



United Counties of Leeds & Grenville

Section:	Human Resources	Policy No.	E-1.1
Policy:	Hours of Work & Overtime	Date Issued: By-Law:	21-10-2010 (10-92)
Coverage:	Non-Union Employees (Part-Time Only)	Revision No.	1
		Revision Date:	21-10-2010

POLICY STATEMENT:

In order to administer its affairs as efficiently as possible and in the best interest of the general public, the Counties establishes hours of work, including shift work if required, as approved by the Chief Administrative Officer, for all job classifications.

PROCEDURE:

1. Hours of Work

- a. The normal minimum daily hours of work for non-union employees shall be seven (7) hours per day with the exception of employees in the Roads Department whose normal daily hours of work shall consist of eight (8) hours per day as designated by the Chief Administrative Officer.
- b. A fifteen (15) minute break period shall be provided in both the first and second half of a shift.
- c. Each Division Head shall ensure that each employee in his/her Division is working the required number of hours for his/her classification.

2. Overtime – Hourly Staff

- a. All authorized work performed by part-time employees beyond the normal hours of work (ie. 35 or 40 hours per week) shall be considered as overtime and shall be paid at the rate of time and one-half of the employee's regular straight time hourly rate. Further part-time employees who work ten (10) continuous hours or more shall be paid at time and one-half (1 ½) of the employee's regular straight time hourly rate for all hours worked beyond eight (8) continuous hours in the day.
- b. Overtime must be authorized in advance by the employee's Supervisor or designate.
- c. Employees who are called in prior to their normal starting time may be required to go home after the job is complete, when their regular number of hours have been worked, or may be required to stay beyond their regular shift if the Supervisor assigns additional work.



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3. Office Hours

- a. The normal hours of business for all administrative employees operating out of the County Administration Building located at 25 Central Avenue in Brockville shall be 8:00 a.m. to 4:00 p.m. with one hour off for lunch.
- b. The normal hours of business for the Community and Social Services Department of the Human Services Division operating out of the County Administration Building and various satellite offices shall be 8:00 a.m. to 4:00 p.m. Exceptions to the above may be established at the discretion of the Director of Human Services.
- c. The normal hours of operation for the Roads Department Patrol Garages shall be designated by the Counties' Engineer according to seasonal requirements.
- d. Maple View Lodge must operate on a rotating shift schedule of operational categories which shall be established by the Director of Human Services. Maple View Lodge staff not covered by a collective agreement shall normally work from 8:00 a.m. to 4:00 p.m.

*Form: "Overtime Authorization Form".