



# Exhibition Place

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## Item No. 12

May 5, 2014

**ACTION REQUIRED**

To: Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

Subject: **TO2015 Pay Policy**

### Summary:

This report recommends that the Board approve an overtime pay policy for Exhibition Place staff servicing the TO2015 Pan American Games similar to the City of Toronto G20 Summit Pay Policy of 2010.

### **Recommendation:**

**It is recommended that the Board approve the TO2015 Pay Policy as outlined in this report.**

### Financial Impact:

The approval of this report may result in the Board paying out overtime which will in turn be reimbursed from TO2015.

### Decision History:

On May 17, 2010, the City of Toronto through the City Manager approved the G20 Summit Pay Policy attached as Appendix "A"

### Issue History:

Following approval by the City of the G20 Summit Pay Policy, Exhibition Place staff entered into discussion with City staff and under guidance of the City Manager's office modified the City policy to fit the Exhibition Place organization and applied the policy to Exhibition staff servicing the G20 Summit.

Exhibition Place is in communication with the City PanAm team about the issues of staff overtime during the Games. However, because Exhibition Place is the largest venue for the PanAm Games in 2015, and we operate with a very small staff team, Exhibition Place Senior Management Team believes it is important for staff to understand as soon as possible, how we will need to operate next summer. This will include the substantial curtailment of vacation time in the spring/summer 2015 leading up to the Games.

As part of this communication on the curtailment of vacation, we believe it is important to communicate with staff on our policy for overtime that will be required. The policy below mirrors what was approved by the City and practiced by Exhibition Place during the G20 Summit. Similar to the G20 policy, decisions on overtime will be strictly controlled by the senior management team as will any payouts of overtime earned.

- a) Authorization for any employee to work Over Time needs to be approved in advance.
- b) An OT/Lieu Time authorization form must be completed by the employee and must be signed by the Manager and GM.
- c) OT/Lieu Time hours are to be added to the employees regular lieu time bank
- d) If at the end of the year the employee has 105 hours or less, then normal Lieu Time policies apply, allowing the employee to take the lieu time before the end of April the following year.
- e) If at the end of the year the employee has in excess of 105 hours and the excess is related to the hours worked for TO2015 then the Board pays out the employees for only hours over 105 related to TO2015 overtime. The CFO will again calculate and authorize any final payout.

To date, discussions with the City of Toronto PanAm team would indicate that the City may also be adopting similar policies to the one above. However, if the City moves in a different direction, then a further report will be brought to the Board.

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Submitted by:

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