

PITT MEADOWS POLICY MANUAL	POLICY NO: P04
SUBJECT: Hours of Work	Approved by SMT: February 6, 2008 Last revision by LM: August 28, 2008

PURPOSE

This policy is intended to ensure that each employee understands his/her responsibility in the area of attendance and hours of work. Further, to the extent possible, it is intended to allow employees as much control as possible over their working conditions while maintaining an efficient and effective operation. Excessive tardiness and absenteeism creates an unnecessary hardship for the organization and those who are responsible for getting the job done. It is necessary for the effective operation of the business that employees are present and able to perform their job duties when expected.

POLICY

Applicable to all Employees:

Communication

Copies of the Hours of Work Policy will be distributed to all City of Pitt Meadows employees prior to implementation. Thereafter, it will be given to all new employees as and when they are signed up as part of the Orientation.

An employee is obligated to report ready for work for each and every scheduled working day or shift, to report on time and to complete all scheduled hours.

Hours of Work

The supervisor shall establish each employee's work schedule as operational needs demand and as per the terms of the collective agreement. The normal work week of 35 or 40 hours distributed over five consecutive work days, usually Monday through Friday, 8:00 a.m. until 4:00 or 4:30 p.m. is applicable to most full time staff positions.

The inside normal work day is generally 7.0 hours totaling 35 hours weekly. Outside jobs generally work eight hours daily, totaling 40 hours weekly.

The supervisor is responsible for maintaining work schedules, reviewing hours worked, and authorizing leaves or absences.

The employee is responsible for accurately documenting all hours worked; recording absences and submitting appropriate requested documentation.

Work Schedules

An employee must notify and seek approval from the supervisor in advance for all requests for leave (includes paid and unpaid sick, vacation, banked, etc).

Being absent from or anticipating reporting to work after the scheduled beginning time requires the employee to report directly to the supervisor or designated number by voice and/or email message at least one hour prior to the commencement of their scheduled shift and to utilize appropriate leaves or to lose payment for time not worked.

Authorized leaves shall be in accordance with attendance leaves, the collective agreement and other benefits policies.

An employee who is absent from work without proper notice for three consecutive working days may be considered to have abandoned the job and may be terminated.

An employee shall not receive pay for unauthorized absences and may be subject to discipline under the terms of the Step Discipline Policy for the following (Group One) offences. This list is to be used as a guide only, and each case must be fully investigated and all factors considered including the cost and other damages to the organization.

GROUP ONE OFFENCES:

1. Absenteeism (except in the case of sickness or other cause that is beyond the control of the employee).
2. Tardiness.
3. Failure to commence work at the beginning of the work period, or leaving prior to the end of the work period.
4. Leaving (*or being absent from*) the working area at any time without prior permission from the Supervisor or Department Head.
5. Failure to complete duties as assigned, and in accordance with required standards of performance.
6. Minor violations of a workplace rule, policy or regulation.

Work Arrival

It is the responsibility of the employee to arrive and report ready to work at the beginning of the scheduled work day or shift. Arrival any time after the beginning of the scheduled work day or shift is considered late or tardy for performance purposes.

Work Departure

An employee scheduled to work is expected to remain on the job until completion of the last hour of the scheduled work day or shift.

A department may allow an employee time during the last 15 minutes of the work day or shift for the purpose of cleaning up personally and replacing equipment and materials without loss of pay.

Rest and Break Periods

Rest and Meal breaks are outlined in the collective agreement and no employee shall work more than four hours without being permitted a rest period of 15 minutes. No reduction in pay shall be made for this rest period.

Rest periods shall be arranged in a manner that does not disrupt the operation of the department.

An employee scheduled to work at least a 7.5 hour day or shift shall be permitted two 15 minute rest periods.

Meal Break

The meal period shall be as near as possible to the middle of the work day or shift of four plus hours.

An employee scheduled to work a 7.5 or eight hour day or shift should take the meal period no sooner than the third hour and no later than the fifth hour of work.

The meal period is not counted as hours worked.

The meal period and break(s) should be taken separately and breaks must not be used to extend the lunch period except with prior supervisor approval in extraordinary circumstances. Lunch breaks will not be adjusted to compensate for employees' late arrival or early departure, or to cover time off for other purposes without the express consent of the supervisor.