



TOWN PROCEDURE

PROCEDURE NUMBER:
1301-01

REFERENCE:
Council

ADOPTED BY:
Town Council
16 April 2002

PREPARED BY: Administration

DATE: 16 April 2002

TITLE: Time In Lieu Agreement & Form

Page 1 of 4

1. All non-management employees who wish to take time in lieu for overtime worked shall complete an Overtime Agreement form attached as Schedule "A".

SCHEDULE "A"

**TOWN OF STRATHMORE
OVERTIME AGREEMENT**

1. It is agreed between: _____ of _____
and the Town of Strathmore of Strathmore, Alberta that either wholly or partly the employer will provide and the employee will take time off in place of overtime pay for those hours worked in excess of _____ in a day or _____ in a week comprising _____ to _____
(day of the week)

(day of the week)
2. The time off in place of overtime pay shall be provided and taken at a time that would, but for the time off, have been a time that the employee worked for the employer.
3. The time off in place of overtime pay shall be at least equal to the number of hours of work for which the employee, but for this agreement, would have received overtime pay.
4. The employee shall be paid for the time taken off in place of overtime pay at the same rate that the employee would have been paid wages had the employee worked those hours on a normal working day.
5. The time off in place of overtime pay shall be provided by the employer and taken by the employee within three months of the end of the pay period in which it is earned.
6. If time off is not provided and taken in accordance with this agreement and Town Policy #1303, Section 10, the employee will be paid overtime pay for the hours of work for which time off in place of overtime was to have been provided and taken, within ten days of the date that was the last date that time off should have been provided and taken under this agreement.
7. No amendment or termination of this agreement shall be effective without at least two weeks notice in writing by one party to the other.

Dated this _____ day of _____, 20_____.

Signed _____
For the Town

By the Employee

General Information

1. **Who is to use this form?**

All non-management employees who wish to take time in lieu for overtime worked.

2. **When is this form to be completed?**

As soon as the overtime is put in or time in lieu is taken.

3. **When does the supervisor sign this form?**

At the time the employee hands in their bi-weekly time sheet.

4. **What is the authority for overtime in lieu?**

Policy #1303, Section 11 governs the accumulation of time in lieu.

5. **An overtime agreement must be signed by the employee and kept on file before commencing time in lieu.**