



December 23, 2020

**Re: Notice of Banked Overtime - Discontinued**

At their meeting on December 9, 2020, Directors discussed Policy PE023 Banked Overtime and the impact on operations. It was decided that employees who work overtime should be paid at the rate of 1:1.5 rather than bank overtime at a rate of 1:1. This allows for employees to work approved overtime when the workload requires it.

Please be advised that, effective February 1, 2021, employees who work overtime will no longer bank overtime. Therefore, the current Overtime Agreement in place will be void at end of day, January 31, 2021. As of February 1, 2021, overtime will be paid out as per Alberta Employment Standards Section 21, 22(1) at a rate of 1.5 times the employee's wage rate.

Note that all banked overtime must be used within 6 months from January 31, 2021.

If you have any questions or concerns regarding this change in overtime, please see your Director.

Sincerely,

Harold Northcott, CLGM  
Chief Administrative Officer

PC: Personnel File