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**Policy:** The Village of Innisfree believes it is in the best interest of the Village and its employees that the employees understand clearly the hours of work that they are expected to work on a regular basis.

**Purpose**

The purpose of this policy is to determine the regular hours of work for the purposes of determining pay, benefits and overtime.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding regular hours of work for employees.

**1.0 Definitions**

- 1.1 **“CAO”** means Chief Administrative Officer per the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** employees working more than 30 hours a week.
- 1.3 **“Part Time Employees”** employees working less than 30 hours a week.
- 1.4 **“Temporary Employees”** employees working on a short term contract, not permanent.

**2.0 Responsibilities:**

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

**3.0 Procedures - General**

- 3.1 An employee’s pay shall be based on the number of hours worked.
- 3.2 Time spent on authorized travel on Village business shall be considered working hours.
- 3.3 Time spent travelling to and from the employee’s usual place of work and his/her residence is not considered working hours.

**4.0 Procedure - Full Time Employees – Public Works:**

- 4.1 The regular hours of work for a Public Works employee in a full time permanent position in the Village of Innisfree shall be Forty (40) hours per week; this being comprised of eight (8) hours daily, five days per week, Monday through Friday, with one hour off for a meal break, excluding statutory holidays, unless otherwise approved by the CAO.

**5.0 Procedure – Full Time Employee – Administration:**

- 5.1 The regular hours of work for the Chief Administrative Officer shall be Thirty-five (35) hours per week; this being comprised of seven (7) hours daily, five days per week, Monday through Friday with one hour off for a meal break, excluding statutory holidays, unless otherwise approved by Village Council.

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- 5.2** Additionally, the CAO shall attend committee meetings as directed by Council, which shall be included in the duties of the CAO, without additional salary remuneration. Time spent by the CAO at Council Meetings may be taken off as time in lieu.
- 5.3** The CAO is responsible to ensure that the Village Office is open to the general public from 9:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, Monday through Friday, excluding statutory holidays.
- 6.0 Procedure - Part Time Employees:**
- 6.1** The regular hours of work for a Public Works, Recreation or Administrative part time employee shall be determined upon their date of hire.
- 7.0 Procedure - Temporary Employees:**
- 7.1** The regular hours of work for a temporary employee in a contract position shall be as required by that of the CAO. The regular days worked, and the start and finish time of a day's work shall also be at the discretion of the CAO.
- 8.0 Procedure – Rest Periods:**
- 8.1** Employees working more than six (6) hours per day shall be granted two (2) fifteen minute paid rest periods each day; one (1) rest period before the scheduled meal break and one (1) rest period after the meal break.
- 8.2** Employees working more than two (2) hours but less than six (6) hours per day shall be granted one (1) rest period.
- 8.3** Rest Periods shall be taken at the work site unless otherwise approved by the Supervisor.
- 8.4** The timing of the rest breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.
- 9.0 Procedure – Meal Breaks:**
- 9.1** Employees working more than four (4) hours per day shall be granted a meal break without pay of not less than one half (1/2) hour and not more than one and a half (1 ½) hours at approximately the midpoint of the work period.
- 9.2** The timing of meal breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.
- 10.0 End of Procedure**