

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Policy

Section: 3.0 Human Resources

Policy: Hours of Work and Overtime

Policy By-Law:

Date:

Revision:

Coverage:

This policy shall apply to all non-union employees of the Municipality of Arran-Elderslie, union employees are subject to the terms and conditions in their respective collective agreements.

Policy Statement:

The Municipality of Arran-Elderslie will establish hours of work, including shift work if required in order to administer its operations as efficiently and effectively as possible. As this is in the best interest of the general public.

The Municipality will endeavour to provide adequate resources to enable each department to meet the objectives and level of service required without excessive overtime being incurred. Recognizing that overtime work may: impact employees work productivity; affect their general health and; may increase stress in their personal life, fair remuneration or time off in lieu will be provided to employees to accommodate these expectations.

It is important for an individual's wellbeing and helps employees achieve a healthy and sustainable work-life balance to effectively disconnect from work.

Legislative Authority:

Employment Standards Act (ESA)

Disconnect from Work (ESA)

Contents:

1.0 Hours of Work

In order to administer its affairs as efficiently and effectively as possible, and in the best interest of the general public, the Municipality will establish hours of work, including shift work if required, for all job classifications.

Classifications

1. Regular Full Time: A salaried or hourly employee whose employment has no

specified end date. The normal minimum weekly hours of work for full-time salaried, management, supervisory, technical, administrative and administrative support employees will be thirty- five per week.

2. Regular $\frac{3}{4}$ Time: An employee who is expected to be an employee for at least one year and is scheduled to work at least 27.5 hours per week, but less than 35 hours per week.

3. Regular Part Time: An employee who is expected to be an employee for at least one year and is scheduled to work less than 27.5 hours per week.

2.0 General

Two fifteen-minute break periods and an unpaid 1-hour lunch is provided for shifts over 7 hours. All other shifts shall be provided lunch periods in accordance with the Employment Standards Act.

3.0 Disconnecting From Work

Disconnecting from work is defined as not engaging in work-related communications including emails, telephone calls, video calls or sending or viewing other messages so as to be free from the performance of work. The Municipality supports an effective work-life balance and employees are generally not expected to respond to work messages outside of their normal working hours. In the event of an emergency or urgent matter employees may be contacted directly.

4.0 Overtime

The Municipality will endeavour to provide adequate resources to enable each department to meet the objectives and level of service required without excessive overtime being incurred.

Management employees are expected to manage the resources of their department and their own time using proper delegation, time management and other management principles, in order to accomplish this.

For the purpose of this policy overtime is considered to be any hours worked over and above one's normal working hours.

1. Employees

- a. A limited amount of overtime is acceptable during particular times of the year when a department may encounter increased demands (eg. Tax billing, budget preparation, year end, tax due dates, after hour meetings, special events, and emergency management). Immediate Supervisors shall authorize all overtime.

- b. Overtime hours as a result of increased demands are banked "hour for hour" from the first hour worked and can be taken as time off in lieu.
- c. Authorized after hour meetings will be banked "hour for hour".
- d. Overtime hours can be banked to a maximum of 2 weeks (70 hours) in a calendar year.
- e. All overtime that is to be banked shall be documented on the bi-weekly timesheets. When using banked overtime for time off in lieu an absenteeism form will be filled out accordingly. The employee's immediate supervisor must authorize all overtime hours in advance.
- f. Overtime may be banked once the banked time agreement has been signed and, with the immediate Supervisor's approval. Hours will be documented by the Payroll Department.
- g. All efforts will be made to take banked time within the current or next consecutive pay period.
- h. A maximum of 35 hours may be carried over to the following year with the approval of the CAO. If 35 hours are carried forward the maximum amount of overtime remains at 70 hours for the year.
- i. Upon termination or resignation of an employee, accumulated time off in lieu or banked hours will be paid out to a maximum of 70 hours.
- j. An employee's regular salary or wages will be paid for the working days of a conference, convention, or professional development training. No overtime will be paid for hours extended outside the employee's normal working day. If travel time is required on a weekend or holiday in order to attend a conference, convention or professional development approval may be given by the CAO. Please note: Conferences, Conventions and Professional Development Training are a privilege, not a mandatory requirement and thus, the employee is expected to contribute their time beyond the normal working day.