

<b>POLICY NO:</b>	PE 020
<b>POLICY TITLE:</b>	REGULAR HOURS OF WORK
<b>DEPARTMENT:</b>	PERSONNEL
<b>APPROVAL DATE:</b>	09-01-99 (January 1999)
<b>REVISION DATE:</b>	49-02-99; 06-06-00; 17-04-05; 40-05-15 (May 26, 2015)
<b>REVIEW DATE:</b>	

**Policy:**

**Administration Office and Shop Hours:**

The County of Vermilion River administration office is open for business, Monday through Friday from 8:30 a.m. to 4:30 p.m. including lunchtime.

The County of Vermilion River Public Works Shop is open Monday through Friday from 8:00 a.m. to 4:30 p.m. during fall and winter months. Shop hours for the summer months (usually May to October) are from 7:00 a.m. to 5:00 p.m. Monday through Friday.

The County of Vermilion River Gas Utility Shop is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

**Regular Hours of Work:**

1. Office employees shall work 37.5 hours per week, being comprised of 7.5 hours from 8:30 a.m. to 4:30 p.m. five days per week from Monday to Friday.
2. Public Works Shop employees shall work 40 hours per week, being comprised of 8 hours per day from Monday to Friday.
3. Public Works Outside Employees shall work 50 hours per week, being comprised of 10 hours per day from Monday to Friday according to Employment Standards Act (Field Services) Regulation for Hours of Work and Overtime Pay.
4. Natural Gas Utility & Agricultural employees shall work 40 hours per week, being comprised of 8 hours per day from Monday to Friday. Hours will be staggered to minimize employee working more than 8 hours per day.
5. Management shall generally work the same regular hours as the majority of their staff.

Management compensated for overtime through their annual salary accept no overtime will be tracked, calculated, or paid. In recognition of the additional time dedicated by managers, it is understood that a few hours during normal working hours may be required periodically to attend to personal matters.

Management compensated through an hourly wage are compensated directly for overtime through this approach.

Management includes:

the County Administrator, Assistant Administrator, Public Works Superintendent, Assistant Public Works Superintendent, Public Works Shop Supervisor, Agriculture/Protective Services and Environment Manager, Natural Gas Utility Manager, Assistant Natural Gas Utility Manager, Water & Sewer Utility Supervisor, and Planning and Economic Development Officer.

### **Unpaid Lunch Break**

All County employees shall be entitled to one half hour for lunch from Monday to Friday. This is an unpaid break and employees shall not record their lunch break as regular time worked.

It is the responsibility of staff members to ensure there is someone from each department available through lunchtime.

### **Paid Rest Period**

All County employees shall be permitted a rest period of fifteen (15) minutes, both in the morning and in the afternoon. Employees in each department will ensure that someone covers the front counter and phones while the others are having their break.