



The Corporation of the Municipality of Red Lake

EMPLOYMENT POLICY MANUAL

Subject: Overtime	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.20 SHIFT SCHEDULE

Department Heads will be responsible for advising employees of their regular work schedule. Employees will be given as much advance notice as possible if any change in regular working hours is required.

In cases of emergency requiring overtime work, the Department Head will request an employee to work, giving as much advance notice as possible.