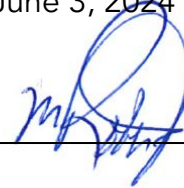


Earned Day Off Schedule

Effective Date: June 3, 2024

Last Revised:

CAO Signature:



Policy Statement

1. The City of Pitt Meadows supports flexibility in employee work arrangements wherever possible and practical to do so without compromising operational effectiveness or efficiency, or employee health and safety.
2. An Earned Day Off (EDO) schedule is an opportunity for employees to receive time off in exchange for working a longer work day, and in which all requirements of the position are fulfilled. An EDO Schedule is a privilege and not an employment right. No employee is entitled to, or guaranteed this opportunity. This is a management decision that will be approved on a case-by-case, and departmental/division basis.
3. The EDO program is based on a fixed work schedule with a pre-determined start and end time whereby an employee works additional hours each full day worked. The additional time worked accrues so that an additional day off (EDO) may be taken after it is earned and as pre-scheduled, or if operationally required, rescheduled, with manager approval. EDO are to be scheduled in advance, so known.
4. This policy will be reviewed periodically and may be amended or revoked at any time with 10 working days written notice to the union and affected employees.

Purpose

5. This policy will assist the City to attract and retain a diverse and talented workforce, encourage higher productivity, and reduce the environmental impacts of commuting. This policy supports the City's strategic priority of Corporate Excellence – including the tenets of Corporate Culture, Employee Excellence, Responsiveness and Accountability.

This policy outlines the criteria, guidelines and expectations applicable to employer approved EDO Schedules.

Scope

6. This policy is for full-time Exempt and full-time CUPE employees – regular and time-durated, whose job duties can be carried out effectively within an earned day off schedule, as determined by the Director or Manager.
7. There are three options for an EDO Schedule available to departments/divisions. The decision on which of the three options will be available to the department/division rests with the Director/Manager. The Director/Manager can decide if employees in their department will be offered 1, 2 or 3 of the following options:
 - (a) Option 1 – Four-Day Work Week: 4 days worked with one EDO each week.
 - (b) Option 2 – Nine-Day Work Period: 9 days worked with one EDO each two week period.
 - (c) Option 3 – Fourteen-Day Work Period: 14 days worked with one EDO each three week period.
8. Director/Manager to determine/approve final hours of work schedules based on operational needs.
9. Director/Manager to determine/approve EDO, considering operational needs, remote work arrangements, and employee preference. EDO will be taken on the same day of the week as approved by the Manager/Director.
10. Eligibility in some departments/divisions, and for some positions, may be limited due to staffing levels, the nature of the work, and operational demands.
11. This policy does not apply to requests for reasonable accommodation due to medical requirements. These types of arrangements will be considered on a case-by-case basis, please contact your Manager or Human Resources representative for support.

Hours of Work

12. Employees approved to work an EDO schedule will work their regular hours, plus the hours they will be working towards their EDO.
13. SEE Appendix 1 for EDO schedules based on EDO option and standard hours of work per week.

14. Except for employees included under Schedule F and Appendix E of the Collective Agreement, the hours of work for employees working an EDO Schedule shall be scheduled between 6:00a.m and 6:00p.m by the Director or Manager. The scheduling of employees covered under Schedule F and Appendix E will not be affected by the EDO Schedule except to the extent that the length of the regular work day of those employees may be increased to match that of the applicable EDO Schedule and that the overtime calculation is triggered on a bi-weekly basis.
15. Start and stop times will be rounded-up to the nearest next whole 5 minutes for simplicity sake in scheduling and time entry. These extra few minutes will contribute to building time in the employees' EDO bank.
16. Subject to approval by the Department Manager, and where operationally feasible, inside employees may request either a one (1) hour or the minimum thirty (30) minute lunch period. Employees will not be able to reduce or work through their fifteen (15) minute rest breaks to make up the extra time.
17. An EDO bank may not have more than 3 days banked at any one time (this includes any carry-forward to the next year), it must be taken in time off and will not be paid-out. If an employee cannot manage this effectively they may be suspended or removed from the EDO plan.
18. An EDO bank cannot go into the negative.
19. If you are short the required time in your EDO bank when you are scheduled to take your next EDO day, with manager approval, you may be able to top-up with unscheduled vacation and/or available banked time (for exempt, this would also include ATO).
20. EDO is only earned on full days pay and is never paid, it must be taken in time off.

Exclusions

21. If an employee moves into a different position/department, the EDO Schedule must be reviewed. An existing arrangement is not a guarantee of a future arrangement. All time in the EDO bank must be exhausted before moving to the new position/department, as this time will not be transferred over.
22. Managers have the ability to establish "working groups/crews" where all or none can participate in the EDO Schedule. This will be based on operational needs.



