determination may be grieved by SCMMA. Until these steps are completed the job is ineligible for overtime.

A Frequently Asked Questions – SCMMA Overtime and Flextime is attached as Appendix B.



## 6. Privacy Statement

A privacy impact assessment was performed for this procedure. No privacy implications were identified.

## 7. Record of Revisions

This document will be stored in the Administrative Procedures library.


This document is updated as needed and is reviewed at least every five (5) years.

Changes to this procedure are to be communicated to the following roles:

General Managers, Chief Officers, Directors

Version History	Brief Description of Change	Date
V 1.0	Administrative Procedure	April 14, 2022

## 8. Record of Approval

Name	Role	Signature	Date (MM/DD/YYYY)
David Smith	Director, HR Operations		04-14-2022

**Administrative Procedure: HR-011****Title: Overtime and Flextime – Saskatoon Civic Middle Management Assn. (SCMMA)****Contact**

Manager, Total Rewards

Dustin Truscott

Title

Name

**Authority**

Director, HR Operations

David Smith

Title

Name

**9. Appendix A – Job Classification Eligibility (April 1, 2022)**

<b>Job Code</b>	<b>Job Title</b>	<b>Department</b>	<b>Overtime Eligibility</b>
1424831	Access Transit Supervisor	50000005-Saskatoon Transit	ineligible
1465262	Accounting Coordinator I	50000008-Construction and Design	ineligible
1465262	Accounting Coordinator I	50000030-Finance	ineligible
1465262	Accounting Coordinator I	50000031-Corporate Revenue	ineligible
1465262	Accounting Coordinator I	50000040-HR Operations	ineligible
1465343	Accounting Coordinator II	50000030-Finance	ineligible
1465343	Accounting Coordinator II (Water)	50000030-Finance	ineligible
1465450	Administrative Coordinator	50000005-Saskatoon Transit	eligible
1465450	Administrative Coordinator	50000008-Construction and Design	eligible
1465450	Administrative Coordinator	50000011-Saskatoon Light and Power	eligible
1465450	Administrative Coordinator	50000012-Saskatoon Water	eligible
1465450	Administrative Coordinator	50000015-Facilities Management	eligible
1465450	Administrative Coordinator	50000017-Planning and Development	eligible
1465450	Administrative Coordinator	50000028-Emergency Management	eligible
1465450	Administrative Coordinator	50000031-Corporate Revenue	eligible
1465450	Administrative Coordinator	50000035-Information Technology	eligible
1465450	Administrative Coordinator	50000036-Communications and Public Engagement	eligible
1465450	Administrative Coordinator	50000191-Fusion Project	eligible
1424621	Assessment Manager	50000031-Corporate Revenue	ineligible
1424821	Asset Preservation Manager	50000009-Technical Services	ineligible
1424821	Asset Preservation Manager	50000015-Facilities Management	ineligible
1424719	Body Shop Supervisor	50000005-Saskatoon Transit	eligible
1424796	Building Code Engineer	50000018-Building Standards	ineligible
1465064	Building Standards Manager	50000018-Building Standards	ineligible
1465458	Business Analyst	50000035-Information Technology	eligible
1465429	Business Manager	50000018-Building Standards	ineligible
1465374	Business Relationship Manager	50000035-Information Technology	ineligible
1424838	Bylaw Compliance Manager	50000020-Community Standards	ineligible
1465132	Communication Consultant II	50000036-Communications and Public Engagement	eligible
1465132	Communication Consultant II	50000037-Organization Strategy Execution	eligible

