

11. **Hours of work**

Full-time employees work a minimum of 20 hours to a maximum of 40 hours per week of permanent shifts. Part-time employees work less than 20 hour per week of permanent shifts. For scheduling purposes a week is Sunday to Saturday.

(a) **Additional work hours**

Employees may choose to work additional relief hours, up to a maximum of forty-four hours per week in total hours worked (or four hours per week over regular schedule, if regular schedule is greater than forty hours). This can also be averaged over two weeks to a total of 88 hours for two weeks (or eight hours per two week period over regular schedule, if regular schedule is greater than eighty hours bi-weekly). See Personnel Policy 13(f) for more information on irregular shifts.

Employees who choose to work additional relief hours will be paid at their current hourly rate. These additional shifts are not considered overtime.

Employees who are required to extend their hours of work or come in to work on their days off due to a shortage of staff or other emergency may be paid overtime with prior approval of the supervisor.

(b) **Breaks**

For every shift longer than four hours, employees shall be entitled to a 1/2 hour meal break. Breaks where the employee must continue to provide supervision or support to an individual will be paid time. If an employee is having difficulty finding time for a break, they should seek assistance from their supervisor.

(c) **Staff meetings**

All permanent staff are required to attend designated staff meetings. Employees who are not working scheduled shifts will be compensated at their regular hourly rate for a minimum of three hours. Employees who are unable to attend an entire meeting due to other commitments must obtain prior approval from the supervisor to attend part of the meeting. If the supervisor approves of their partial attendance, they will be paid for the hours that they are in attendance.

(d) **Scheduling**

The Society recognizes that employees need flexible work schedules and is willing to accept requests for leave or for job-sharing.

The supervisor is responsible for scheduling shifts and having schedules posted in advance. Schedules (of the following month's shifts) are to be posted on the fifteenth (15th) day of each month.

Permanent employees will be given a minimum 2 weeks written notice for cancellation of permanently scheduled shifts (eg. supported individual taking vacations, family visits). When less than 2 weeks notice is provided, the supervisor will find alternative work for

the employee. The employee may also choose to take the shift off without pay or take a vacation day.

Temporary employees will be given a minimum of 24 hours notice for cancellation of regularly scheduled shifts. When less than 24 hours notice is provided, the supervisor will find alternative work for the employee. The employee may also choose to take the shift off without pay or take a vacation day. The supervisor will make every reasonable effort to ensure that shift cancellations are kept to a minimum.

(e) Short-term leave

Short term leaves are requests for time off from 1 day to 2 weeks. Anything longer is a Long-Term leave. Any request for time off (paid or unpaid leave) must be submitted to the supervisor one week in advance for every day off being requested (eg: 3 weeks in advance for a 3 day leave).

Employees may arrange for time off by trading shifts with a co-worker, provided that prior approval is obtained from the supervisor and that such changes do not cause undue disruption to service or additional cost to the Society.

(f) Job-sharing

Job-sharing allows two people to share one permanent position. A signed agreement must be completed that covers all issues, including, but not limited to staff meeting attendance, benefits, sick time, sharing of responsibilities, and the termination of the job-sharing agreement. A Director or HR must approve any job-sharing agreement and reserve the right to limit the number of job-sharing agreements.

(g) Relief

Relief employees are employed on an "on call" basis, to cover absences due to sick leave, vacation, special leave or any other approved leave, to fill temporary vacancies or to augment staff during peak periods.

Relief employees will be hired by Human Resources. When working scheduled shifts, relief employees are responsible to the team and the supervisor. Relief employees are required to complete the requirements for employment (see Personnel Policy #4) and are required to submit their availability to Human Resources fourteen (14) days in advance. Human Resources will then provide the supervisors with the relief employees' work schedule.

Relief staff will be provided with an orientation to the individual(s) and program prior to working their first unsupervised shift. The supervisor will be responsible for arranging orientations.

For the purpose of payroll and Attendance records (see Personnel Policy #16), relief employees must ensure that supervisors have recorded their relief hours on the timesheet and that the relief staff initial these hours.

Permanent employees wanting to work relief shifts must contact Human Resources and hand in their availability fourteen (14) days in advance.

Any relief employees who hand in their availability and show a consistent pattern of not being available for work will be removed from the relief list.

Relief workers will be given at least 24 hours notice that a relief shift is being cancelled to enable them to replace that shift with another. If less than 24 hours notice is given, the employee will be given other work to do for the same number of scheduled hours.

(h) **Overnight Shifts**

Overnight shifts will be clearly defined as being “asleep” or “awake” shifts.

Asleep overnight shifts: the employee assists residents with bedtime and morning routines, and is considered to be “on call” through the night. A typical asleep overnight shift will include a 6-8 hour rest period.

Awake overnight shifts: the employee provides supervision and support to residents through the night. The shift does not include a rest period.

Upon approval from the manager, shifts may be reclassified from “asleep” to “awake” if there are repeated or prolonged interruptions to the employee’s rest period.

(i) **Working from home**

Supervisory and administrative personnel may work from home for designated periods of time, with prior approval and a clear plan for how communication and reporting requirements will be met and maintained.

Employees who work from home will be responsible for ensuring they have a safe work environment, which includes a comfortable, well lit and ventilated work space, appropriate seating, and evacuation plan in the event of emergency.

Employees who work from home will be responsible for ensuring that confidential information is kept secure according to the Society’s policies and procedures.

The Society may provide equipment and supplies to support the work related activities of employees who work from home. These will remain the property of the Society and will be returned to the Society upon request.

The employee’s supervisor will be responsible for monitoring the work from home arrangement for effectiveness and may terminate the arrangement if it is not meeting the needs of the team or generating the intended results.