

	Council Policy	
	HOURS OF WORK	
	Policy Number:	14.125.02 2020 PO
	Effective By:	February 10, 2020
	Rescinds:	14.125.02 2018 PO
	Review Frequency:	Every 3 years or upon Legislative Changes
	Responsible Department:	Human Resources
	Reference:	Employment Standards Code and Regulations

Purpose of the Policy

To establish the City of Lacombe’s Policy on Hours of Work. It is intended to provide the basis for a consistent and equitable approach towards normal hours of work.

Policy Statement

The City of Lacombe is committed to ensuring general working hours and schedules are designed to meet the needs of the City, employees and the public and comply with the prevailing legislation.

Applicability

This Policy applies to all City employees except those employees covered by the Lacombe Police Association (LPA) Agreement and members of the Lacombe Fire Department (LFD). Members of the Lacombe Police Association shall be governed by the terms and conditions of the collective agreement between the City and the LPA. Members of the Lacombe Fire Department shall be governed by the Department’s Policies and Operational Guidelines. There is limited application of this policy as it applies to management staff, directors, Fire Chief/Director of Emergency Management and Deputy Fire Chief.

Non-Compliance

Breach of legislation and approved terms and conditions of employment for City of Lacombe employees.

Definitions & Abbreviations

Building Check - is when an employee is scheduled to conduct a building check of the systems when a building or facility is closed and unoccupied.

Call Out – is when an employee is called back to work after having completed their scheduled shift and is outside of the regularly scheduled working hours due to an emergent situation. This does not include employees scheduled for building checks on a day the facility is closed.

Fitness for Work/Duty – means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-use effects of alcohol, illicit or legal drugs (in any form) or medications.

Hours of Work Averaging Agreements (“HWAA”) - is an agreed to arrangement between the City and the employee/s allowing employees to work longer shifts in exchange for a reduction in the number of working days over the course of the averaging schedule. Example: employees within a work unit may work four (4), ten (10) hour days; versus the standard work week schedule of five (5) on, (2) off. Terms of the arrangement shall be in accordance with the Employment Standards Code for the Hours of Work Averaging Agreement

Immediately Available – means available to attend to the emergent situation within 30 minutes (1 hour for Regional Utilities) of receiving a call for service.

Modified Work Schedule - means the Hours of Work Averaging Agreement or a similar arrangement as provided for in the Employment Standards Code.

On Call – shall mean an employee who is scheduled to be immediately available to respond to provide emergency service or similar activities outside of the regularly scheduled working hours and is being compensated by on call pay.

On Call Standby Compensation – employees assigned to be on call shall be paid an hourly on-call rate and shall be immediately available to receive a call out to provide emergency service or other similar activities. Such rate is in accordance with the approved budget rates and applies for every hour the employee is directed to be on call outside of regularly scheduled working hours.

On Call Rotation – a schedule of employees designated on call for a period of time. In normal circumstances employees will not be required to be on call for periods in excess of 7 consecutive calendar days.

Work Week - shall mean the period between midnight on a Saturday and midnight on the following Saturday.

Responsibilities

Council

- For approving the Hours of Work Policy.

Chief Administrative Officer

- To ensure compliance with the Hours of Work Policy, Guidelines and Procedures and the Employment Standards Code and Regulation.
- To review and consult with the Director on any proposed Modified Work Schedule Agreement and provide approval or denial of the application.
- To review in collaboration with the Director and Manager of the department evaluation results of any Modified Work Schedule.

Directors

- Collaborate with direct reports and establish the hours of operation for areas of responsibility.
- Ensure fair application of Hours of Work Policy, Guidelines and Procedures.
- To monitor and approve required overtime.
- To review and recommend to the CAO approval or denial of any Modified Work Schedule request.
- To ensure any approved Modified Work Schedule is regularly reviewed and evaluated based on the established criteria.

Managers and Supervisors

- Develop, monitor and amend staff schedules to ensure they meet the determined levels of service and the operational needs of the work unit.
- To ensure staffing schedules within their portfolios are appropriate to meet the operational needs of the work unit, including amending schedules as a means of mitigating/minimizing overtime costs.
- Ensure fair application of and compliance with the Hours of Work Policy, Guidelines and Procedures.
- To monitor and approve overtime.
- To assign staff on call responsibilities.
- To collaborate with the Director responsible on establishing objective criteria on which to evaluate any proposed or implemented Modified Work Schedule.
- To review and evaluate on an ongoing basis any Modified Work Schedule based on the established criteria.