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1465132	Communications Consultant II	50000036-Communications and Public Engagement	eligible
1465132	Community Engagement Consultant II	50000036-Communications and Public Engagement	eligible
1424810	Community Initiatives Manager	50000021-Recreation and Community Development	ineligible
3741502	Compliance Coordinator	50000006-Roadways, Fleet and Support Services	eligible
1465463	Corporate Asset Management Coordinator	50000037-Organization Strategy Execution	eligible
1424620	Corporate Records Manager	50000042-City Clerk's Office	ineligible
1465136	Corporate Service Delivery Coordinator	50000037-Organization Strategy Execution	eligible
1424737	Customer Service Manager	50000005-Saskatoon Transit	ineligible
1424737	Customer Service Manager	50000006-Roadways, Fleet and Support Services	ineligible
1424737	Customer Service Manager	50000007-Transportation	ineligible
1424737	Customer Service Manager	50000008-Construction and Design	ineligible
1424737	Customer Service Manager	50000017-Planning and Development	ineligible
1424737	Customer Service Manager	50000037-Organization Strategy Execution	ineligible
3110021	Customer Service Support Manager	50000019-Parks	ineligible
1465304	Customer Support Coordinator	50000008-Construction and Design	eligible
1465304	Customer Support Coordinator	50000020-Community Standards	eligible
1465304	Customer Support Coordinator	50000031-Corporate Revenue	eligible
1465304	Customer Support Coordinator	50000037-Organization Strategy Execution	eligible
1465304	Customer Support Coordinator	50000031-Corporate Revenue	eligible
3577535	Cybersecurity Analyst	50000035-Information Technology	eligible
TBD	Data Governance Lead	50000035 – Information Technology	eligible
1465104	Design Engineer	50000012-Saskatoon Water	ineligible
1424764	Education and Environmental Performance Manager (Community Leadership)	50000014-Sustainability	ineligible
1466555	Electrical, Instrumentation and Controls Engineering Specialist	50000012-Saskatoon Water	ineligible
1465096	Energy and Sustainability Engineering Manager	50000014-Sustainability	ineligible
1465096	Energy Manager	50000012-Saskatoon Water	ineligible

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1465390	Engineer I	50000008-Construction and Design	ineligible
1465390	Engineer I	50000009-Technical Services	ineligible
1465390	Engineer I	50000012-Saskatoon Water	ineligible
1465390	Engineer II (Environmental Projects and Protection)	50000013-Water and Waste Operations	ineligible
1465442	Engineering Intern	50000008-Construction and Design	ineligible
1465442	Engineering Intern	50000009-Technical Services	ineligible
1465442	Engineering Intern	50000012-Saskatoon Water	ineligible
1465442	Engineering Intern	50000013-Water and Waste Operations	ineligible
1465423	Environment and Infrastructure Compliance Manager	50000020-Community Standards	ineligible
1465443	Environmental Operations Superintendent	50000013-Water and Waste Operations	ineligible
3637532	Environmental Specialist (Ecosystems)	50000014-Sustainability	ineligible
3583564	ERP Functional Analyst	50000191-Fusion Project	ineligible
1466527	ERP Functional Analyst - Finance	50000191-Fusion Project	ineligible
1424628	Facilities Superintendent	50000015-Facilities Management	ineligible
1465244	Facility Planner	50000015-Facilities Management	ineligible
1424628	Facility Planner	50000015-Facilities Management	ineligible
1424799	Finance and Sales Manager	50000113-Sales	ineligible
1465375	Geotechnical Engineering Specialist	50000012-Saskatoon Water	ineligible
1466521	Green House Gas Controls Specialist	50000014-Sustainability	ineligible
1465416	Hydro-Technical Engineering Specialist	50000012-Saskatoon Water	ineligible
1465263	Indoor Air Quality Manager	50000015-Facilities Management	ineligible
1424618	Information Management Coordinator	50000035-Information Technology	ineligible
1424618	Information Management Coordinator (ERP)	50000191-Fusion Project	ineligible
1424618	Information Technology Coordinator	50000035-Information Technology	ineligible
1424802	Infrastructure Analyst	50000009-Technical Services	ineligible
1424802	Infrastructure Analyst	50000015-Facilities Management	ineligible
1424802	Infrastructure Analyst (GIS)	50000009-Technical Services	ineligible
1465063	Infrastructure Engineer	50000007-Transportation	ineligible
1465063	Infrastructure Engineer	50000009-Technical Services	ineligible
1465063	Infrastructure Engineer (Storm Water)	50000012-Saskatoon Water	ineligible

