

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 weekday evenings.

Guidelines

1. Headquarters shall be open from 8:30 to 4:30 Monday to Friday.
2. A standard work day is 7.25 hours.
3. Employees may participate in Earned Day 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 transportation issues, the employee must make up the lost time by using banked time or vacation time, or at the supervisor's discretion, work remotely.
5. If Headquarters is closed by the CEO or designate 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 paid fifteen-minute coffee breaks and a minimum 30-minute unpaid lunch break.
2. Employees who work at least 4 hours may take one paid fifteen-minute coffee break.
3. Coffee breaks cannot be taken at the end of the workday.

Overtime

Non-Managerial Employees

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

1. All overtime must be authorized by the CEO or supervisor, except in an emergency.
2. Employees shall be paid for at least 3 hours of pay at their current rate of pay each time they're required to report to work or come to work for short periods.
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. Non-managerial employees shall sign an Overtime Agreement which allows them to bank time in lieu of overtime pay at a rate of one and one-half hours per hour of overtime.
5. Earned time in lieu *must* be taken within six months of the end of the pay period in which it was earned.
6. 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.

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7. Attendance at conferences will not be considered overtime unless the employee is required to attend by their supervisor.

Managerial Employees

Managerial employees are the CEO, the Associate Director, Member Support Librarians and positions with the word Manager in the job title. Managerial employees are entitled to straight time in lieu of overtime at the discretion of the CEO.

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