



Corporate Policy

Management Compensation Lieu Days

Policy Number: HR.3-02

Sub-Topic: Management Compensation

Topic: Attraction and Retention

Applies to: Eligible Regular Full-Time Management Employees

Policy Statement and Strategic Plan Linkages

The Town of Newmarket recognizes that employees who work in a management capacity are not entitled to time off in recognition of overtime and that a compensation recognition program will be implemented in compliance with the Employment Standards Act and Regulations.

Purpose

The purpose of this policy is to provide a framework for the compensation to management employees recognizing their commitment to working additional hours beyond a regular 35 hour week of work over the course of the calendar year. Eligible management positions are listed in Appendix A, attached to this policy as revised from time to time.

Definitions

Eligible Employees: Regular full-time management employees are defined as eligible employees for the purposes of Management Compensation Lieu (MCL) Days who:

- have completed their six (6) month probationary period,
- work is managerial in nature, and
- perform non-managerial tasks on an irregular basis in compliance with the Employment Standards Act and as approved by Council.

Provisions

Eligible employees fulfilling the Chief Administrative Officer or Commissioner positions as identified in Appendix A are entitled to a maximum of ten (10) management compensation paid lieu days, (70 hours) in a calendar year.

Eligible employees fulfilling a Director or Manager position as identified in Appendix A are entitled to a maximum of five (5) management compensation paid lieu days, (35 hours) in a calendar year.

MCL days are advanced to eligible employees on the first pay of each calendar year for use within the same calendar year. MCL Days must be used within the calendar year and are not eligible for carryover.

In the first year or last year of employment employees are eligible for MCL days on a prorated basis, based on full months of service.

Employees transferring into a job classification that is entitled to MCL days will be entitled to take MCL days, on a pro-rata basis, upon commencement in the new position.

Employees eligible for MCL days are not entitled to overtime pay.

Cross-References

Corporate Policy:

Overtime Policy #HR.2-02

Resignation/Termination of Employment Procedure #HR.4-03

Vacation Policy #HR.3-01

Other Government Legislation:

[Employment Standards Act, 2000 \(ESA\)](#)

Contact

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Policy Details

Approved by: Chief Administrative Officer

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Revision #: 002