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## Hastings Highlands Public Library

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**Area:** Human Resources  
**Policy Title:** Hours of Work and Overtime  
**Policy Number:** HR-12

**Initial Policy Approval Date:** September 12, 2016  
**Last Review:**  
**Year of next review:** 2023

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In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the Hastings Highlands Public Library establishes hours of work, including shift work if required, for all job classifications.

### PROCEDURE:

1. Consult Individual Employee Agreements and the appropriate Collective Agreement for any deviations to this policy.
2. The following apply to hours of work:
  - **Daily Limit**  
The maximum number of hours most employees can be required to work **in a day is eight** hours **or** the number of hours in an established regular workday, if it is longer than eight hours. The only way the daily maximum can be exceeded is by **written** agreement between the employee and employer.
  - **Eating Periods**  
An employee must not work for more than five hours in a row without getting a 30-minute eating period (meal break) free from work. However, if the employer and employee agree, the eating period can be split into two eating periods **within** every five consecutive hours. Together these must total at least 30 minutes. This agreement can be oral or in writing.
  - **Coffee Breaks and Breaks Other Than Eating Periods**  
Employers are required to provide employees with eating periods as described above. Employers do not have to give employees “coffee” breaks or any other kind of break. Employees who are required to remain at the workplace during a coffee break or breaks other than eating periods must be paid at least the minimum wage for that time. If an employee is free to leave the workplace, the employer does not have to pay for the time.

3. The following apply to overtime:

- Overtime work, to qualify for compensation, must represent a genuine and immediate need and must be pre-approved by the employee's Manager, and shall not include elective overtime for all Non-Management Administrative Employees.
- Extra hours worked, without specific direction, or for short or irregular periods are considered to be inherent in the responsibilities of a position and are not compensated.
- Where circumstances, including weather and emergency responses, warrant an employee (Non-Management) to continue working beyond the normal hour work day, the Chief Executive Officer shall ensure that time off in the amount that was worked beyond the normal working day is scheduled for such employees as soon as conveniently possibly immediately following the day it was worked.

4. The following apply to office hours:

- The normal hours of business for the Library are Monday – 10:00am to 2:00pm, Tuesday 10:00am to 6:00pm, Wednesday 10:00am to 4:00pm, Thursday 10:00am to 6:00pm Friday– 10:00am to 2:00pm and Saturday 10:00am to 2:00 pm. The Library is closed to the public on Sundays.
- Note that Centre hours are flexible, but usually the Centre is open from Monday through Friday from 8:00am to 10:00pm and Saturday 10:00am to 2:00pm or by scheduled booking. Sunday the Centre is closed to the public unless prior booking has been taken.

5. Work outside of the normal hours of operation may include:

- i) Work resulting from unknown or unforeseen situations or circumstances that requires the employee's presence.
- ii) Special or large projects with tight timeframes that may require that work be done outside of regular office hours.
- iii) Education, Conferences and Seminars

Definition of Emergency

For the purposes of this policy, Emergency will be defined as follows:

Determined by either: provincially mandated standards; external emergency response body requests for municipal assistance; or managerial discretion, an emergency is a serious, unexpected or potentially dangerous situation that requires immediate managerial action to ensure the safe keeping of residents and visitors as well as the protection of assets of the community.

**NOTE: see Appendixes A, B, C and D**

**APPENDIX A**

Overtime Pre-Authorization Form

**APPENDIX B**

Overtime Form – Time and a half

**APPENDIX C**

Overtime Form-Straight Time

**APPENDIX D**

Leave of Absence Form