Policy Statement:

1. All staff should recognize that overtime must be limited to the provision of essential services.

2. Staff should be encouraged to take any overtime earned as lieu time within the limitations of any collective agreements, employment policies, and/or employment standard legislation and procedures. Lieu time should be taken at mutually agreeable times which will not negatively affect departmental operations.

3. Approval of overtime will rest with the individual department heads or their designated supervisors, and regular quarterly reporting of all overtime with explanatory notes by each department will be required.

4. As a general principle, overtime required for any special services provided should be on a cost recovery basis.

5. Overtime related to the inspection of Public Works construction projects undertaken by the City of Welland will be paid by the successful contractor for each project.

6. Overtime related to the inspection of waterworks by the City of Welland's inspector for the development of privately owned lands (i.e. new subdivisions) shall be paid by the developer, or, if for any reason the City's waterworks inspector is not available, said overtime inspection shall be performed by the inspector provided by the consulting engineer retained and paid for by the developer, and the said consulting engineer shall certify any work done outside of normal working hours.

7. Overtime related to sewer rodding calls would be restricted to one staff member on an "On Call" basis to deal with temporary clearing of any blockage with permanent clearing, etc., to be done during regular working hours.