



**Village of Rycroft
Request for Decision**

Council Meeting Date: April 21, 2026

TOPIC: HR Policy Revision to Section 5.05 Overtime (b)

RECOMMENDED ACTION: That Council make a motion to allow overtime payment for Field employees, aka Public Works, after 40 hours per week.

BACKGROUND

The Village of Rycroft HR policy HR.01, was updated on December 4, 2025 from a previous version dated 2019.

The revisions in December 2025 touched on several topics except Section 5.

Section 5.01 (d) show that the hours worked for full-time field employees, aka Public Works, are forty (40) hours per week, but in section 5.05 (b) it indicates that overtime rates of 1.5 will not be paid unless they have worked more then forty four (44) works per week or more then eight (8) hours per day.

Upon checking with the neighbouring municipalities their Public Works departments receive overtime pay after 40 hours each week.

Should the Village of Rycroft Public Works be required to work outside their normal week they would not receive any increased compensation until after 4 hours of straight time have been worked.

FINANCIAL IMPLICATIONS:

In past, the rate for on call OT has been straight time, but should Council approve this request the average increase will be less than \$200 per month unless emergency situations arise.

POLICY AND/OR LEGISLATIVE IMPLICATIONS:

ALTERNATIVE OPTIONS:

1. Council could choose to approve, amend or object to the recommended action.

ATTACHMENTS:

Page 2 and 3 of Policy HR.01 Village of Rycroft Personnel Policy

Chief Administrative Officer

Date