



Hours of Work and Overtime

Policy

The Chinook Arch Regional Library System will operate on a 36.25 hour week for all full time employees. Flexible scheduling may be approved by the CEO. Evening and weekend work may be required. Some employees may be required to be on call on Saturday or Sunday or on week day evenings in some circumstances

Guidelines

1. Headquarters shall be open from 8:15 to 4:30 Monday to Friday.
2. A standard work day is 7.25 hours.
3. Employees may participate in Earned Days Off (EDO) scheduling with the approval of their supervisor and the CEO.
4. In the event that an employee is unable to get to work because of weather conditions or car problems, the employee must make up the lost time by using banked time or vacation time.
5. If Headquarters is closed by the CEO or Associate Director because of weather or other conditions, no work time must be made up by an employee.

Staff Breaks

1. Employees who work a full day (7.25 hours) may take two fifteen minute coffee breaks and an unpaid lunch break.
2. All employees who work a full day must take a minimum ½-hour unpaid lunch break.
3. Employees who work a morning or afternoon shift may take one fifteen minute coffee break.
4. Coffee breaks cannot be combined with lunch breaks or end of shift.

Overtime

Non Managerial Employees

In accordance with the Alberta Employment Standards, Overtime is defined as hours worked in excess of eight (8) per day or in excess of forty-four hours in the work week by non-managerial employees.

1. All overtime must be authorized by the CEO or Associate Director in writing except in an emergency.
2. A full time employee who is called back to work by a supervisor and required to work outside his/her scheduled hours shall be paid for a minimum of three (3) hours at overtime rates.
3. On call employees who respond to a call from their home may claim overtime for time spent on the response in excess of 30 minutes.
4. Employees may sign an Overtime Agreement which allows them to accumulate time off in lieu of overtime pay at a rate of one and one-half hours per hour of overtime.
5. Attendance at conferences will not be authorized as overtime unless the employee is required to attend by their supervisor.

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6. The maximum amount of overtime that can be carried from one year to the next is 14.5 hours (2 days). An employee may submit a written request to the CEO to carry forward more than 14.5 hours of banked overtime.
7. Upon giving or receiving notice of termination of employment, an employee is no longer eligible to bank overtime and the employee will be encouraged to use all banked overtime before the last day of employment at Chinook Arch.

Banked Time in Lieu

In order to accommodate occasional need for time off on a work day, employees may occasionally bank time to a maximum of 14.5 hours to be taken in the future as time-in-lieu with the advance written approval of both their supervisor and the CEO or Associate Director. Banked time-in-lieu is based on hours worked over and above the standard work day by arrangement with a supervisor. Banked time-in-lieu will be taken as time off from work with regular pay equal to the number of hours of banked time, in accordance with Alberta Employment Standards. Banked hours must be used within three months of being banked.

Managerial Employees

Managerial employees are the CEO, the Associate Director, all professional librarians and positions with the word Manager in the job title. Managerial employees are entitled to time in lieu of overtime at the discretion of the CEO.

Last Reviewed:	4 December 2014
Last Revised:	4 December 2014