OVERNIGHT SHIFT POLICY

<Organization Name> is dedicated to its employees' health, safety, and well-being, and will ensure that all necessary protocol and protections are in place for personnel who are scheduled to work overnight shifts. This policy is in accordance with the Alberta *Employment Standards Code.*

POLICY

Employees of <Organization Name> may be scheduled to work overnight shifts at times. This policy will outline any specific premiums to be paid and protocol to be followed for any employee that works an overnight shift.

Definition

An “Overnight” shift may be defined at <Organization Name> as any work that begins at or after 8 PM. If the majority of work that is done by an employee is completed after 8 PM, the entire shift will qualify for the increased rate of pay, as outlined below, and the shift will be a minimum of 8 paid hours.

If the majority of the work that is done by an employee is completed before 8 PM, only the hours after 8 PM will be paid at the increased rate, but a minimum of 8 hours will still apply.

Increased Rate of Pay

Any employee that works an overnight shift at <Organization Name> will be entitled to a $1 increase in hourly pay. For every hour an employee works after 8 PM, they will receive an extra $1 on top of their hourly rate, for a minimum of 8 hours per scheduled overnight shift.

Additional Protocol

In accordance with the Alberta *Employment Standards Code*, all standard hour shift changes will be communicated to employees in writing, a minimum of 24 hours before the shift change. Additionally, management will ensure that employees are allowed a minimum of 8 hours (resting period) between shifts for standard hour shifts.

For all overnight shifts, management will ensure that employees are allowed at least a 10 hour resting period before returning to work after an overnight shift. Employees will not be required to change from one shift to another without at least 24 hours’ written notice and at least 8 hours’ rest between shifts.

Additionally, <Organization Name> will ensure that no employee works hours greater than the 12 hour maximum limit, employees are taking daily breaks in accordance with the Alberta *Employment Standards Code* at minimum, and all employees are given at least one full day off of work for rest during each week.