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1424627	Investment Manager	50000030-Finance	ineligible
1465112	Laboratory Services Coordinator	50000012-Saskatoon Water	eligible
1465116	Laboratory Services Coordinator	50000012-Saskatoon Water	eligible
1424811	Land Development Project Manager	50000114-Land Development	ineligible
1424624	Landscape Development Coordinator	50000019-Parks	ineligible
1465394	Licensing and Permitting Manager	50000020-Community Standards	ineligible
1465118	Lighting and Drafting Superintendent	50000011-Saskatoon Light and Power	ineligible
1465389	Maintenance Engineer	50000011-Saskatoon Light and Power	ineligible
1424619	Maintenance Manager	50000005-Saskatoon Transit	ineligible
1424619	Maintenance Manager	50000012-Saskatoon Water	ineligible
1424619	Maintenance Manager (WT)	50000012-Saskatoon Water	ineligible
3034559	Manager, Corporate Quality	50000037-Organization Strategy Execution	ineligible
1465230	Marketing Consultant	50000036-Communications and Public Engagement	eligible
1424929	Marketing Consultant II	50000036-Communications and Public Engagement	eligible
1465230	Marketing Consultant II	50000036-Communications and Public Engagement	eligible
1424766	Mechanical Shop Supervisor	50000005-Saskatoon Transit	ineligible
3419002	Meter Services Engineer	50000011-Saskatoon Light and Power	ineligible
1424612	Meter Shop Superintendent	50000012-Saskatoon Water	ineligible
1465277	Operations Engineer	50000007-Transportation	ineligible
1465277	Operations Engineer	50000008-Construction and Design	ineligible
1465277	Operations Engineer	50000009-Technical Services	ineligible
1465277	Operations Engineer	50000013-Water and Waste Operations	ineligible
1424748	Operations Superintendent	50000013-Water and Waste Operations	ineligible
1465140	Operations Superintendent	50000005-Saskatoon Transit	ineligible
1465140	Operations Superintendent	50000006-Roadways, Fleet and Support Services	ineligible
1465140	Operations Superintendent	50000007-Transportation	ineligible
1465140	Operations Superintendent	50000011-Saskatoon Light and Power	ineligible
1465140	Operations Superintendent	50000013-Water and Waste Operations	ineligible
1465140	Operations Superintendent	50000032-Supply Chain Management	ineligible

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1424748	Operations Superintendent (Coordination)	50000006-Roadways, Fleet and Support Services	ineligible
1424748	Operations Superintendent (Coordination)	50000012-Saskatoon Water	ineligible
1424748	Operations Superintendent (Coordination)	50000013-Water and Waste Operations	ineligible
1465140	Operations Superintendent (Safety)	50000008-Construction and Design	ineligible
1465284	P3 Contract Manager	50000009-Technical Services	ineligible
1465240	Parking Enforcement Coordinator	50000020-Community Standards	eligible
3832009	Parking Enforcement Coordinator	50000020-Community Standards	eligible
1465365	Parking Operations Manager	50000020-Community Standards	ineligible
1465364	Parking Policy and Permitting Manager	50000020-Community Standards	ineligible
1465239	Parking Services Manager	50000020-Community Standards	ineligible
1424625	Parks Superintendent	50000019-Parks	ineligible
3366502	Payroll Functional Analyst	50000040-HR Operations	eligible
1465310	Planning and Design Engineer	50000012-Saskatoon Water	ineligible
1465063	Planning Engineer	50000012-Saskatoon Water	ineligible
1465142	Planning Engineer	50000011-Saskatoon Light and Power	ineligible
TBD	Planning and Scheduling Manager	50000006 – -Roadways, Fleet and Support Services	ineligible
1424723	Planning Supervisor	50000005-Saskatoon Transit	ineligible
1424740	POSSE Workflow Coordinator	50000035-Information Technology	eligible
1465306	Printing and Mail Manager	50000035-Information Technology	ineligible
1465104	Project Engineer	50000011-Saskatoon Light and Power	ineligible
1465190	Project Engineer	50000008-Construction and Design	ineligible
1465190	Project Engineer	50000011-Saskatoon Light and Power	ineligible
1465190	Project Engineer	50000012-Saskatoon Water	ineligible
1465190	Project Engineer	50000013-Water and Waste Operations	ineligible
1465190	Project Engineer	50000014-Sustainability	ineligible
1465190	Project Engineer (Operations and Maintenance)	50000012-Saskatoon Water	ineligible
1465190	Project Engineer (Soils)	50000014-Sustainability	ineligible
1465437	Project Manager	50000014-Sustainability	ineligible
1465437	Project Manager	50000017-Planning and Development	ineligible
1465437	Project Manager	50000019-Parks	ineligible
1465437	Project Manager	50000020-Community Standards	ineligible
1465437	Project Manager	50000035-Information Technology	ineligible

