

# Overtime

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Resolution: 2016-11-22-04

Review Date: July

Related Bylaw: N/A

Amendments: 2018-01-11-010, 2019-02-14-024

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## **Purpose**

The purpose of this policy is to establish how overtime hours are determined and compensated for.

## **Guidelines**

### HOURLY WAGE EMPLOYEES

Employees paid based on an hourly wage will be paid overtime at a rate of 1.5 times their regular hourly pay.

Employees paid based on an hourly wage will only receive overtime as per the Alberta Employment Standards Code.

Employees should use all banked overtime prior to December 31<sup>st</sup> of the year in which the overtime was banked.

Any banked overtime remaining on December 31<sup>st</sup> of a given year shall be paid out at the employee's regular wage as of December 31<sup>st</sup> of the year in which it is paid out unless the employee has received permission to carry these hours forward to the next year.