

## PAY AND PROGRESS

### 14. Hours of Work and Overtime

#### 14.1. Philosophy

The Athabasca Watershed Council promotes a healthy work life balance but does recognize that sometimes it is necessary for Employees to work overtime. It is important that Employees eligible for overtime are compensated fairly by being given time off for any overtime they work.

#### 14.2. Hours of Work

The AWC-WPAC staff generally work 7.25 hours per day (08:15 a.m. to 4:30 p.m.); five (5) days per week. The AWC-WPAC covers two fifteen (15) minute breaks in those hours with a one (1) hour unpaid lunch break.

In general, staff work Monday to Friday, unless a special event warrants otherwise. If staff are required to work on a weekend (Saturday or Sunday) or a general holiday (as listed in section 18.1), such time will be calculated as time and a half. Additionally, such work will be calculated at a guaranteed minimum of two hours.

#### 14.3. Overtime Definition

Overtime is defined as hours worked over 7.25 hours per day or 36.25 hours per week, whichever is greater.

If there is a need for overtime to be worked by staff, it must first be approved by the Administrator or Executive Committee. Unapproved overtime may not be paid, unless it was unreasonable or impractical to obtain prior approval in the circumstances.

#### 14.4. Acting Incumbency Pay

The AWC-WPAC will compensate an Employee asked to take on the responsibilities of a more senior staff member for a minimum of five (5) consecutive work days or more, during which time they may also be required to perform some of the duties of their regular position. On completion of the minimum five (5) day qualifying period in an acting incumbency position, an Employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the five (5) day qualifying period. These provisions shall not apply where an Employee is designated only minimal extra duties.

When an Employee has been duly appointed to act on behalf of a more senior staff member, they shall be compensated at an additional rate of ten (10%) above their regular rate of pay for the incumbency period.

#### 14.5. Time Off in Lieu

As general policy the AWC-WPAC intends to limit overtime payments. Employees are granted Time Off in Lieu instead. All Employees are required to execute an overtime agreement that sets out the terms and conditions of this arrangement.

Overtime is not payable, nor is Time Off in Lieu provided for any Employee who works in a managerial or supervisory capacity, or who is otherwise exempted from overtime by