



## **G20 Summit Pay Policy (2010)**

### **Policy Statement**

The G20 Summit is an extraordinary but planned event that will require significant planning, coordination and management oversight of city resources during a short period of time. In order to ensure event success and to minimize the impact upon the residents and visitors to the City of Toronto, it may be necessary for a number of employees to work overtime. Such employees shall be compensated for overtime work according to the provisions of this policy; however, the intent is to also effectively manage and minimize any overtime needs for the success of the event.

### **Application**

This policy applies to divisions where non-union employees in that division have been pre-approved by the City Manager to receive payment for overtime worked during the response phase of the G20 Summit. Under this policy, each Division Head will be required to submit a brief business case to their Deputy City Manager for review, as applicable, and then to the City Manager to obtain written authorization for designated employees to be eligible for paid overtime. Such plans would include specific name, job title and grade of those individuals to be considered under this policy. The effective date of this policy is from June 21, 2010, to June 30, 2010 inclusive.

### **Overtime**

All non-union employees who have received authorization to work overtime for the G20 Summit shall be compensated as follows:

- an employee will first have his/her overtime hours recorded as lieu time;
- where the employee has reached the yearly maximum of 105 hours for a 35 hour work week/120 for a 40 hour work week, the employee will be compensated as per the following:
  - all employees wage grade 10 and above shall be paid at straight time;
  - all employees wage grade 9 and below shall be paid at the rate of time and a half

G20 response activities requiring actual overtime worked must be verified by an employee's direct supervisor/manager.

## Standby and Call-In

Under this policy, Standby and Call-In conditions apply to eligible non-union employees with the exception of:

- employees in Fire Services
- employees in Emergency Medical Services

### Standby

During G20 response activities, some employees may be required to be on standby and/or called into work from home.

Direct supervisors must assign employees to standby status. Where possible, 24 hours notice to employees should be provided. Employees on standby must be immediately available by telephone or pager after normal work hours. Employees who normally carry/use a pager, blackberry or cell phone are not automatically on standby status.

*Standby Pay:* Employees who are required to be on standby receive compensation, whether or not they are called into work. They are paid 1 hour pay for up to every 8 hours or less that they are on standby, on a straight time basis

### Call-In

During G20 response activities, call-in is defined as a situation where an employee is called into work to perform a task and then returns home or is required to work from home. In these situations employees are paid a minimum of 3 hours.

Hours worked in situations where employees are called in earlier than the beginning of their planned shift, or stay beyond their planned shifts i.e. the extra hours worked are added on to the shift and are compensated according to the general G20 compensation rates.

Pay for work performed is counted from the time employees arrive at the work site. If employees can perform the required tasks by working from home all hours worked are considered as call-in, as appropriate, and employees are compensated for hours worked.

Each situation is dealt with on a case-by-case basis and the direct supervisor should clarify with their employees what will be considered eligible for call-in pay when working from home. For example, a supervisor may decide that if a very brief phone call or short e-mail resolves the issue, the response does not warrant call-in pay. If the employee is on standby he/she would receive the standby pay only. Where a more substantial response is required, the employee may be compensated for call-in even though the work was being done from home using a phone, blackberry or computer through remote access.

Employees are entitled to call-in pay each time they are called in and report to work.

*Call-In Pay:* Compensation that employees receive when they are called in to work, whether or not they have been on standby status. Except as noted above, call-in beyond their normal work week (35/40 hours), shall be paid at the following rates:



- employees wage grade 10 and above shall be paid at the straight time rate
- employees wage grade 9 and below shall be paid at the rate of time and a half

Employees who are on standby status and are called in to work receive both standby pay and pay for time worked.

### **Implementation**

Division Heads are responsible for providing a business case and designating all employees who are required to work overtime during the G20. Pre-approval in writing must be sought from their Deputy City Manager and the City Manager. Authorization to work overtime should be given to employees from their direct supervisor/manager.

Employees who have been authorized to work overtime shall submit their compensation claims on the Overtime Reporting form for overtime hours worked.

The employee's manager and their Division Head, as applicable, must sign each employee's Overtime Reporting form for actual hours worked.

Employees who have been assigned to standby status and/or are called into work shall submit their compensation claims on the Overtime Reporting form. The employee's manager and their Division Head, as applicable, must sign each employee's form for actual hours worked.

### **G20 Planning Period**

Overtime may be granted during the G20 planning period from April 2 to June 20, 2010, inclusive at the sole discretion of the City Manager. Such extraordinary overtime must be supported by a business case submitted by the Division Head to their Deputy City Manager and then to the City Manager for approval. Where divisions receive authorization for specific individuals to receive overtime during this G20 planning period, the employee will be compensated the same as those employees paid overtime during the G20 response period as prescribed in this policy.

### **Division Heads**

Division Heads, Deputy City Managers and City Manager are not eligible for this policy.

Date Approved: May 17/10

Approved By: 