AVERAGING ARRANGEMENT POLICY

[Organization Name] is committed to upholding and maintaining flexible work arrangements and may enter into averaging arrangements with employees to allow for greater flexibility when scheduling working hours. All averaging arrangements will be carried out in accordance with the Averaging Arrangement Standards set by the Alberta Employment Standard Code (ESC).

DEFINITIONS

For this policy, these key terms are defined:

* ‘Averaging Arrangement’ refers to the agreement allowing [Organization Name] to average its employee's hours of work for one to 52 weeks to determine the employee's overtime pay or time off with pay.
* ‘Averaging Period’ pertains to the period over which hours of work are averaged under an averaging arrangement.

POLICY

[Organization Name] may require or allow its employees or a group of employees to work under an averaging agreement. This means the company will average the employee's working hours for between 1 to 52 weeks at a time. The new agreed-upon arrangement will serve as a basis for computing the employee’s overtime pay or paid time off, as preferred.

When averaging agreements are being put into place, [Organization Name] will provide written notice to the affected employee at least two weeks before the beginning of the average period, unless written notice of the averaging agreement was agreed to before the employee’s official start of employment at [Organization Name].

If an employee’s daily hours exceed the agreed-upon 10 hours, the employee will be paid overtime (1.5 times their regular rate of pay) for each hour worked that exceeds the 10 hours. Employees may only work these extra hours with management approval. The overtime hours will be paid after the end of the pay period in which they were worked (maximum of 10 days following).

Employer Responsibilities

* Provide written notice of the arrangement at least two weeks in advance, and provide a copy of the written arrangement to the employee
* Document in writing the specified number of weeks over which hours will be averaged
* Specify the schedule by setting out the daily and weekly hours of work for the averaging period
* Specify how overtime pay or paid time off will be calculated following the regulations set by the Alberta Employment Standard Code (ESC)
* Pay the employee their calculated overtime pay or the paid time off in accordance with the ESC

[Organization Name] may amend the schedule of the daily and weekly hours, following the averaging agreement. However, if the company requires the employee to go over the agreed number of total hours, overtime pay rules will apply to all hours in excess of the agreement.

If, before the end of the averaging period, the averaging arrangement is cancelled or ceases to apply to the employee (including if the employee’s employment terminates), then the averaging period’s overtime hours are calculated as if the employee worked the remaining scheduled shifts in the averaging period (daily or averaging period rules apply).

Ending the Averaging Arrangement

An averaging arrangement will no longer be valid once the arrangement terminates according to the date specified in the arrangement, or if the arrangement is cancelled by either party. Either party in the averaging arrangement may cancel the arrangement by providing 30 days’ notice to the other party.

In the case of cancellation, a new arrangement may be agreed between the employer and the employee.

Extension of the Agreement Past 52-Weeks

In cases where [Organization Name] opts to extend the averaging period for averaging arrangements beyond the 52-week maximum, the company will secure written approval issued by the Director of Employment Standards or the Minister of Labour and Immigration.