

HR-22	HOURS OF WORK & OVERTIME		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1991, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To set out expectations for regular hours of work, and to ensure that staff receive fair compensation for additional hours worked.

2. SCOPE

This policy applies to all employees.

3. DEFINITIONS

Nil.

4. HOURS OF WORK

- a. A regular work week shall constitute 35 hours in any 5 consecutive work days.
- b. A part-time work week is considered to be less than 35 hours in any 5 consecutive work days.

5. OVERTIME

- a. At times employees may be requested by the supervisor to work in excess of their regularly scheduled hours. Overtime shall be calculated in accordance with the *Employment Standards Act*.
- b. Overtime may be accumulated and taken as time off with the condition that annual vacation must be taken first. All accumulated overtime must be cleared by 31 December of the year in which it was earned.
- c. In lieu of paid overtime, the Chief Librarian shall receive an additional 5 days of vacation per year which is incorporated into the Vacation Leave schedule in Policy HR-23.

RELATED POLICIES

HR-23 Vacation Leave