



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Human resources	Policy number:	E4
Policy title:	Overtime – Library Director and Deputy Director	Approval date:	June 23, 2005
		Revision date:	Sept 16, 2010

1. The Library Director will be granted two weeks and the Deputy Director one week of leave per annum in recognition of required overtime and meetings outside normal business hours. Allocation of this leave is subject to review during the employees' annual performance planning review.
2. Managers working overtime over a normal meal period may be reimbursed for reasonable expenses for meals. The meal period is not compensated.