



# Hours of Work and Overtime Policy

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**PURPOSE:** Personnel Policy and Procedures for the Taber Public Library.

**POLICY:** Hours of work for all library staff shall be approved by the Taber Public Library Board.

**GUIDELINES:**

1. It is understood that the following definitions shall mean:
  - a. Full-time Employee - Is any employee who regularly works 37.5 or more hours a week.
  - b. Part-time Employee - Is any employee who normally averages less than 37.5 hours a week.
2. Budgeted hours of work for the library shall be determined by the Board.
3. The Library Manager will develop a work schedule for all staff.
4. Hours of work shall comply with Alberta Employment Standards.
5. The Library Manager must authorize any overtime hours of work.
6. Overtime hours worked up to 44 hours a week will be taken as time off in lieu of payment.
  - a. Time off in lieu of overtime will be equal to the number of overtime hours multiplied by 1.5
  - b. It will be taken within three months of the end of the pay period in which it was earned or unless
  - c. otherwise agreed to by the Board as per Alberta Employment Standards.
7. Overtime hours worked in excess of 44 hours a week shall be paid out as time and a half and shall
  - a. be paid out within three months of the end of the pay period in which it was earned or unless
  - b. agreed to by the Board as per Alberta Employment Standards.
8. It is noted that “overtime hours” will not include attendance at professional meetings and training sessions.
9. An Overtime Agreement shall be signed by the Library Manager and the employees of the Taber Public Library.

**Date of Approval:** October 3, 2000

**Date Reviewed/Revised:** November 9, 2004  
September 9, 2008  
October 12, 2010  
June 11, 2013  
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March 12, 2019