

NUMBER	TITLE		
A-HRS-3.08	Hours of Work		
DEPARTMENT		APPROVAL DATE	DATE LAST REVISED
Human Resources & Safety		08-01-2021	09-11-2012

Purpose

To establish and communicate the City’s hours of work and standard work week.

Directive Statement

The standard work schedule may vary by department and/or collective agreement for bargaining unit employees. For full-time non-union positions, excluding the Leadership Team, the work week is usually seventy-two (72) hours bi-weekly consisting of eight (8) paid hours per day (in addition to a one-hour unpaid lunch period), and nine (9) working days in each two-week period. These employees will receive one regular day off (normally Friday or Monday) bi-weekly.

The standard work week for the Leadership Team will follow Policy Number A-HRS-3.24.

Scope

The directive applies to all non-union employees. Union employees should refer to the terms of their collective agreement.

Definitions

“Business Hours” means the normal hours that the City services are accessible to the public, typically 8 a.m. to 5 p.m. Specific City facilities (e.g., Servus Place) may establish alternate hours of business operations to meet program and service requirements and employees may work different business hours or business days as operationally required.

“Standby” means the temporary assignment of an employee, by a manager, to be available outside regular hours of coverage to address emergent operational demands for a defined period. The “Standby” employee must be within a Commutable Distance of a defined worksite and be fit for duty. Standby is not

permanently assigned or resulting when someone possesses a City phone that they are expected to answer.

“City” means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert.

“Core Hours” means the period from 8:30 a.m. to 4:30 p.m. during which employees are expected to be working within the City’s Business Hours.

“Commutable Distance” for the purpose of this directive means residing within 50 km radius of St. Albert.

Responsibilities

Executive Leadership, or designate, will:

1. Review and approve this directive.
2. Review and approve any exceptions to this directive.

Department Directors, or designate, will:

1. Review, understand and communicate this directive to their department.
2. Consider requests, approve, or cancel alterations to Flexible Work Schedules, on a case-by-case basis.
3. Ensure approved alterations to Flexible Work Schedules are confirmed to the employee by email or written format.
4. Ensure fair and appropriate application of Flexible Work Schedules in the department, while ensuring operational, service and program requirements are being met.
5. Review annually all Flexible Schedule arrangements in the department to align with changes in this directive or operational needs.
6. Recommend any new exceptions to standard schedules (not flexible work schedules) as operationally required to the Director, Human Resources & Safety.

Managers and Supervisors will:

1. Discuss and ensure understanding of this directive for their team and ensure consistency in application.
2. Review and identify operational, service and program requirement expectations and ensure employee schedules align.

Director, Human Resources & Safety, or designate, will:

1. Provide advice and interpretation to Supervisors, Managers, and Directors on application of this Directive.
2. Authorize any exceptions to the City’s seventy-two (72) hours bi-weekly schedule, consisting of eight (8) paid hours per day (in addition to a one-

hour unpaid lunch period), and nine (9) working days in each two-week period, for non-union employees.

Employees will:

1. Read, understand and adhere with this Directive.

Expectations / Guidelines

1. Non-union, casual employees, at minimum, will follow the Alberta Employment Standards legislation for hours of work and general holidays.
2. When a holiday falls on Friday and it is the employee's regular day off, the employee will have the Thursday immediately preceding the holiday as a day off, unless an alternate day off is mutually agreed upon by the employee and the manager.
3. When a holiday falls on Monday and it is the employee's regular day off, the employee will have the Tuesday immediately following the holiday as a day off, unless an alternate day off is mutually agreed upon by the employee and the manager.
4. A Director may recommend specific positions in which, because of organizational requirements, an incumbent may not be eligible for the nine-day fortnight. Wherever possible this designation shall be made when the position is vacant. Any non-standard work weeks must be approved by the Director of Human Resources & Safety. Examples of where this is required may include positions in the Recreation & Parks and Community Services departments.

Lunch Period

5. Employees working a shift of eight hours or more shall take an unpaid lunch of one (1) hour, which should be granted near the mid-point of a shift. Unpaid lunch periods of one-half hour may be scheduled in facilities with extended opening hours (e.g. Recreation Centres). These shorter lunch periods must be authorized by the Department Director.

