

OVERTIME POLICY

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 2

Subject: **OVERTIME** | Sec 1, 1H Appendix D

Reviewed 2025-08-02 | Revised: 2025-09-26 | Effective: 2017/05/13

1. Purpose

Northern Lights Library System (NLLS) recognizes that occasional overtime may be necessary to meet operational demands. This policy outlines the conditions under which overtime may be approved, tracked, and compensated, in compliance with Alberta's Employment Standards Code.

2. Eligibility and Scope

- Applies to all non-management employees, including full-time and part-time staff.
 - Managers are not eligible for overtime compensation and are instead compensated through higher salary grid placement, flexible schedules, and additional vacation as outlined in the Compensation Policy (Sec 1, 1B) and Hours of Work Policy (Sec 1, 1G).
-

3. Overtime Definition

- Overtime is defined as any time worked in excess of 7 hours per day or 35 hours per week, whichever is greater.
 - Employees on alternative work schedules will calculate overtime based on total hours exceeding their regular schedule in accordance to Alberta Labour Standards.
-

4. Authorization Process

- All overtime must be pre-approved by the employee's Department Manager or the Executive Director.
 - In emergencies where pre-approval is not possible, the employee must report the overtime as soon as possible for review and approval.
 - Overtime shall not be assumed or self-assigned.
-

5. Compensation Method

NLLS utilizes a Group Overtime Agreement approved under Alberta labour standards that provides:

- Time-off in lieu of pay at a 1:1 ratio (i.e., 1 hour of overtime = 1 hour of paid time off), for overtime worked.
 - Lieu time must be:
 - Taken within 6 months of being earned, or
 - Paid out at 1.5 times the employee's regular rate if unused after 6 months, or if employment ends.
-

6. Lieu Time Administration

- Lieu time is tracked using the payroll system and must be requested and approved in advance like any other leave.
 - Unused lieu time will be paid out in December of each year or upon termination of employment.
 - Employees are responsible for ensuring that lieu time balances are accurate.
 - Managers are responsible to ensure lieu time balances do not accumulate excessively.
-

7. Recordkeeping & Timesheets

- All overtime must be recorded accurately on the employee's timesheet.
 - Timesheets must be submitted in accordance with the Timesheet Payroll Policy and approved by a supervisor.
-

8. Review

This policy will be reviewed every three years or in response to changes in employment standards.

NLLS Executive Board Chair

September 26, 2025

Date of Approval