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1465437	Project Manager - Environmental	50000014-Sustainability	ineligible
1465431	Project Manager (ERP)	50000191-Fusion Project	ineligible
1465431	Project Manager (Information Technology)	50000035-Information Technology	ineligible
1465380	Property Development and Project Manager	50000033-Saskatoon Land	ineligible
1424616	Purchasing Services Manager	50000032-Supply Chain Management	ineligible
1465111	Quality Assurance Coordinator	50000008-Construction and Design	eligible
1465340	Quality Superintendent	50000008-Construction and Design	ineligible
1465074	Recreation Services Manager	50000021-Recreation and Community Development	ineligible
1424809	Revenue Systems Manager	50000031-Corporate Revenue	ineligible
3363002	Risk Reduction Coordinator	50000025-Public Relations and Community Risk Reduction	eligible
1424629	Secretary II	50000005-Saskatoon Transit	eligible
1424629	Secretary II	50000006-Roadways, Fleet and Support Services	eligible
1424629	Secretary II	50000012-Saskatoon Water	eligible
1424629	Secretary II	50000013-Water and Waste Operations	eligible
1424629	Secretary II	50000014-Sustainability	eligible
1424629	Secretary II	50000030-Finance	eligible
1424629	Secretary II	50000191-Fusion Project	eligible
1424614	Senior Building Code Engineer	50000018-Building Standards	ineligible
1465376	Senior Operations Engineer	50000009-Technical Services	ineligible
1424623	Senior Planner II	50000017-Planning and Development	ineligible
1424613	Senior Project Management Engineer	50000008-Construction and Design	ineligible
1424613	Senior Project Management Engineer	50000009-Technical Services	ineligible
1424613	Senior Project Management Engineer	50000011-Saskatoon Light and Power	ineligible
1424613	Senior Project Management Engineer	50000012-Saskatoon Water	ineligible
1424613	Senior Project Management Engineer	50000013-Water and Waste Operations	ineligible
1424613	Senior Project Management Engineer	50000015-Facilities Management	ineligible
1424613	Senior Project Management Engineer (Private Development)	50000008-Construction and Design	ineligible



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1466528	Senior Project Manager (New Civic Facilities)	50000009-Technical Services	ineligible
1424613	Senior Project Manager Engineer	50000012-Saskatoon Water	ineligible
1424792	Senior Transportation Engineer	50000007-Transportation	ineligible
1465063	Senior Transportation Engineer	50000007-Transportation	ineligible
1424718	Service Supervisor	50000005-Saskatoon Transit	eligible
1424718	Service Supervisor (Maintenance)	50000005-Saskatoon Transit	eligible
1424810	Social Development Manager	50000021-Recreation and Community Development	ineligible
3577529	Solution Architect	50000035-Information Technology	eligible
1465276	Special Projects	50000007-Transportation	ineligible
1465276	Special Projects	50000012-Saskatoon Water	ineligible
1465377	Special Projects Manager	50000008-Construction and Design	ineligible
1465377	Special Projects Manager	50000009-Technical Services	ineligible
1465377	Special Projects Manager	50000014-Sustainability	ineligible
1465377	Special Projects Manager	50000018-Building Standards	ineligible
1465377	Special Projects Manager	50000028-Emergency Management	ineligible
	Special Projects Manager - Parks	50000019-Parks	ineligible
1465377	Special Projects Manager (Strategy)	50000037-Organization Strategy Execution	ineligible
1424615	Specifications Engineer	50000006-Roadways, Fleet and Support Services	ineligible
2715601	Storm Water Utility Manager	50000012-Saskatoon Water	ineligible
1465370	Superintendent 8	50000006-Roadways, Fleet and Support Services	ineligible
3110513	Superintendent 9	50000006-Roadways, Fleet and Support Services	ineligible
1424611	Support Services Manager	50000006-Roadways, Fleet and Support Services	ineligible
1424756	Sustainable Electricity Engineer	50000011-Saskatoon Light and Power	ineligible
1465414	Taxi and Rideshare Manager	50000020-Community Standards	eligible
1465337	Traffic Systems Program Manager	50000007-Transportation	ineligible
1424813	Training Coordinator	50000015-Facilities Management	eligible
1424813	Training Coordinator	50000019-Parks	eligible
1465363	Transit Planner	50000005-Saskatoon Transit	ineligible
1465315	Transit Technology Coordinator	50000005-Saskatoon Transit	eligible
1465063	Transportation Engineer	50000007-Transportation	ineligible
1465344	Transportation Engineer	50000007-Transportation	ineligible
1465227	Utility Revenue Services Manager	50000031-Corporate Revenue	ineligible

