

Sample STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.06.ON
Section:	Employment	Issued:	Nov. 22, 2019
Subject:	HOURS of WORK and TIME-KEEPING	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	HR-08/HR-14
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 Hours of work will be set based on program needs to ensure adequate coverage and maintain required staff to client ratios in the various program. At a minimum, the main office of the **Community Resource Centre** is staffed from 8:30 am to 4:00 pm and the Kidz Kastle Children's Centre is staffed from 6:30 am to 5:30 pm.
- 1.02 (a) **Regular Full-time Working Hours** are **seven** hours per shift, **Monday to Friday**, for a total of **35** hours per week or seventy (70) hours per two-week pay period, or up to 80 hours depending on the position. For Part-Time employees, the normal number of hours will vary based on the terms of the employment contract. The normal work day commences as scheduled by the supervisor, with an unpaid one-half ($\frac{1}{2}$) hour break. Overtime must be approved in accordance with SPP HR 3.06.ON — Overtime.
- (b) Work on occasional evenings or weekends may be required. If this is the case, equivalent time off during regular work days may be taken. Such hours worked must be tracked on the timesheet under "Lieu Earned". When lieu time is taken off, it must be entered under "Lieu Taken" on the Timesheet.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish standard weekly hours of work and to ensure consistent administration of working hours.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for ensuring essential services (e.g., telephone answering, customer service and building services) are maintained in their departments throughout regular working hours. Supervisors have the discretion to vary or stagger the time when eating and rest periods are taken by employees. Supervisors are also responsible for securing the approval of the **Executive Director** if regular scheduled hours of work vary from **35** hours per week.
- 4.02 The **Executive Director** is responsible for securing necessary employee and government approvals, if required, for variations in working hours beyond those outlined herein.

5 DEFINITIONS

- 5.01 "**Workweek**" means a recurring period of seven consecutive days selected by the **Community Resource Centre** for the purpose of scheduling work.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Ontario Employment Standards Act, 2000 and Regulations

SPP HR 2.05.ON — Employment Classifications

SPP HR 3.06.ON — Overtime

7 PROCEDURE

- 7.01 Variations in the shift starting and quitting times of some positions may be approved by the **Executive Director** if the purpose is to provide more effective access by customers, suppliers or other employees.
- 7.02 Eating or break periods not taken:
- are not recorded for additional remuneration;
 - are not accumulated for extra time off;
 - cannot be used for the purpose of leaving work early.
- 7.03 All hours worked and all leave taken must be recorded on the Timesheet. Under the Program/Project section, it is necessary to identify under which program or project the employee is to be paid (ie, CAPC, CPNP, Kidz Kastle, I&R, etc.), as well as the number of hours attributed to each program or project. Timesheets must be submitted by noon on the Monday following the end of the bi-weekly pay period unless requested to submit earlier.
- 7.04 For purposes of payroll administration, the week begins on **Sunday at 12:01 a.m.** and ends at midnight the following **Saturday**.
- 7.05 An employee may be required to work more than maximum number of hours specified in paragraph 1.01 only under the following circumstances and only so far as is necessary to avoid serious interference with the ordinary working of the **Community Resource Centre's** establishment or operations:
- (a) To deal with an emergency.
 - (b) If something unforeseen occurs, to ensure the continued delivery of essential public services, regardless of who delivers those services; or to ensure that continuous processes or seasonal operations are not interrupted.
 - (c) To carry out urgent repair work to the **Community Resource Centre's** buildings or equipment.
- 7.06 (a) Subject to an electronic or written agreement between the **Community Resource Centre** and an employee, an employee may be required to work hours which are greater

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than the daily or weekly statutory limits specified in the *Employment Standards Act (ESA), 2000*. See section 1.01 (b) of this policy for daily and weekly maximums.

- (b) Before a written agreement is made with an employee with respect to hours of work in excess of legislated maximums, the **Community Resource Centre** will provide the employee with a copy of the most recent document published by the Director of Employment Standards respecting an employee's rights and an employer's obligations contained in Part VII (Hours of Work and Eating Periods) and Part VIII (Overtime Pay) of the ESA and the agreement will contain a statement in which the employee acknowledges that he or she has received a document that the employer has represented is the most recent document published by the Director.
- (c) An employee may revoke the agreement two weeks after giving written notice to the employer.
- (d) The employer is allowed to revoke the agreement after giving reasonable notice to the employee.