

HOURS OF WORK

Policy Number:	14.125.02 2023PO
Policy Review:	Every 3 Years or upon Legislative Change
Policy Owner (Dept.):	Human Resources
Reference(s):	Alberta Employment Standards Code and Regulation

1. PURPOSE OF POLICY

- 1.1. 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 standard hours of work.

2. POLICY STATEMENT

- 2.1. The City of Lacombe is committed to ensuring hours of work, meal breaks and work schedules are designed to meet operational and service needs of the City, employees and the public and comply with the prevailing legislation. The City of Lacombe reserves the right to alter work-time arrangements as it deems necessary but shall exercise this right in a fair and reasonable manner.
- 2.2. Overtime refers to all pre-authorized hours worked in excess of standard daily hours, including authorized travel time. Travel time does not include time spent travelling to and from an employee's residence and normal place of work.

3. APPLICABILITY

- 3.1. This Policy applies to all City employees including the Fire Chief, Deputy Fire Chief and Lacombe Police Service civilian employees. The exception to this policy are those employees covered by the Lacombe Police Association (LPA) Collective 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. Paid on call members of the Lacombe Fire Department shall be governed by Paid on call fire services member compensation administrative directive. There is limited application of this policy as it applies to management staff, directors, Fire Chief/Director of Emergency Management and Deputy Fire Chief.
- 3.2. This Policy comes into effect upon approval of Council.

4. ROLES AND RESPONSIBILITIES

- 4.1. Council
 - 4.1.1. Approve Policy.
- 4.2. Chief Administrative Officer

COUNCIL POLICY



- 4.2.1. To determine work-time arrangements and / or work practices to enable the City to meet operational and service requirements.
- 4.2.2. Ensure staff compliance with the Hours of Work Policy, Guidelines and Procedures and the Employment Standards Code and Regulations.

5. END OF POLICY

Original Signed

Signature of Mayor

March 14, 2023

Date

Original Signed

Signature of CAO

March 14, 2023

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
2018-09-10	18-301	Approval of Policy effective September 10, 2018
2020-02-10	20-032	Approval of Policy effective February 10, 2020
2023-03-13		Approval of Policy effective March 13, 2023

Review History

Date of Policy Owner's Review	Description/Action Taken or Required
2022	Reviewed and updated Policy