



Department Human Resources	Policy o. HR 012	Page 1 of 2
Policy Title HOURS OF WORK & OVERTIME		

Council Resolution No. 110-03	Date: February 25, 2003	CMOS	CC	Cross Reference	Effective February 25, 2003
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PURPOSE

This policy provides the administrative basis for the workday and week for Parkland County Staff.

POLICY

Hours of work for employees are based on the requirement to complete work assignments, satisfy client/customer needs and program objectives. Subject to operational requirements, this may require flexibility in work schedules; therefore departments will establish their hours according to service requirements.

Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

PROCEDURES

Hours of Work

As a guideline for administrative, benefit and payroll purposes the following apply:

1. Full-time hours of work are one of the following as established for the position, (and the department if applicable):

Work Day	Work Week	Notes
7 hours per day	35 hour work week	<ul style="list-style-type: none"> ▪ Employees receive one fifteen minute rest period, with pay, during each scheduled shift of more than 3.5 paid hours and less than five hours of work. ▪ Employees receive a one hour unpaid meal period during each scheduled shift of more than five hours of work.
7.5 hours per day	37.5 hour work week	<ul style="list-style-type: none"> ▪ Employees receive one fifteen minute rest period, with pay, during each scheduled shift of more than 3.5 paid hours and less than five hours of work. ▪ Employees receive a one hour unpaid meal period during each scheduled shift of more than five hours of work.
8 hours per day	40 hour work week	<ul style="list-style-type: none"> ▪ Employees receive one fifteen minute rest period, with pay, during each scheduled shift of more than 3.5 paid hours and less than five hours of work. ▪ Employees receive a one thirty (30) minute unpaid meal period during each scheduled shift of more than five hours of work.
ECC	36 hours weekly average over the rotating shift schedule	<ul style="list-style-type: none"> ▪ Hours of work for a full-time ECO are considered to be 36 hours per week averaged over a shift cycle; (the shift cycle will not be longer than 12 weeks). Part-time hours are calculated as pro-rated to the 36 hours. ▪ Overtime hours will be calculated only on hours that are worked "on average" more than 36 hours over the shift cycle established above; except those hours incurred due to shift trades. This applies to both full and part-time staff. ▪ Breaks and other terms and conditions will be administered in accordance with Employment Standards.

2. Part-time hours of work shall be less than an average of the above hours per week, for the applicable position and department.
3. Employees working an extended workday may be provided an additional rest period, with pay, provided the length of shift is in excess of ten (10) consecutive hours of work.
4. Actual work schedules vary according to business needs and service requirements, however, two (2) consecutive days of rest is normally scheduled.
5. Extended or modified hours of work may be implemented where operationally feasible or where necessary.
6. Operational hours for the various departments of Parkland County may vary, however, the minimum opening hours for administration offices providing services to the public is 08:30 to 16:30. Hours of work will be scheduled to meet the service needs of internal and/or external customers. Where any apparent conflict occurs between service needs and the minimum office opening hours, the Department Manager may adjust the opening hours.

Overtime – Technical / Support Staff

1. Overtime requirements are evaluated and pre-authorized by the immediate supervisor or designate.
2. Overtime is calculated when an eligible individual has been authorized and works beyond the normal daily scheduled hours of work or on scheduled days of rest.
3. All overtime worked is to be recorded on time sheets.
4. Employees will sign overtime agreements, whereby employees bank their overtime hours, and time is taken in lieu of overtime pay on an hour for hour basis. The Manager will designate employees who are exempted from the overtime agreements, with the County Commissioner's approval.
5. Banked overtime hours not taken within six months of being earned will be paid out, and must be approved by the County Commissioner.
6. Any employee groups who may be regularly scheduled to work Named Holidays will be paid overtime for hours worked on the actual Named Holiday, and not on the designated day.
7. Hours worked on a stat holiday (or the day designated for the stat holiday) will be paid at one and one half (1½ x) times the regular rate of pay. All other overtime is paid in accordance with the Employment Standards Code.
8. Overtime premiums are not cumulative with Statutory Holiday premiums; the higher of the two premiums will be paid (if applicable) in these situations.

Management Leave Days

Management/Professional employees are generally not compensated for overtime. In recognition of additional time contributed, and with the supervisor's approval, Parkland County Management employees may be eligible for up to five (5) days of leave, each fiscal year, as per the following guidelines:

1. Management employees refer to those employees on the Management/ Professional Administrative grid, who are not eligible for overtime.
2. Management leave days cannot be carried over from year to year or paid out, but are available for any time off requested subject to operational requirements.
3. Employees may use their discretion in requesting management leave days for any reason.
4. Management leave days are not to be added as a block to vacation, but rather to be taken as time off requested due to personal matters.
5. Any personal time off in excess of the available hours should be taken as vacation or leave of absence without pay.