23. This is a voluntary program, so any eligible staff may choose not to participate in the EDO Schedule.
24. New employees who are eligible for the EDO Schedule, will be offered this at beginning of their employment at the City, or after passing probation. This is to be determined by the Manager.
25. The EDO Schedule will not extend to the following:
 - (a) Part-time employees;
 - (b) Auxiliary or casual employees;
 - (c) Employees exhibiting performance concerns and/or are on a performance management program/plan may not be eligible to participate in the EDO Schedule. This is to be determined by the Manager/Director;
 - (d) Employees demonstrating attendance issues.
26. Some positions may be excluded from participating in an EDO Schedule, based on operational needs of the department/division as determined by the Director or Manager.
27. Blackout periods: The Director/Manager has the ability to determine “blackout periods” throughout the year based on operational requirements and priorities. These could include; volume of work, seasonal work requirements, year-end financials, tax time, unplanned or emergent events, vacation periods, etc. Blackout periods will be determined based on two-week periods to coincide with a pay period. Managers will have two options to consider for blackout periods:
 - (a) Blackout period and your shift remains the same but EDO’s are not taken (you are just banking hours towards EDO).
 - (b) Blackout period and your shift reverts back to previous hours (no EDO hours are worked or earned – you are not working the longer day).
28. CAO retains ultimate control to revoke or remove individual or group arrangements.

Vacation, Sick Leave, General Holidays and other Premiums

29. Annual vacation, deferred vacation, sick leave entitlement (accrual and banked), and extended sick leave shall be equal to the employee’s “standard” hours on

- the basis of seven (7), seven and a half (7.5) or eight (8) hours, as the case may be.
30. Any vacation or sick leave taken will be equal to the employee's "standard" hours on the basis of seven (7), seven and a half (7.5) or eight (8) hours, as the case may be.
 31. If you are sick on your EDO, it is still your EDO day (similar to if you were sick on a weekend). You would still code this as your EDO day, and not code to sick. Note: an employee who is off on sick leave for greater than 5 days, will be temporarily removed from the EDO program until they are fit to return to work (i.e. the sixth consecutive sick day, the employee would be off the EDO plan).
 32. Any paid leaves will be credited in "standard" hours on the basis of seven (7), seven and a half (7.5) or eight (8) hours, as the case may be. Employees will be required to make up any shortfalls.
 33. Service Severance pay will also be paid in "standard" hours on the basis of seven (7), seven and a half (7.5) or eight (8) hours, as the case may be.
 34. The modified workdays of the EDO Schedule will be considered the regular shift and overtime and shift premiums will not apply.
 35. Employees who are required to provide coverage for and/or perform the work of an employee(s) off on an EDO shall not be entitled to acting pay, or have such work considered when making application for a reclassification.
 36. If an employee's EDO falls on a general holiday/statutory holiday, the employee will work with their manager to take their EDO on another day.

Approval Process

37. Employees must request approval from their Manager and Director prior to being eligible to work an EDO Schedule. Directors must request approval from CAO. Employees shall complete the EDO Schedule Request Form (Appendix 2) as attached or accessed through DM#188087 to obtain and document the necessary approval. The signed-off form with all approvals must be submitted to HR for record.
38. The City will determine the appropriateness and suitability of an EDO Schedule, and has sole discretion to approve such a request. Suitability for an EDO Schedule will take into consideration factors such as the following:



- (a) The ability to maintain high service levels and high productivity throughout extended work hours;
 - (b) The voluntary nature of the program for eligible employees;
 - (c) The type of tasks and if work output can be quantified/measured;
 - (d) The business and operational needs of the employee's department or team and the effect on customers and other employees (must have no negative effects);
 - (e) Other relevant factors or circumstances.
39. All EDO Schedules will begin at the start of a defined pay period.
40. During the first EDO period on the EDO Schedule, you must confirm which available option you will take to build your EDO bank – this will involve working extra hours equivalent of an extended day, or borrowing from available banks.
41. Managers will refer to the Guiding Principles as listed in this policy to work through the planning aspects associated with the EDO Schedule within their department/division.
42. After approval, there will be an initial six (6) month check-in with the employee and manager to assess effectiveness and impacts. This will allow managers to assess new factors that could affect the ongoing viability of the arrangement.
43. Any/all arrangements may be modified or cancelled at the discretion of the Director and/or CAO at any time, for any reason, by providing 10 working days' written notice to the employee. Similarly, an employee may choose to terminate the arrangement at any time, for any reason, by providing 10 working days' written notice to the employer.

Guiding Principles

44. Principles for guiding the establishment, evaluation and continuation of the EDO Schedule program:
- (a) Voluntary for staff
 - (b) Maintenance of annual working hours
 - (c) Sufficient departmental coverage
 - (d) Improved service to the public
 - (e) Improved operational flexibility



- (f) Improved employee work-life balance
- (g) Improved employee recruitment and retention
- (h) No additional salary, or benefit cost to the Employer
- (i) No reduction in the salaries or benefits of Employees
- (j) No increase in operational costs arising from an alternate schedule of work

Performance Guidelines

- (a) An EDO Schedule should not impede an employee's ability to complete regular work functions and duties, including communicating with customers, colleagues, supervisors, direct-reports, and other contacts;
- (b) Employees must stay current with relevant work issues and events as they would during a regular work schedule;
- (c) Employees must keep their exempt manager or designate regularly informed on the progress of work in the manner requested by that exempt manager or designate and secure support, advice, and direction as needed;

