

## Hours of Work

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0601</i>
<b>Revised Date</b>	<i>March 1, 1998</i>	<b>Approved Date</b>	<i>June 24, 1992</i>

### Introduction

N/A

### Purpose

N/A

### Legislative Authority

N/A

### Policy Definitions and Interpretation

N/A

### Policy

The regular work day schedule shall be seven hours. The regular work week 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).

### Procedures

#### a) Compensating Time

Full Time Staff:

When an employee is requested, by their Manager, 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 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 with the Manager 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 employee cannot schedule their 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 Service Area Director will notify the Director of Corporate Services in writing of the employee and the number of hours to be paid out.

Management: (includes Epidemiologist, Health Promotion Consultant and Nutritionist)

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 5 days (pro rated for part time managers). This time must be taken by March 31 of the following year. There will be no pay out for unused compensating time.

**b) Overtime**

Staff:

Overtime applies to staff who must work on a stat holiday or on Saturday or Sunday. All overtime must be pre-authorized by the appropriate Director or Manager and will be paid at one and one-half times the employee's straight time hourly rate, or accumulated at time and one-half and taken as compensating time.

Management:

There will be no overtime paid to management.

***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