

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-01
POLICY: Hours of Work and Overtime			
DATE: NOV26/97	REV. DATE: APR 24/19	COVERAGE: All Employees	PAGE #: 1 of 6

POLICY STATEMENT:

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

PROCEDURE:

1. Consult the appropriate Collective Agreement for any deviations to this policy.
2. The following apply to hours of work:
 - (a) the normal minimum daily hours of work for all full-time management, supervisory, technical, and administrative employees is seven (7) hours per day.
 - (b) the normal daily hours of work for all Public Works & Engineering and Long Term Care Homes operational employees consist of eight (8) hours per day as designated by the Department Head.
 - (c) the normal daily hours of work for all Paramedic Service operational employees and Commanders consist of twelve (12) hours per day as designated by the Director of Emergency Services / Chief – Paramedic Service.
 - (d) a fifteen (15) minute break period is provided in both the first and second half of a shift.
 - (e) each Department Head ensures that each employee in his / her department is working the required number of hours for his / her classification.

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3. The following apply to overtime:

- (a) all authorized work performed by employees (except those indicated in 3(b), 3(c) and 3(d) below) beyond the normal daily hours is considered overtime and is paid at the rate of time and one-half or, upon mutual agreement with their Department Head, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time. A maximum of thirty-five (35) hours may be carried from one year to the next provided that the maximum accumulation never exceeds seventy (70) hours at any time. For Public Works & Engineering operational employees hours may be carried from one year to the next provided that the maximum accumulation never exceeds eighty (80) hours at any time.

- (b) Management / professional employees are eligible for time off in lieu of overtime pay, to a maximum of seventy (70) hours per calendar year. All overtime must be pre-approved and shall not include elective overtime. A maximum of thirty-five (35) hours may be carried from one year to the next provided that the maximum accumulation never exceeds seventy (70) hours at any time. The annual accumulation plus the carry-over shall not exceed seventy (70) hours. There is no provision to grant pay in lieu of days off.

The job classes deemed to be management / professional for the purpose of this policy only are:

Group 7: Early Years Supervisor, Client Programs Supervisor, Client/Outreach Programs Supervisor, GIS Supervisor, Executive Assistant/Deputy Clerk

Group 8: Administration Supervisor, Dietitian, Environmental Services Supervisor, Food Services Supervisor, Prosecutor, Prosecutor (Bilingual), Supervisor - Technical Services (Public Works), Supervisor - Ontario Works

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Group 9: Employee Health Coordinator, Manager - Economic Development Services, Manager - Forestry & GIS, Manager - Planning Services, Manager - Real Property Assets, Physiotherapist, POA Manager

Group 10: Housing Manager, Manager - Child Care Services, Manager - Information Technology, Manager - Ontario Works, Resident Care Coordinator

Group 11: Financial Services Officer, Manager - Infrastructure, Manager - Operations

Group 12: Deputy Chief - Operations, Deputy Chief - Clinical Programs, Director of Care

Group 13: Nurse Practitioner

Group 14: Administrator - Miramichi Lodge

Group 15:

Group 16: Director - Emergency Services/Chief Paramedic Service, Director - Human Resources, Director - Social Services, Director - Public Works & Engineering, Director - Development & Property

Group 17: Director - Long Term Care, Director - Finance/Treasurer

- (c) Commanders, Public Works & Engineering Patrol Supervisors and Construction Supervisors are eligible for time off in lieu of overtime pay at straight time, to a maximum of eighty (80) hours per calendar year. All overtime must be pre-approved and shall not include elective overtime. If mutual agreement is not reached, the time off may be scheduled by the Department Head. Additional overtime performed by Commanders and Public Works & Engineering Patrol Supervisors and Construction Supervisors beyond the normal weekly hours and in excess of the eighty (80) hours above is considered as overtime and is paid at the rate of straight time for a maximum of eighty (80) hours. Additional

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overtime resulting from emergency situations must be pre-approved by the Department Head and shall not include elective overtime. Such overtime is at straight time and is paid overtime.

- (d) (i) RCHC Supervisors and Supervisors for the Long Term Care Homes are eligible for time off in lieu of overtime pay at straight time, to a maximum of seventy (70) hours per calendar year. All overtime must be pre-approved and shall not include elective overtime. If mutual agreement is not reached, the time off may be scheduled by the Department Head. Additional overtime performed by RCHC Supervisors beyond the normal weekly hours and in excess of the seventy (70) hours above is considered as overtime and is paid or taken off at the rate of straight time for a maximum of seventy (70) hours, at the discretion of the employee's supervisor.
 - (ii) RCHC Supervisors and Supervisors for the Long Term Care Homes will be provided three and one-half (3.5) hours of overtime per week of on call. On call refers to time periods during which an employee must be available and able to respond, within a reasonable time, to resolve a problem, either by returning to the workplace or off-site (if applicable). On call applies to time periods that are not regularly scheduled working hours. An employee assigned to be on call is not required to stay at home, but he / she must make sure that he / she can be contacted and is able to start work or respond to calls within a reasonable time. It is understood that a return to the workplace may not be necessary in most situations.
 - (e) overtime is pre-authorized by the employee's Department Head or designate.
 - (f) Public Works & Engineering operational employees who are called in prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless after eight (8) hours of work the Supervisor assigns additional work.
4. Commanders and Public Works & Engineering operational employees are entitled to a shift premium for scheduled night and weekend patrol shifts. See the appropriate Employment By-law for premium rates.

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5. The following apply to office hours:
- (a) the normal hours of business for all departments operating out of the General Administration Office are 8:00 a.m. to 4:00 p.m.
 - (b) the normal hours of operation for the Public Works & Engineering Patrols are designated by the Director of Public Works & Engineering according to seasonal requirements.
 - (c) the Long Term Care Homes operate on a rotating shift schedule of operational categories that are established by the Director - Long Term Care and / or Home Administrator.
 - (d) the Paramedic Service bases operate on a 24 hour / day, 7 day / week rotating shift schedule as established by the Director of Emergency Services / Chief Paramedic Service.

6. When extreme weather conditions or other unforeseen acts of nature prevent an employee from attending work, the employee shall immediately notify his or her supervisor and explain the situation. It is important to note that approval for leave due to inclement weather etc. cannot be assumed.

In the event that severe weather conditions etc. affect an employee's attendance at work, the Department Head or designate may grant approval for an employee to report to work late, leave for home early or remain home and not report to work. Subject to the Department Head's discretion the adjustment for time granted may take one of the following forms:

- a) take vacation time to cover the absence, or
- b) use time that has been accrued to cover the absence, or
- c) be granted leave of absence without pay.

The decision to close operations early or for the day will rest with the County's Chief Administrative Officer or designate. In the event the employer sends an employee home or advises the employee prior to start time not to come to work due to inclement

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weather or other unforeseen acts of nature, the employee shall be paid their wages based on a regular work day for the period.

Employees who are on sick leave or an approved leave shall have the day(s) recorded based on the original request (example: vacation).

Although these procedures have been developed primarily for circumstances related to inclement weather or other unforeseen acts of nature, they will also serve as a guideline in the event of other conditions that require closing or evacuation of County facilities.

APPENDIX A: [Overtime Sheet - time and a half](#)

APPENDIX B: [Overtime Sheet - straight time](#)

APPENDIX C: [Application for Leave](#)

APPENDIX D: [Overtime Pre-Authorization](#)