Operational Guidelines

- (a) In order to participate in the EDO Schedule, the employee must have the ability to work safely for the extended hours in each day.
- (b) The employee will be responsible for accurately recording their time worked on the EDO Schedule. If an employee is found to have made false reports on their recorded time, they may be subject to discipline up to and including termination.
- (c) Employees will make every effort to maintain the quality and volume of work equivalent to working on a regular schedule.
- (d) Employees will immediately communicate with their Manager (or designate) should they experience any challenges preventing them from performing their duties on an EDO Schedule.
- (e) Determination of individual schedules on an EDO Week: The department manager will create the work schedule for employees, based on operational needs. Employee preferences for their earned day off will be taken into account when possible.
- (f) Coordinating days off with Remote Work Arrangements: For any staff working on a Remote Work Arrangement, any earned day off, must fall on a day the employee is already working from home, not on a day they are at the workplace.



- (g) Call in on an earned day off: Managers will try to avoid calling someone in on their earned day off. However, if necessary, they may need to call in staff to work at their regular rate of pay. As a guideline, this request, if possible, would be made by managers 72 hours before the start of the earned day off. In such circumstance, the earned day off will be re-scheduled to a mutually agreeable day.
- (h) Employees rescheduling of an earned day off: Employees may request an alternate earned day off within the same pay period to accommodate rare variations in schedule needs. These requests must be made a minimum of 10 working days in advance and should not be a regular occurrence. Approval will be the Manager's discretion.
- (i) Employer rescheduling of earned days off: A manager may reschedule an employee's regularly scheduled earned day off within the same pay period and with a minimum of 10 working days notice and with mutual agreement with employee. Requests to reschedule should be infrequent and only when necessary.

Related Policies and Documents:

- 45. Other related policies include:
 - (a) Occupational Health & Safety Program - Policy A025
 - (b) Ergonomics Program - Policy A024
 - (c) Parks & Recreation LOU
 - (d) CUPE Collective Agreement
 - (e) Exempt Terms & Conditions
 - (f) Remote Work Policy – Policy A048
 - (g) LOU re Earned Day Off Schedule Policy

Appendix A - EDO schedule based on EDO option.

**note hours worked are rounded up to the nearest 5 minutes.*

35 Hour Work Week

Option 1 – Four-Day Work Week – 8.75 hours/day – 8 hours, 45 minutes

Option 2 – Nine-Day Work Period – 7.83 hours/day – 7 hours, 50 minutes

Option 3 - Fourteen-Day Work Period 7.5 hours/day – 7 hours, 30 minutes

37.5 Hour Work Week

Option 1 – Four-Day Work Week – 9.42 hours/day – 9 hours, 25 minutes

Option 2 – Nine-Day Work Period – 8.42 hours/day – 8 hours, 25 minutes

Option 3 - Fourteen-Day Work Period – 8.08 hours/day – 8 hours, 5 minutes

40 Hour Work Week

Option 1 – Four-Day Work Week – 10 hours/day

Option 2 – Nine-Day Work Period – 8.92 hours/day – 8 hours, 55 minutes

Option 3 - Fourteen-Day Work Period –8.58 hours/day – 8 hours, 35 minutes



Appendix B - Request Form & Approvals – EDO Schedule

Employee Name: _____ Employee's Position: _____

Manager Name: _____ Manager's Position: _____

Department: _____

SECTION A – Completed by Employee

My work week consists of: 35 hours / 37.5 hours / 40 hours/week (Circle one)

I am requesting to participate in: (Check one)

Four-Day Work Week

Nine-Day Work Period

Fourteen-Day Work Period

EDO schedule based on EDO option - **note hours worked are rounded up to the nearest 5 minutes.*

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My hours of work will be: _____

My EDO will be: (Circle one)

Monday Tuesday Wednesday Thursday Friday

My EDO will be taken in the 1st week / 2nd week / 3rd week. (Circle one)

Start date of EDO Schedule (*must be at start of pay period*):

Do you foresee any challenges with functions of the position and department being effectively delivered within the EDO Schedule?

Do you foresee any issues with schedules and coverage requirements?

** Note: Departments may, for operational reasons move to another EDO Schedule and/or adjust hours of work, but will provide a minimum of 10 working days written notice. As this is a voluntary program, employees are able to opt out at any time, with 10 working days written notice.*

Signed Acknowledgment:

I, _____ (name) have read and understand the City's – **EDO Schedule Policy** including that this arrangement can be cancelled or suspended by my Director or CAO at any time.

I understand that I need to establish my EDO bank, prior to taking my first Earned Day Off.

I agree to abide by the EDO Schedule Policy. I understand that failure to adhere to the guidelines set forth in this policy will result in my removal from participating in the program.

Additional Comments:

Signature of Employee: _____ **Date:** _____

SECTION B – Completed by Manager and Director

Approval: Yes / No

Reason for Denial:

Additional Comments: _____

Signature of Manager: _____ **Date:** _____

Signature of Director: _____ **Date:** _____

filed by HR