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0315-021



Sunbury-York South Rural Community Attendance and Work Policy

1. Purpose:

The purpose of this policy is to establish the regular and overtime hours, work schedule, breaks, and responsibilities for each employee of the Sunbury-York South Rural Community (SYSRC).

2. Qualification:

The terms and conditions of this policy applies to every employee of SYSRC unless otherwise stated in their employment contract.

3. Responsibility:

It is the responsibility of the Office Administrator:

- a) to ensure this policy is followed by each employee and themselves; and
- b) to ensure that any approved overtime is valid and within the approved budget limit.

It is the responsibility of each employee to:

- a) report to work regularly and on time;
- b) attend to personal affairs and obligations outside of normal working hours, when practical; and
- c) report all absences and lateness to the Office Administrator.

4. Work Schedule:

The work schedule for each full-time employee is Monday to Friday, 8:15 am to 4:30 pm. Upon the approval of the Office Administrator, employees may establish alternate work schedules that vary from the normal work schedule from time to time if they need to attend personal appointments, but the total hours worked for the work week must be thirty-six and one-quarter (36.25)

hours per week. Any permanent or long-term changes to the work schedule of Monday to Friday, 8:15 a.m. to 4:30 p.m. for any employee, must be approved by Council.

5. Breaks and Unpaid Lunch:

Employees are entitled to take a fifteen (15) minute break once in the morning and once in the afternoon, and a one (1) hour unpaid lunch break.

6. Regular and Overtime Hours:

Full-time employees are required to work a minimum of seven and one-quarter (7.25) hours per day and thirty-six and one-quarter (36.25) hours per week. An employee may be required to work in excess of this amount, depending upon the nature of the employee's duties and responsibilities. If employees work more than thirty-six and one quarter (36.25) hours per week, they will be compensated at the regular hourly rate of pay for each hour worked up to forty (40) hours a week. Any excess time worked over forty (40) hours a week will be compensated at the rate of 1.5 for each hour worked. All time worked outside of the work schedule set out above must be preapproved by the Office Administrator.

No paid overtime or paid time off in lieu of compensation will apply to any employee who is required to attend any Council, Committee of the Whole, or Special Council meeting. Compensation will be given to the employee in accordance with the Vacation Leave Policy.

7. Paid Time Off In lieu of Compensation:

Any employee who works more than the scheduled thirty-six and one quarter (36.25) hours per week may accumulate the extra hours worked for paid time off instead of being compensated by paid overtime. Any accumulation of paid time off shall be calculated as straight time up to forty (40) hours per a week. Any excess time worked over forty (40) hours will be compensated at the rate of 1.5 for each hour worked (for example, 5 hours of overtime worked = 7.5 hours of time off with pay). All paid time off must be preapproved by the Office Administrator. Any employee who accumulates paid time off must take the time

off within three (3) months of the pay period on which the overtime was worked at a time mutually agreeable between the employee and the Office Administrator. Any accumulation of paid time off not taken off beyond the three (3) month period must be approved by Council.

8. Effective Date:

This policy will come into effect upon approval and adoption of Council.

9. Changes or Amendments:

No change or amendment to this policy will be effective unless it has been approved and adopted by resolution of Council.