Policy EMP302: Employee Hours of Work

Category: Employees
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POLICY

The hours of the library staff will be set to meet the needs of the people of the community with consideration given to meeting the needs of the staff.

PURPOSE

RESPONSIBILITY

1. As per Policy HR201 Guiding Principles: The Town of Bonnyville Library Board is committed to fair and equitable employment practices and follows the Alberta Employment Standards: Rules, Regulations, and compliance measures for employers and employees in Alberta workplaces. The Town of Bonnyville Library Board is guided by these practices as provided by the Government of Alberta webpage: http://www.alberta.ca/employment-jobs.aspx

Jobs and employment | Alberta.ca
Jobs and employment. Find a job, or get employment supports for job searchers, workers and employers.
www.alberta.ca

2. The regular hours of work for full-time staff positions are thirty-five (35) hours per week, seven (7) hours per day, which excludes a one (1) hour unpaid lunch break.

3. The hours of a part-time position may vary.

4. The overtime agreement at the Bonnyville Municipal Library is that employees can bank at a rate of one (1) hour for each overtime hour worked and as per Alberta Employment Standards where applicable. All overtime must be authorized in advance, and employees must request the use of the banked time, in writing, from the library manager. Employees are not to exceed 14 hours banked and all banked time must be used within the calendar year earned.

5. Exceptions are where the Town of Bonnyville Library board has policies for further clarification and support.

6. Schedules for part-time staff will be posted in advance of workdays in accordance with Alberta Labour Standards. It is the responsibility of employees to be aware of when they are expected to work. Any schedule changes must be approved by the Library Manager or, when the Library Manager is absent, the Assistant Library Manager.

7. The staff positions are:
   - Library Manager – Full-time
   - Assistant Library Manager/Interlibrary Loan – Full-time
   - Interlibrary Loan Assistant – Full-time
   - Library Programmer – ¾ time
   - Three (3) Public Services Clerk Positions – Part-time

DEFINITIONS

PROCEDURE