



## POLICY

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Hours of Work	
<b>Policy Number</b> 130-012	<b>Supersedes Policy Number</b> 6-30
<b>Effective Date</b> 2008-10-20	<b>Approved by Council (Meeting Date)</b> 2008-10-20

### 1.0 Purpose

It is the policy of the Town of Wolfville to clearly outline for its employees the expected and regular hours of work which includes issues such as overtime, meeting attendance, office closure, and inclement weather.

### 2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

### 3.0 References

- 3.1 Hours of Work SOP 130-809

### 4.0 Definitions

The following definitions of "overtime" will apply:

- 4.1 **Exempt Employees:** employees who are not eligible to accumulate overtime hours.
- 4.2 **Voluntary overtime:** that overtime worked, in excess of normal weekly hours of work, at the employee's discretion.
- 4.3 **Involuntary overtime:** those hours worked, in excess of the normal weekly hours of work, at the direction of the Department Head.
- 4.4 **Week:** the period between midnight on Saturday and midnight on the following Saturday.



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### 5.0 Policy

#### 5.1 Specific Objectives

The objectives of this Policy are to:

- a) establish the Municipal Offices hours of operation;
- b) clearly define the hours of work regularly expected of all employees; and
- c) familiarize employees of the different classifications of overtime and payment of such.

#### 5.2 Business Hours

- a) The core business hours for the Town of Wolfville are between 8:30 a.m. and 4:30 p.m. from Monday to Friday, excepting statutory holidays or other closures as deemed by the Chief Administrative Officer. This means that the public can expect offices to be open for business during these times and services will be provided during these hours. Different parts of the operations may have longer hours in order to provide a necessary level of service to the public.
- b) Accordingly, the standard work week for non-union employees is 35 hours per week and 40 hours per week for unionized employees (per the Collective Agreement).
- c) Provisions within the Collective Agreement for shift work supersedes the above-noted hours or work for unionized employees. The Town of Wolfville Earned Days Off SOP provides for variation on the daily hours worked, with eligible employees working a compressed work week.

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CAO

2008-10-20

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Date