Human Resources

- Ensure Hours of Work Policy and Guidelines meet legislative standards.
- Assist departments and employees in interpretation and application of the Hours of Work Policy, Guidelines and Procedures.
- To review Modified Work Schedule agreements and the schedule of proposed work hours to ensure legislative compliance prior to the approval by the City and the Employees.
- If appropriate, ensure evaluations are conducted in accordance with the Modified Work Schedule.
- Maintain documentation as necessary.

Employee/s

- To comply with the Hours of Work Policy, Guidelines and Procedures.
- Ensure accurate recording of time and seek necessary approvals as it relates to hours of work.

Hours of Work

Normal hours of work for employees shall be based on one of the following, as determined by the CAO:

- 37.5 hours per week
- 40 hours per week
- Part-time hours as assigned by the Employer
- Casual hours assigned as needed to support a program or to provide relief

Rest Breaks - Hours of work include two (2) paid rest periods of fifteen (15) minutes during each full shift of 7.5 or 8.0 hours. Employees working less than a full shift shall be provided a rest period of 15 minutes based on operational requirements.

Meal Periods - Employees will be provided with meal periods in accordance with the Employment Standards Code and in accordance with the Administrative Directive on Hours of Work.

Overtime - Employees working more than 7.5/ 8 hours in a day will receive overtime for those hours at the rate of one and one-half times their regular hourly pay.

Part-time employees are not eligible for overtime until they have worked more than the required full-time hours for the position (37.5 or 40) per week or 7.5/8 hours a day.

Employees participating in an approved Modified Work Schedule are eligible for overtime in accordance with the terms of the specific agreement.

Overtime Bank - Employees will be entitled to bank time for overtime worked at one and one-half (1.5) times the regular hourly rate for the position.

Overtime banked hours may be accumulated to a maximum of one week (37.5/40 hours).

Overtime earned in excess of one week (37.5/40 hours) banked hours will be paid out at the end of each pay period.

Banked overtime must be used in the calendar year it was earned; remaining hours in overtime bank at year end will be paid out.

Overtime Pay - Overtime pay will be calculated based on the pay rate in effect at the time overtime is incurred and adjusted later if there is a subsequent retroactive change in that rate.

Whether the employee will receive banked time for overtime worked or will receive overtime pay will be determined by the Manager or designate based upon operational requirements.

Directors, Managers and Deputy Fire Chief(s) are not eligible for overtime pay and will receive one (1) week time off in lieu of additional hours worked. This one week of time off in lieu is intended to offset the requirement for additional hours.

Additional time off may be granted at the discretion of the CAO for excessive additional hours worked.

Management time off in lieu must be taken prior to the end of the calendar year or shall be forfeited.

On Call

Employees who are assigned to be on call and immediately available to receive a call out to provide emergency service or other similar activities shall be paid an hourly *On Call rate*. Such rate is in accordance with the approved budget rates and applies for every hour the employee is directed to be on call outside of regular hours.

Call Out - is paid when an employee is called back to work, after having completed their workday, requiring the employee to work outside regularly scheduled working hours, because of an emergent situation. They will be paid for a minimum period of two (2) hours at double time.

If the employee leaves and then receives a second call-out within the paid two (2) hour period, the employee will not receive any additional compensation unless the total time exceeds two (2) hours. In this circumstance, the employee shall be compensated for the hours over and above two (2) hours at time and one-half.

Building Checks - employees scheduled to conduct building checks will be compensated a minimum of one (1) hour at time and one half for each building check conducted.

Shift Differential - shall be paid to employees for those hours worked on weekdays between 6:00 PM and 7:00 AM and for all hours worked on weekends (Friday 6:00 pm to Monday 7:00 am) in accordance with the approved budget rates.

Where the majority of hours worked fall between 6:00 PM and 7:00 AM, employees shall receive shift differential for the entire shift.

Attendance at Mandatory Training Sessions - Employees required by their Manager or designate to attend mandatory work related training on a regularly scheduled day of rest or after regularly scheduled hours will be granted time in lieu of overtime pay. If impractical to grant time off, employees will be paid at the regular overtime rate for the hours spent attending the training.

Modified Work Schedules – shall be in accordance with the Employment Standards Code.

Original Signed

Mayor

February 10, 2020

Approval Date
(MMMM/DD/YYYY)

Original Signed

Chief Administrative Officer

February 10, 2020

Approval Date
(MMMM/DD/YYYY)

UNCERTIFIED COPY