



Town of Onoway

Council Policy

Number	Title			
A-HUM-HOU-1 <small>(1.2, 3.1.3.6)</small>	Hours of Work Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

The intent of the Hours of Work Policy is to provide salary and position clarification of hours of work and provide earned days off, overtime, on call and banked time opportunities.

Policy Statement

The Town has adopted this policy to ensure that employees are provided with opportunities to assist in a work-life balance, as per applicable legislation without fear of a negative impact on their employment status or opportunities within the organization. The Town of Onoway is committed to providing a work-life balance for employees.

Definitions

- a) **Day of rest:** a day when an employee is not regularly scheduled to work.
- b) **Earned Day Off (EDO) Program:** An agreed upon schedule to increase regular daily work hours allowing employees to bank pre-determined earned time and use as approved by the employee’s supervisor.
- c) **Employee:** any person employed by the employer under the Terms and Conditions of this policy.
 - o **Employee Types**
 - **Permanent employees:** are employed on a continuous basis in either a full-time or part-time authorized position (minimum of 14 hours per week).
 - **Temporary employees:** are non-permanent employees that are regularly scheduled for a defined duration (nine months or longer) in either a full-time or part-time position (minimum of 14 hours per week).

- **Non-permanent hourly employees:** are non-permanent employees employed for a defined duration of less than 9 months or are scheduled as needed with no defined duration.
 - **Contract employees:** are employees hired under the specific terms and conditions of their employment contracts.
- d) **Employer:** Town of Onoway.
- e) **Work day:** any day on which employees are normally expected to be at their place of employment.

Pay Days

The Town of Onoway shall pay employees on a bi-weekly basis. Pay periods shall be Sunday – Saturday. Council shall be paid on a monthly basis.

Hours of Work

Normal Hours of Work

- a) The normal hours of work for permanent and temporary employees will be one of the following:
 - i. 35 hours per week.
 - ii. 40 hours per week.
 - iii. Part-time hours as assigned by employer.
- b) The maximum hours of work allowed in a day is 12 hours, including breaks (unless it is during an emergent situation).
- c) An employee's work hours must be confirmed within a period of 12 consecutive hours in any one work day. For example an employee who starts work at 8:00 AM cannot work beyond 8:00 PM)
- d) An employee must have a break of at least eight (8) hours between shifts. The preceding may not apply if a position is considered exempt under the Alberta Labour Standards.

Attendance

- a) **Absences**
Employees absent from work for reasons beyond their control and without prior authorization must contact their supervisor a minimum of one (1) hour prior to the stipulated shift start time (unless the employee has a reasonable explanation) and continue to update their supervisor as required if the absence continues.
- b) **Position abandonment**
Employees who have not contacted their supervisor to provide reasons for their absence after three (3) consecutive work days will be considered to have abandoned their position and will be deemed to have resigned, unless they can subsequently show that special circumstances prevented them from contacting their supervisor and returning to work.

Breaks

- a) Employees are eligible for daily rest breaks based on the length of the shift and are to be taken as outlined below:

Shift Length	Paid Break	Unpaid Break
3.5 to less than 5	One 15-minute paid rest break	N/A
5-6 hours	One 15-minutes paid rest break	Plus one 15-minute unpaid rest break
Greater than 6 hours	Two 15-minutes paid rest break	Plus no less than one 30-minute unpaid meal break but no more than one 60-minute unpaid meal break

*Scheduled shift length includes time worked and breaks and cannot be greater than 12 hours total in a day.

- b) Where a break is paid, restrictions may be placed on the break by the supervisor/employer. Paid breaks are included in the “shift length”. If an employee does not take this break, they are not eligible for additional compensation.
- c) Breaks will not be granted within one (1) hour of the start or end of a work shift.

Earned Days Off (EDO) Program

Managers may authorize their eligible employees to participate in the Earned Days Off (EDO) Program.

Scheduled daily and weekly hours of work cannot exceed:

- a. 12 hours per day, and
- b. 44 hours per week or an average of 44 hours per week

The operational requirements of the department or other departments shall not be adversely affected and shall take precedence over an EDO application.

All EDO arrangements must comply with legislated Employment Standards and specifically maintain average biweekly and total annual hours (i.e. 1820 or 2080).

A consistent, set work schedule is to be developed which outlines the agreed days and hours of work as well as which days shall normally be taken as earned days off. The schedule must be based upon operational and customer service considerations and not exceed one EDO per weekly period.

The employee who currently receives a one-hour lunch period may utilize a maximum of half an hour of the unpaid lunch hour to apply to their EDO program if required.

The employee who works through their unpaid lunch break shall apply the half hour to the EDO program.

EDOs shall be taken as days off. Banking of EDOs or payment for accumulated time is not permitted as it defeats the original purpose of a workplace flexibility arrangement.

