

2.9.4 SALARIED EMPLOYEE OVERTIME

1. Any salaried employee not part of Management falls under this policy.
2. No overtime in excess of a typical work week shall be worked by salaried employees without prior authorization from the Library Director.
3. Overtime worked shall be defined by Alberta Minimum Standards and shall be paid out. All other overtime shall be banked as flex time to a maximum of one work week for that employee.
4. **(Form 2.9.4 Flextime)** to be used to bank flextime.
5. Flex time banked shall be taken as time off in lieu prior to taking annual leave.
6. One week of flex time banked may be carried over to be used the following year. Any amount exceeded will be paid at regular rate.

2.9.5 MANAGEMENT OVERTIME

1. A work week typically consists of thirty-five (35) hours for the Director and Assistant Director.
2. Time worked in excess of a typical work week is deemed overtime and shall be avoided unless necessary.
3. In circumstances of necessary overtime, it shall be banked (**Form 2.9.4 Flextime**) to be used as flex time. Banked time shall not exceed the equivalent of one work week.
4. Banked flex time must be taken prior to taking annual leave.
5. One (1) week of flex time may be carried over to be used the following year.
6. Any overtime exceeding one week requires approval from the Town of Morinville Library Board.

2.10 HEALTH & SAFETY

1. The Library Board wishes to promote a safe work environment for staff, in keeping with Policy #9 Occupational Health & Safety.
2. All injuries sustained while working will be reported immediately to Management and documented with **Form 2.10 Notice of Injury**.
3. Staff on Workers Compensation will be paid directly by the Workers Compensation Board and be temporarily taken off the payroll system.
4. For the staff protection, there will be no unauthorized entry to the library outside of the library's hours of operation. Staff will request access to the library during closed hours by presenting to the Management the reason why access is needed. Authorized staffs working in the building during off hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

Procedure: Any staff entering the library during off hours shall contact Management upon entering and exiting the building.

5. Shift scheduling shall have at least two (2) employees working during public hours.