



Policy Type: Human Resources

Policy #: HR-700-12

Approved by Council on: June 25, 2018

Human Resources – Non-Union Hours of Work

Policy

This policy applies to all non-union employees and is intended to establish the normal hours of work for non-union jobs as thirty-five (35) or forty (40) hours per week as outlined in the position's offer of employment.

Objective

To provide a procedure that outlines the standard hours of work for full-time non-union employees.

Procedure

The normal work week shall consist of thirty-five (35) hours or forty (40) hours and the normal work day will be seven (7) working hours or eight (8) working hours respectively.

Employees will be provided with a meal break of one (1) hour unpaid as well as two (2) fifteen (15) minute paid break periods – one in the morning and one in the afternoon. Business hours for Town Hall are 8:30am - 4:30pm.

Flexible Hours

In order to accommodate special or extenuating circumstances employees may by mutual agreement with their Department Head, and approval of the CAO, alternate start and end times with respect to the normal work day provided the hours of work are maintained and fulfill the requirement of daily and weekly hours of work and meet the operational requirements of the department and Town.

Operational Needs

There may be times when hours of work will need to be adjusted due to operational needs. The Department Head should give the employee as much notice as possible when hours of week need to be altered. If overtime is incurred, please refer the Non- Union Overtime Policy #HR-700-13.