

STATEMENT OF POLICY AND PROCEDURE

Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Overtime	Revised Date:	Sept 21, 2019
			Sec 1, 1H Appendix D
		Reviewed:	July 10, 2019

OVERTIME

1. For non-management employees, hours worked in excess of regular hours will be compensated by allowing time off according to the terms of the NLLS Overtime Agreement and Alberta Employment standards. <https://www.alberta.ca/alberta-employment-standards-rules.aspx>
2. For employees paid on an hourly basis, hours worked in excess of regular hours will be paid at overtime rates according to the terms of the Employment Standards Code.
3. For all employees, overtime requires the prior authorization of the Executive Director or Department Manager with the exception of emergency situations.
4. All non-management employees are eligible for lieu time off in place of overtime pay.
5. NLLS Management employee(s) are eligible for flex time in lieu of overtime as per the discretion of the Executive Director.
6. While every effort will be taken to accommodate employees' wishes, NLLS reserves the right to schedule when in-lieu time will be taken. In-lieu time may not be taken without the prior authorization of an employee's manager and must be taken within six (6) months of earning such lieu time.
7. While every effort will be taken to accommodate employees' wishes, NLLS reserves the right to schedule when flex time will be taken. Flex time may not be taken without the prior authorization of an employee's manager and must be taken within sixty (60) days of earning such flex time.
8. Lieu time must be taken within the six (6) months it was earned. In December all unused lieu will be paid out on the final calendar year payroll run.
9. Lieu or flex time will not be carried over into a new fiscal year.
10. Employee(s) who are called out after hours for work by the alarm company or Executive Director will be paid a minimum call out of three (3) hours of their current wage.



APPENDIX D – Overtime Agreement

Overtime Agreement Form

It is agreed between:

_____ of _____

and

Northern Lights Library System of 5615 48 St Elk Point, AB T0A 1A0

That either wholly or partly the employer will provide, and the employee will take: 1 hr for 1 hr time off with pay in place of overtime pay for those hours worked in excess of seven (7) hours in a work day or after thirty-five (35) hours in a work week, whichever is greater.

The time off with pay shall be provided, taken and paid within six (6) months of the end of the pay period in which it was earned.

If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 2, the employee shall be paid overtime pay of at least 1.5 times the employee's wage rate for the overtime hours worked.

Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime shall be treated as wages.

The time off in place of pay shall be provided by the employer and taken by the employee within six (6) months of the end of the pay period in which it is earned.

Lieu time must be taken within the six (6) months it was earned. In December all unused lieu will be paid out on the final calendar year payroll run; no lieu can be carried over into new fiscal year.

The employer shall provide a copy of this agreement to the employee.

No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____ 20__.

Employer Representative

Employee