



## COUNCIL POLICY C-HR12

## Hours of Work and Overtime

Prepared By:	Human Resources	Council Approval Date:	
Effective Date:			
References:	<i>Employment Standards Code; Earned Days Off Program; A-HR13-P2</i>	Previous Revision Date:	Feb. 25, 2003 (HR 012)
Function:	Personnel	LAS Review Date:	March 8, 2016

**PURPOSE**

To ensure general working hours and schedules meet the needs of both the organization and the public. Also, to administer overtime hours and premiums consistently, fairly and equitably.

**POLICY STATEMENT**

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.

**DEFINITIONS**

n/a

**SCOPE**

This policy applies to all non-union Parkland County Staff.

**MANAGEMENT RESPONSIBILITIES**

Managers are responsible for ensuring essential services are maintained in their departments throughout regular working hours.

Supervisors are responsible to authorize overtime requests before an employee works overtime hours except in emergency situations.

Human Resources is responsible for the monitoring and evaluation of this policy.

Payroll Services is responsible for administering overtime.

**STANDARDS****1. Hours of Work**

- a. Parkland County administration offices must provide services to the public from 8:30 a.m. to 4:30 p.m., Monday to Friday with exception of Named Holidays.
- b. Departments or service areas hours may vary due to operational requirements.

- c. Full-time hours are generally as follows:
- d. 35 hours per week, with a one-hour unpaid meal break.
- e. 40 hours per week, with a one-half hour unpaid lunch break.
- f. 36 hours weekly averaged over the rotating shift schedule for Emergency Communications Centre (ECC).
- g. The County will assign work schedules and daily hours of work contingent to the position held.
- h. Part-time hours of work shall be less than an average of the above hours per week, for the applicable position and department or service area.
- i. Extended or modified hours of work may be implemented where operationally feasible or where necessary.

## **2. Break Period**

- a. Employees are eligible for one paid 15 minute rest period during each scheduled shift of more than 3.5 paid hours and less than five (5) hours of work. These breaks cannot be used to accrue time off outside the given day. This time cannot be banked.
- b. 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.

## **3. Overtime – Technical / Support Staff**

- a. Overtime requirements are evaluated and pre-authorized by the immediate Supervisor or designate.
- b. 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.
- c. All overtime worked is to be recorded on time sheets.
- d. 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 Chief Administrative Officer's (CAO) approval.
- e. Banked overtime hours not taken within six months of being earned will be paid out.
- f. Part time ECC employees are paid overtime on hours worked over 144 hours in the month.
- g. All other overtime pay and hours worked on a Named Holiday (or the day designated for the Named Holiday) will be paid as per the Employment Standards Code.

## **4. Management Leave Days**

- a. Management employees are generally not compensated for overtime.
- b. Management employees refer to those employees on the Management/ Professional Administrative grid, who are not eligible for overtime.
- c. In recognition of additional time contributed, and with the Supervisor's approval, Parkland County MPA employees may be eligible for up to five (5) days of management leave, each fiscal year.
- d. Management leave days shall be taken within each calendar year.