

VILLAGE OF EMPRESS

Title: Hours of Work Policy	Policy Number:12-08
Effective Date: September 20, 2013	Revised Date: June 20, 2019

This policy replaces Policy 2.1 of the personnel policy adopted June 21, 2001

Hours of Work

Policy Statement

The Hours of Work policy supports the Village of Empress's vision of being a full-service, sustainable community. The intent of the various hours of work schedules is to maximize operational efficiencies, enhance service to the public, and foster employee engagement

Purpose

The purpose of this policy is to provide clarity on how the hours of work for village of Empress Employees are scheduled and to outline the manner in which employees who work outside of regular or scheduled hours of work will be compensated.

Responsibilities

Employees

Employees are responsible for arriving at work on time, fit for work, and working the schedules as assigned to them by their Supervisors.

CAO

- Schedule the employee's hours of work and monitor work schedules based on organizational requirements
- CAO and Employee must enter into a written work agreement for a work schedule that differs from regular hours of work
- Review customer service agreements and develop work schedules for employees to ensure adequate coverage during operational hours without scheduling overtime work
- In conjunction with employees, balance work schedules to meet firstly the operational needs of the organization and secondly the personal needs of employees
- Whenever possible, provide employees with one week notice to change an employee's work schedule
- Review all alternate work schedules every three months
- Approve any work agreements that differ from the regular hours of work Village of Empress| Hours of Work Policy

Regular Hours of Work Schedule

Administrative Employees

The administrative offices of the Village of Empress are open to serve the public from 9:00 am to 5:00 pm Tuesday through Friday. Regular Hours of Work for Administrative Employees, unless otherwise scheduled by the CAO, fall within these hours. Administrative employees work a seven (7) hour day over a four (4) day period.

Rest breaks for Administrative Employees include a one (1) hour unpaid lunch break, and a fifteen (15) minute paid rest break for each half-day worked.

Operational Employees

Regular Hours of Work for Operational Employees, unless otherwise scheduled by an Operational Supervisor or CAO, are 9:00 am to 5:00 pm Monday through Friday. Operational employees normally work a seven (7) hour day over a five (5) day period, thus working a thirty five(35) hour work week.

Rest breaks for Operational Employees include a one (1) hour unpaid lunch break, and a fifteen (15) minute paid rest break for each half-day worked

Owing to the variations in the different services provided by the Town, there may be variations in the hours and days of work per week within different positions. The hours of work, the starting and quitting time, and 1 hour lunch periods must be approved by the CAO

Alternate Hours of Work Schedules

Alternate hours of work schedules refer to work schedules that vary from regular full time hours of work and include flex time, Alternate Hours of Work schedules will only be considered where they increase organizational efficiencies and must be ratified by a Work Agreement form signed by the Employee and CAO.

Flex Time Schedule

At the request of an Employee, the C.A.O. in consultation with the Department Head and Supervisor, if applicable may approve a flex schedule to accommodate the Employee's personal and/or family needs or obligations. The flex schedule may alter the start time or end time of the work day. The flex schedule may alter the hours of work per day, but never over 8 hours per day and shall not alter the number of hours of work per pay period (i.e. two weeks) or negatively impact the Town's ability to meet its operational and/or customer service needs.

Earned Time Off Accrual Limits

Employees must work a minimum of thirty (30) continuous minutes or a maximum of one (1) hour beyond their regular seven (7) hour work day to qualify for earned time off. Employees must take a minimum of thirty (30) minutes lunch break while working an ETO schedule.

Employees may accrue ETO prior to or after their regular hours of work or during the untaken portion of their one hour lunch break.

Partial days worked whether for vacation, sick leave, medical appointments or other reasons are not eligible for ETO accrual, nor are untaken rest breaks eligible for ETO accrual.

The maximum amount of earned time off which may be accrued over a three (3) week period is:

- Seven (7) hours

The maximum amount of time which may be banked is:

- Fourteen (14) hours

No further ETO accrual may occur until the employee has taken the accrued time off. Should an employee exceed the maximum, any extra time worked shall not be accrued.

Overtime

Overtime refers to time worked in excess of the regular hours of work for the position which may be required from time to time to meet operational requirements. Overtime must be approved by the CAO, prior to being worked.

Calculation and Payment of Overtime

Employees may elect to be paid for overtime worked or take time off work in lieu of being paid, recognizing the Village will have final decision on method of payment, either time in lieu or paying wages, the preferred method being time in lieu.

Rate of Pay

The rate of overtime pay will be 1.5 times the employee's regular hourly rate of pay. If an employee is required to work on a General Holiday, they will be paid 2 times their regular hourly rate of pay.

If an employee chooses to take time off in lieu of pay, the employee will be paid their regular rate of pay on the days they take off as banked time.

Banking of Overtime Hours Worked (Time off in Lieu of Pay)

If an employee wishes to take time off in lieu of overtime pay, they may do so provided they sign an Individual Overtime Agreement. Any banked time must be taken within 3 months of the end of the pay period in which it was earned, if departmentally feasible. If banked time is not taken within this period, it will be paid on the employees next pay period. The maximum time that can be banked to be taken as time off in lieu of pay is thirty-five (35) hours. Any overtime earned in excess of these maximums will be paid on the employees next pay period.

Adopted September 30, 2013

Amended January 22, 2015

Amended June 20, 2019 Motion C224-20-06-2019