

## **Hours of Work: Non-Union and Management Staff**

<b>Reviewed Date</b>		<b>Number</b>	HR0601
<b>Revised Date</b>	August 30, 2023	<b>Approved Date</b>	June 24, 1992

### **Introduction**

This policy outlines the normal hours of work for non-union and managerial staff. Unionized staff shall refer to their Collective Agreement.

### **Purpose**

N/A

### **Legislative Authority**

N/A

### **Policy Definitions and Interpretation**

**Alternate Work Schedule:** An up to five day per week work schedule including a Saturday, a Sunday or both weekend days applicable to full and part time, temporary and casual staff.

### **Policy**

Subject to the operational requirements of the health unit, the normal work day schedule shall be seven hours. The normal work week for full time staff shall be thirty-five (35) hours. The daily and weekly work schedule may be changed from time to time by the health unit to meet the varying conditions of the demands for our services. Changes in work schedules will be announced as far in advance as practical. The normal office hours for the health unit are 8:30 a.m. to 4:30 p.m., Monday to Friday (see flexible working hours policy), except employees assigned to work an alternate work schedule. Notwithstanding, managerial staff, given the nature of their role, are required to work whatever hours are necessary.

Any cancelation of a scheduled shift with less than 12 hours' notice will not result in loss of pay to the employee for their schedule hours of work on that day. The employer's obligation is only to notify the employee and not to ensure such notification was received or acknowledged. Notwithstanding, this will not apply if the employer is unable to provide work for causes beyond the employer's control. However, the employee and their Direct Supervisor may discuss the possible available work options which may allow the employee to maintain their pay.

### **Alternate Work Schedule for Staff and Management:**

Employees may be assigned to work an alternate work schedule consisting of up to five (5) seven (7) hour days including a Saturday, a Sunday or both weekend days. Employees on an Alternate Work Schedule shall have two (2) consecutive days off during their work week, unless mutually agreed otherwise in writing between the employee and their Direct Supervisor.

## **Procedures**

### **a) Alternative Work Schedule Assignment**

Prior to assigning non-union staff, management will first ask for volunteers within the job classification in the specific program that is required to work an Alternative Work Schedule.

### **b) Alternate Work Schedule Compensation**

Hours of work performed on an alternate work schedule during Saturdays and Sundays will be compensated at the straight time hourly rate plus a weekend premium of three dollars and fifty cents (\$3.50) per hour.

### **b) Compensating Time**

#### **Full Time Staff:**

When an employee is requested, by their Direct Supervisor, to work more than their hired FTE, compensating time is accumulated in excess of 15 minutes on a time for time basis. If less than 15 minutes, it is not recorded or accumulated.

#### **Part-time, Temporary and Casual Staff:**

Staff may be paid at straight time for these extra hours worked or accumulate compensating time on a time for time basis. This will be negotiated and agreed with their Direct Supervisor in advance.

#### **Full-time and Part-time Staff:**

Compensating time accumulated between January 1 and December 31 must be taken by March 31 of the following year. In exceptional circumstances where the employer is unable to grant the requested time off by March 31, the hours remaining will be paid out to the employee at one and a half times their hourly rate. The department Vice President will notify Payroll and the Vice President of Program Foundations and Finance in writing of the employee and the number of hours to be paid out.

#### **Management:**

Hours worked beyond 140 in a flex time cycle can be counted as flex leave or compensating time. Unused flex leave may be carried forward as compensating time. Compensating time is accumulated and taken on a time for time basis. Compensating time accumulated between January 1 and December 31 will be capped at 10 days (pro-rated for part time managers). This time must be taken by March 31 of the following year otherwise it will be paid out at straight time.

### **c) Overtime**

#### **Staff:**

Overtime applies to staff who are not on an alternate work schedule and must work on a stat holiday or on Saturday or Sunday. All overtime must be pre-authorized by the appropriate Vice President or Direct Supervisor and will be paid at one and one-half times the employee's straight time hourly rate, or at the employee's option accumulated at time and one-half and taken as compensating time.

Management:

There will be no overtime paid to management, except where a prolonged Incident Management System (IMS) or public health priority response is required by the health unit and Executive Committee approves such overtime to adequately deal with the situation.

***Related Policies***

HR0603 - Flexible Working Hours

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B4.010

June 18, 2019, Management Overtime clarified.

July 24, 2019, Management staff clarified.

August 4, 2020, Hours of work including working weekends clarified.

August 30, 2023, 12 Hour cancelation of a shift and Management Comp Time to 10 days.