



# Individual Overtime Agreement

F 4-09

THIS AGREEMENT made this \_\_\_\_\_ of \_\_\_\_\_, A.D. 2020

BETWEEN:

**THE BOARD OF TRUSTEES OF THE  
PEMBINA HILLS SCHOOL DIVISION**  
(hereinafter referred to as 'the Division')

Of the First Part

and

\_\_\_\_\_  
(hereinafter referred to as 'the Employee')

Of the Second Part

1. It is agreed between the Division and the Employee to establish an overtime bank so that the employee may bank overtime hours in place of overtime pay for those hours worked in excess of **8** hours per day or **40** hours per week, whichever is greater.
2. Each overtime hour will enter the overtime bank at 1.5 regular time
3. The Employee must use the banked overtime within 6 months, starting at the end of the pay period when the overtime was earned. Any unused banked overtime after the 6-month time period will be paid at a rate of 1.5 times the regular rate.
4. Each hour taken from the overtime bank must be used during the employee's regularly scheduled work hours at a time or times mutually agreed upon between the Employee and the Employee's immediate Supervisor.
5. The Division shall provide a copy of this agreement to the Employee.
6. This agreement may be amended or cancelled:
  - By either party on one (1) months' written notice. Notice will be applied on the 1<sup>st</sup> of the month following;
  - Automatically upon the employee transferring to a new position or geographical location; or
  - At the employee's termination.
7. If the cancellation of this agreement is due to the employee's resignation or termination, the employer shall pay to the employee any unused banked overtime as per the Alberta Employment Standards.

This Banked Overtime Agreement is authorized by:

PER: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

PER: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

PER: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_