



# Employee Overtime Management Policy

## Purpose:

To provide guidance to EPS employees and supervisors regarding the overtime management process.

## Statement of Principle:

The EPS is committed to providing high quality and professional services to the community whilst effectively managing fiscal resources.

## Policy Statement:

1. No task or function shall be performed on overtime that could otherwise be performed during regular working hours.
2. Only overtime required to meet the vital service demands of the EPS shall be authorized. Without limiting the foregoing, vital services include maintaining:
  - a. public safety,
  - b. investigative integrity, and
  - c. officer safety.
3. Tasks and functions that require the use of overtime shall be evaluated for cost-effectiveness, necessity, and to identify alternatives.
4. Overtime shall be authorized in advance of its occurrence, except when resulting from an exigent circumstance.
5. EPS employees, supervisors and management shall abide by the overtime management guidance set out in the following collective agreements and related overtime management procedures:
  - a. Edmonton Police Association,
  - b. Edmonton Police Service Senior Officers Association,
  - c. International Brotherhood of Electrical Workers Local Union 1007,



<b>Manual Part:</b> <b>Human Resources (HR)</b>	<b>Policy Number:</b> <b>HR12PO</b>	<b>Alberta Policing Standards:</b>
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- d. Canadian Union of Public Employees Local 30,
- e. Civic Service Union No. 52, and
- f. Management/Professional employees should consult the Terms and Conditions for Management and Exempt Employees.