Banking of EDOs occurs when the earned day is not taken as per the agreed upon schedule.

Should operational requirements necessitate that an employee is required to work his/her regularly scheduled EDO, an alternate EDO is to be re-scheduled as soon as practical.

Participation in this program is on an individually approved basis and is not an entitlement of the employee. Employee participation in the program is at the discretion of the Director/Manager and CAO after review of service levels and impact on other positions within the organization.

Overtime

Overtime is applicable as outlined below:

	Daily Overtime	Weekly Overtime
Permanent and temporary Full-time and Part-time	The following is included in the accumulation towards daily overtime: Hours worked in excess of 8 hours per day Hours worked on a statutory holiday Hours spent in mandated training	Overtime is applied on a scheduled day of rest provided full-time equivalent hours have been work (35, 40 or 44 hours) for the week including mandated training and the following time/pay that replaces regular hours of work (as eligible): Vacation taken Regular Statutory holiday pay Banked time taken Extra/overtime banked time taken

Overtime shall be paid at a rate of 1.5 times the regular rate.

Non-management employees are eligible for either cash payment or time off in lieu of payment for extra time or overtime worked.

Banked Time/Time off in Lieu

If authorized by the supervisor, time off in lieu may be accumulated up to a maximum of five (5) working days. The maximum is pro-rated for part-time employees.

Time off in lieu of payment for extra time or overtime will be as follows:

For every hour of extra time worked, one (1) hour is banked.

For every hour of overtime worked, one and one half (1.5) hours are banked.

Employees will receive an automatic payout of any excess banked extra-time and overtime over the combined maximum of five (5) working days, pro-rated for part-time employees, paid at the beginning of each December. Overtime bank will be paid out first followed by extra time bank to maintain no more than the allowed combined maximum, pro-rated for part-time employees.

Note: Banked time exceeding the allowed maximum should only occur in exceptional circumstances.

On-call pay

On-call pay applies when employees are scheduled to be immediately available to receive a call back to work or to receive phone calls to provide emergency services or other similar activities.

Employees who are on call are required to remain readily available and 'fit for work'.

- a) Employees in management positions are not eligible for on-call pay.
- b) While on-call, the time spent waiting for a call is not considered work.
 - i. On a regular work day, employees will be paid a flat rate of \$25.00 for each day they are on call.
 - ii. On a regular day of rest, employees will be paid a flat rate of \$50 for each day they are on call.
- c) While on-call, if an employee is required to work beyond one (1) hour but is not required to report to a work site, the employee will be compensated for the accumulated time worked over one (1) hour, at overtime rates calculated, to the nearest quarter. (If the employee is required to report to the work site, see "call-back pay" below.)
- d) While on-call, if an employee is unable to report to work when required, no pay will be granted for the total on-call period.

Call-back Pay

- a) Employees in management positions are not eligible for call back pay
- b) Call-back pay applies when employees are required to return to the work site outside regularly scheduled work hours because of an emergent situation. Employees will be paid for a minimum period of three (3) hours at time and a half (1 ½).
- c) If employees receive a second call back to the same site within the pair three-hour period, they will not receive additional compensation unless the total time exceeds three hours; in which case they will be compensated for the total hours worked at time and a half (1 ½).
- d) If employees receive a second call back to a different location after returning home within the three-hour paid period, it will be considered as an additional three hours at time and a half (1 ½).

Statutory and non-statutory paid holidays

New Year's Day

January 1st

Family Day

3rd Monday in February

Good Friday

Varies each year

Easter Monday

Monday following Good Friday

Victoria Day

Monday before May 25th

Canada Day

July 1st

Heritage Day

1st Monday in August

Labour Day

1st Monday in September

National Day for Truth and Reconciliation

September 30th

Thanksgiving Day

2nd Monday in October

Remembrance Day

November 11th

Christmas Day

December 25th

Boxing Day

December 26th

Christmas Floater

For standard operations the Christmas Floater holiday will be observed to give five (5) consecutive days off, including the weekend, as follows:

- December 24 if Christmas Day falls on Tuesday, Thursday, Friday or Saturday
- December 27 if Christmas Day falls on Monday or Wednesday
- December 28 if Christmas Day falls on Sunday.

The Christmas Floater holiday is unpaid unless employees utilize vacation, earned time, banked time or personal time.

Rescind The Following Policies

- 3.9 Hours of Work Motion 165/15 May 7, 2015.
- 3.11 Statutory Holidays Motion 059-23, February 23, 2023.
- 3.16 Pay Days Motion 007/23, January 12, 2023.
- 3.18 Overtime Motion 177/15, May 7, 2015.
- 3.23 Maternity Leave Motion 225/15, June 4, 2015.