

# Extra-time/Overtime Agreement — Appendix 316A

## Extra-time/Overtime Agreement *Between*

**Employer Name:** The Catholic Archdiocese of Edmonton

**Name of Parish or Office:** \_\_\_\_\_  
*and*

**Employee Name:** \_\_\_\_\_

1. That either wholly or partly, the employer will provide and the employee will take, time off in lieu of extra-time pay for hours in excess of seven (7) hours up to eight (8) hours per day or in excess of thirty-five (35) hours up to forty-four (44) hours per week, whichever is greater. Extra-time work is banked at the rate of 1 hour for each extra-time hour worked.
2. That either wholly or partly, the employer will provide or the employee will take, time off in lieu of overtime pay for those hours worked in excess of eight (8) hours in a work day or forty-four (44) hours in a work week, whichever is greater. Overtime work is banked at the rate of 1.5 hours for each overtime hour worked
3. The paid time off in lieu of extra-time and overtime pay shall be provided and taken at the regular rate of pay at a time when the employee would have worked.
4. The paid time off in lieu of extra-time and overtime shall be taken within six (6) months of the end of the pay period in which it was earned.
5. If the paid time off in lieu of extra-time and overtime is not provided or taken within six (6) months, the employee shall automatically be paid the extra-time at the rate of one time (1x) the rate of pay or the overtime at the rate of one and a half time (1.5x) the rate of pay. Payment for extra-time and overtime will be processed, at a minimum, with the June and December payroll.
6. Time off in lieu of extra-time and overtime shall be treated as hours of work and remuneration paid in place of extra-time and overtime shall be treated as salary.
7. The employer and the employee will retain a copy of this agreement.
8. No amendment or termination of this agreement shall be come in effect without at least one (1) month notice, in writing, by one party to the other.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Moderator of the Curia/Pastor Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Moderator of the Curia/Pastor Signature

- Copy to:
- 1) Employee
  - 2) Personnel File
  - 3) Payroll File

