

Group Averaging Arrangement

1. The employees listed on Part A attached ("Employees") are subject to an averaging arrangement as laid out by Employer _____ ("Employer"), which commences on _____.
(d/m/y)
2. New employees who are bound by this arrangement will be added to an amended list of employees in Part A and receive a written copy of the arrangement as soon as possible after beginning employment.
3. The number of weeks over which the Employees' hours of work will be averaged is _____ weeks.¹
4. The *Employment Standards Code* states that the work week runs from midnight on Saturday to midnight on the following Saturday unless the employer has established a different 7 day period as the work week by consistent practice. The work week is _____ to _____.
(day of the week) (day of the week)
5. The Employees' work schedule, as required by the *Employment Standards Code* and Regulations, is attached to this arrangement as "Appendix A."
6. Unless otherwise indicated, the Employer shall provide, and the Employees shall take, overtime pay or, subject to clause 8, time off instead of overtime pay for overtime hours. Overtime hours are the greater of:
 - a. Daily overtime hours as specified in clause 7, or
 - b. Averaging period overtime, calculated as hours worked in excess of an average of 44 hours per week²
7. Option 1 - Employees are not entitled to daily overtime.³
7. Option 2 - Daily overtime hours are the greater of hours work in excess of:
 - a. 8 hours per work day (if less than 8 hours were scheduled on that workday) or,
 - b. the scheduled hours per work day (if 8 or more hours were scheduled on that workday)
7. Option 3 - Daily overtime hours are hours over _____ hours per day.
8. A group or individual overtime agreement(s), as the case may be, must be separately entered into where the Employer provides time off with pay instead of overtime pay to the Employees or some of the Employees.
9. Option 1 - The Employer may make temporary changes to an Employee's work schedule as long as 24 hours' written notice of the change is provided to the Employee. Notice is not required where an accident has occurred, urgent work is necessary, or other unforeseen or unpreventable circumstances have occurred.⁴
9. Option 2 - The Employer may provide _____(time) of _____ (written or verbal) notice to the employee prior to a change in work schedule to include:
 - ___ shift changes
 - ___ shift cancellations
 - ___ shift swaps
 - ___ shift additions
 - ___ other: _____

Notice is not required where an accident has occurred, urgent work is necessary, or other unforeseen or unpreventable circumstances have occurred.

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