**Administrative Procedure: HR-011****Title: Overtime and Flextime – Saskatoon Civic Middle Management Assn. (SCMMA)**

1424612	Water Operations Manager	50000012-Saskatoon Water	ineligible
1465209	Water Operations Manager	50000012-Saskatoon Water	ineligible
1465114	Watershed Protection Manager	50000014-Sustainability	ineligible
2542502	Zoo Curator	50000021-Recreation and Community Development	ineligible

**10. Appendix B – SCMMA Overtime and Flextime - Frequently Asked Questions****Q1. This administrative procedure is effective January 1, 2022. Does that mean I will receive retroactive pay for overtime I worked since that time?**

A1. If the time you worked meets the conditions set out in the SCMMA collective agreement and the administrative procedure you are entitled to overtime, i.e. if your Manager approved your overtime hours in advance and in writing.

**Q2. Does overtime need to be paid out or can I take the time off instead?**

A2. Overtime can be paid out or it can be banked at straight time and taken at a mutually agreed later date.

**Q3. If I get called into work on my EDO does that count as overtime?**

A3. No. If you are required to work on a day that was intended to be an EDO, the EDO will be banked in accordance with Article 20.3 and taken on another day.

**Q4. Why is my position not eligible for overtime?**

A4. The City is following *The Saskatchewan Employment Act* in determining eligibility for overtime. Your position is ineligible for overtime because it performs services that are entirely of a managerial character or requires a professional practitioner registered or licensed in accordance with any Act or who, while learning their profession, are medical interns, students-at-law, students in accountancy or other trainees or students.

**Q5. My position is ineligible for overtime, but I am an underfill and do not have the required designations. Am I still eligible for overtime?**

A5. If your position is one that is ineligible because of its requirement for a professional practitioner and you are neither a registered professional nor a student of a profession, you are eligible for overtime.

If your position is one that is ineligible because it performs services that are entirely of a managerial character, you are not eligible for overtime since you will be performing those same services.

**Q6. I have to attend an evening meeting for a couple of hours. My manager asked me to start my day 2 hours later so that I did not incur overtime. Is that allowed?**

A6. Yes.

**Q7. How do I track my overtime/flextime in SAP?**

A7. Overtime and flextime need to be approved in advance and in writing. If you work overtime or are approved for flextime, once the qualifying work is completed you must provide your time clerk with the written approval. The time clerk will then enter the information into WFS.

**Q8. What would be considered an extraordinary circumstance?**

A8. “Extraordinary Circumstances” are work assignments that are outside or additional to an employee’s regular responsibilities and are exceptional in character and beyond what is usual, ordinary, regular, established or expected of the position. Extraordinary circumstances do not include work that is part of the regular responsibilities of the position.

**Q9. What is the difference between overtime and flextime?**

A9. Overtime applies to employee who are eligible for this entitlement under *The Saskatchewan Employment Act* and is paid at time and one-half.

Flextime is provided to ineligible employees in pre-approved extraordinary circumstances as time banked equivalent to the time worked in excess of an employee’s full-time scheduled hours.

**Q10. Why is the City now paying overtime to SCMMA employees?**

A10. Article 7 in the SCMMA collective agreement was changed substantially in the last round of bargaining. The purpose of the procedure is to remind managers of the importance of organizing and planning the work of SCMMA members to minimize the requirements for overtime. The procedure also clarifies who is eligible for overtime.

**Q11. My position is not eligible for overtime but I have been tasked with providing support on a project. Could I request that the additional hours be paid as overtime vs flextime?**

A11. No. Support for a project should be organized in a manner that does not require work in excess of an employee’s full-time scheduled hours. In those limited circumstances that are extraordinary and require additional work, you will be given time for time for all hours worked if you have written approval in advance.

**Q12. I would like to take a couple of hours off on Friday and would like to make up this time by starting an hour early and working through lunch. Is that permitted under this administrative procedure?**

A12. The administrative procedure addresses overtime and flextime and does not prevent mutually acceptable arrangements where time is made up to permit some flexibility in an employee's regular work schedule.

**Q13. Can flextime be paid out?**

A13. No. Flextime must be taken at a mutually agreeable time.