



Hastings Highlands Public Library

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

Initial Policy Approval Date: September 12, 2016
Last Review: November 19, 2020
Year of next review: 2024

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 CEO.
- 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 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 possible immediately following the day it was worked.

4. The following apply to office hours:

- The normal hours of business for the Library are Monday – 10:00 am to 2:00 pm, Tuesday 10:00 am to 6:00 pm, Wednesday 10:00 am to 4:00 pm, Thursday 10:00 am to 6:00 pm Friday– 10:00 am to 2:00 pm and Saturday 10:00 am to 3:00 pm. The Library is closed to the public on Sundays. The above hours are flexible according to emergency rulings.

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:

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. It can be determined by provincially mandated standards, external emergency response body requests for municipal assistance, or managerial discretion.