
Category: Human Resources HR-04
Policy Name: **Hours of Work, Extra Hours & Flex Time**
Date Approved: September 24, 2018

1. Purpose:

To provide a policy for hours of work, extra hours and flex time for part-time and full-time employees.

2. Policy:

2.01 Hours of Work

- a) Hours of work for full-time employees shall be on the basis of thirty-five (35) hours per week. The number of hours per day shall vary depending upon demands of operating the branch, subject to certain exceptions as described in this policy.
- b) Hours of work for part-time employees will vary among employees and will be determined during the hiring process and written in the employment contract, subject to certain exceptions as described in this policy.
- c) A thirty (30) minute unpaid meal break will be provided for every 5 hours of work in a row. A ten (10) minute paid break will be provided in the first half and the second half during shifts of seven (7) hours or more. One paid ten (10) minute break will be provided during shifts less than seven (7) hours.
- d) Management positions are as follows:
 - i) CEO/Branch Librarian
 - ii) Branch Librarian

2.02 Extra Hours

Non-Management Employees

- a) As stated in the employment contracts, staff may be asked to work extra hours, above their regular weekly hours, if the manager requires it for the operation of the branch. These extra hours will be paid at the regular rate, in the pay period that the extra hours were worked.

- b) Extra hours may be taken off within the same pay period in accordance with this policy, upon prior approval from the manager.

Management Employees

- a) All management shall be compensated equivalent to a maximum of 2 weeks salary per calendar year in lieu of overtime, or for time worked outside the employee's regular working hours. Management may take the lieu time as time off instead of receiving pay. Any lieu time not taken by the last pay period of the year will be paid out as wages.
- b) Small periods of overtime may be taken off within the same pay period in accordance with this policy.

2.03 Flexible Arrangements (Flex Time)

a) Aim and Objectives

The Library Board is committed to the equality of opportunity for all staff. In order to facilitate flex time, the supervisors may create working arrangements in accordance with managerial interests, whereby it can widen its recruitment pool, retain the valuable skills of existing employees who no longer want to work full-time or who may need an alternative schedule, and enable staff to retain career development opportunities.

b) Managing Flex Time

It is the responsibility of the Branch Manager to verify and ensure performance of employees with flex time schedules

Signature of the Chairperson _____

Document Revision Record:

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Initial Approval	September 24, 2018
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