



POLICY REGARDING OVERTIME

1. PURPOSE

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

2. GENERAL GUIDELINES

SALARIED EMPLOYEES

Employees paid on salary will be compensated in time off in lieu at a rate of hour/hour.

Employees must use all banked time in lieu prior to December 31st of the year in which it was accumulated unless otherwise approved by the CAO.

All overtime hours must be preapproved by the CAO or a member of Council.

HOURLY WAGE EMPLOYEES

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

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

All overtime hours must be preapproved by the CAO or a member of Council.

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