

## HR: EMP08 – Hours of Work

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### **POLICY:**

Regular hours of work identify normal hours of work for full time employees and scheduling options for those hours.

### **PROCEDURE:**

- Hours of work will be communicated to all employees in writing at the time of hire and will be posted in the Library for employee awareness on an ongoing basis.
- Normal full-time hours of work are 37.5 hours per week, 7.5 hours per day, with 30 minute scheduled unpaid meal break and 15-minute paid rest break during the course of a five-hour working period. Two fifteen-minute breaks will be accommodated in a 7.5-hour workday.
- Rest periods or other break periods not taken:
  - a) Are not recorded for additional remuneration.
  - b) Are not accumulated for extra time off.
  - c) Are not used for the purpose of leaving work early unless prior approval is received, and this practice is not to occur on a regular basis.
- Part-time employees shall work up to the scheduled full-time hours in a day and less than the required full-time hours in a week.
- Scheduled hours of work may include weekends. Where weekend hours are a stipulation of a position, that information is provided at the time of posting/hire.
- The Library Director will provide employee work schedules that adhere to the rest period guidelines as outlined below:
  - One day of rest each work week.
  - Two consecutive days of rest in each period of two consecutive work weeks.
  - Three consecutive days of rest in each period of three consecutive work; weeks.
  - Four consecutive days of rest in each period of four consecutive work weeks.
  - At least four consecutive days of rest after 24 consecutive workdays.

*From the Alberta Employment Standards.*



- A change to an employee's normal work hours or days of work will involve notice of at least 24 hours.
- Flex time agreements may be implemented with the agreement of the Library Board, the supervisor, and the affected employee; pursuant to operational needs of the Library being met.
- Flex time agreements may allow for an employee to be scheduled to work extended workdays up to 12 hours/day and 44 hours in a week without overtime eligibility. The additional worked hours create an earned day off in the course of a month/week. The scheduling of the earned day off must be with supervisory approval based on operational needs. The earned day off must be scheduled within the month earned.
- Flex time arrangements whereby employees may perform their duties outside of their normally scheduled hours of work may be accommodated with supervisory approval as long as the regular hours in a week are worked and operational needs are met. ♦

