## HOURS OF WORK AND OVERTIME

[Organization Name] is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in the *Alberta Employment Standards Code*.

DEFINITIONS

Standard hours of work under the *Alberta Employment Standards Code* are defined as eight hours in one day and up to 44 hours in one week. Hours worked above whichever of the following is greater must be paid at the overtime rate: 8 hours in one day or 44 hours in one week (8/44 rule).

The maximum hours of work is calculated on a weekly basis and may not exceed 48 hours.

POLICY

At [Organization Name], a work week consists of (Insert #) hours for full time employees and (Insert #) hours for part time employees. [Organization Name] employees will at times be requested to work hours above their usual hours of work. For the purposes of this policy, hours worked beyond an employee’s usual number of hours but below the overtime threshold of 8 hours per day or 44 hours per week will be paid in straight time.

Any hours worked beyond the threshold of 44 hours in a week or eight hours in a day (whichever is greater) will be paid at a rate of time and one half the employee’s usual rate of pay. If the total of daily overtime is different from the total of weekly overtime hours, the greater of the two is used to calculate overtime pay.

All overtime hours must be authorized by a supervisor/manager in advance of being worked. In the event of an emergency, the hours may be worked but a manager/supervisor must be informed as soon as possible. Failure to adhere to these guidelines will result in the progressive discipline process.

Managers and Supervisors

Note that at [Organization Name], managers, supervisors, and employees who carry out management functions are exempt from overtime rules.

Banked Overtime

[Organization Name] may at times request that employees participate in a banked time off program. This is subject to employee agreement within an overtime agreement and will be noted either electronically or in writing if it is agreed-upon. In this case, employees will bank at least one hour of time off for each hour of overtime worked.

Banked time must be taken within six months of the week in which it was earned. On occasion, [Organization Name] may request that an employee takes this time at a later date. With the employee’s agreement, this time away may be taken within 12 months of when the time was earned. Note: Either the employee or the employer can cancel or change the agreement by giving the other party one-months’ notice in writing.

In the event the employee is separated from [Organization Name] before they have taken the extra time, the employee will receive the hours banked on their final pay cheque.

[Organization Name] will maintain records of all time in banked time agreements, including hours worked and hours that have been paid out.