The time that the lunch period is taken may be varied at the discretion of the Director provided that lunch periods do not on a continuing basis alter the normal starting and ending time of the workday.

6. Employees working a shift of less than eight hours, but more than five hours shall take an unpaid lunch period of one-half hour, which should be granted near the mid-point of the shift.

Rest Period

7. An employee working a shift of eight hours or more shall normally be allowed two fifteen (15) minute paid rest periods in each work period in excess of five (5) hours.
8. Unless there are legitimate extenuating circumstances, rest periods shall not be scheduled within one (1) hour of commencement or termination of a work period and shall be taken at times designated by the supervisor.

Shift Differential

9. As approved by Executive Leadership and Director of Human Resources & Safety, employees in certain departments or classifications may be entitled to a shift differential of ninety cents (\$0.90) per hour for hours worked between 11:00 p.m. and 6:00 a.m.
10. Where the major portion of the shift falls between the above hours, employees shall be paid shift differential for the full shift. The differential is not paid for hours worked at overtime rates.

Standby Pay

11. Employees, who are not part of the leadership team, and who are required to be on Standby duty shall be paid at the rate of:
 - a. fifteen dollars (\$15.00) for each twenty-four hours or part thereof per day for weekdays - Monday through Friday inclusive;
 - b. forty dollars (\$40.00) per day for weekends, and;
 - c. sixty dollars (\$60.00) for statutory holidays.
12. If these employees are called out for emergency work while on Standby they shall receive not less than two (2) hours pay at time and one-half (1 1/2) their regular rate of pay, which can either be paid or banked at the 1 1/2 rate.
13. Calls within two (2) hours of each other shall be considered as one call for the purposes of computing minimum pay for an employee called out. All additional hours worked shall be at normal overtime rates of time and one-half (1 1/2) their regular salary, which can be paid or banked at the 1 1/2 rate.

Flexible Work Schedules

14. Under a flexible work schedule, employees in positions that typically work the standard Business Hours of 8 a.m. to 5 p.m. may request to work their regular daily and weekly hours, but outside the Business Hours each day. A 1-hour unpaid lunch period is required within all flexible work schedules and there is no option to shorten the 1-hour lunch period under a flexible work schedule. Director or designate approval is required through email/written approval in advance for all flexible work schedules.

15. Given that Core Hours are 8:30 a.m. to 4:30 p.m. and Business Hours are 8:00 a.m. to 5:00 p.m., there are 3 schedule options:
 - a. 7:30 a.m. – 4:30 p.m.
 - b. 8:00 a.m. – 5:00 p.m. (no approval required)
 - c. 8:30 a.m. – 5:30 p.m.

16. In the event of the transfer of the employee to a new position, either within the same business unit or to a different business unit, the Remote Work arrangement will be reviewed by the director, to determine if the arrangement should continue and/or if modifications are required.

17. Employees authorized for a flexible work schedule must be given or give 14-days notice to change, unless a medical or legal obligation requires further notice. Any medical requirement will need to have physician supported documentation provided to the Abilities and Wellness Advisor. All flexible schedule arrangements shall be reviewed annually.

18. Employees shall be limited to one request for new or changed flexible schedule arrangement per year, unless extenuating circumstances require it (e.g., a life event change).

Legal References

Alberta Employment Standards Code

Cross References

A-HRS-3.24 Leadership Team and Senior Leadership Team Terms and Conditions of Employment

Attachments

Flexible Schedule Guide

CHIEF ADMINISTRATIVE OFFICER SIGNATURE		CHIEF ADMINISTRATIVE OFFICER APPROVAL DATE	
<i>Signed by Kevin Scoble</i>		<i>August 1, 2021</i>	
DATE REVIEWED	NEXT REVIEW DATE	DATES OF REVISIONS	
08 – 01 – 2021 Human Resources & Safety	09 – 01 – 2022 Human Resources & Safety	01 – 08 – 2000 12 – 03 – 2007 09 – 11 – 2012	