



POLICY – HR 09

HOURS OF WORK

APPROVAL DATE:	2006-11-28	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2012-09-04, 2013-04-25, 2020-11-09	REVIEW DATE:	2022

POLICY STATEMENT

To establish the regular hours of work, overtime allotments, methods of payment and rest periods for Employees of the Village of Marwayne.

BACKGROUND

Employees of the Village of Marwayne are employed on both an hourly and salary basis. Salaried Employee's are subject to the terms and conditions of their employment contract, as negotiated upon hire.

OBJECTIVE

To ensure standardization and consistency amongst timesheets, monthly payments and hours of work for the Employees of the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Supervisor is an Employee of the Village of Marwayne in a managerial role in charge of supervising another person or activity.

Timesheets are logbooks or a piece of paper which has a record of the number of hours an Employee has worked.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **General**
 - An Employee's pay is based on the number of actual hours worked in any given pay period.
 - Time spent travelling to and from the Employee's usual place of work is considered working hours and shall be paid accordingly.
 - Time spent travelling to and from the Employee's usual place of work and his or her residence is not considered working hours and is not eligible to be paid.

- **Timesheets**
 - Employees shall be paid based on the number of hours worked as reported on their monthly timesheets and approved by their supervisor.
 - Employees must fully complete their timesheets and indicate the dates and hours worked, the nature of the work performed and the associated department it pertains to.
 - All timesheets must be completed, submitted and approved on the last day of the month at the Village administration office. If the



Employee is to take vacation, their timesheet must be completed, submitted and approved prior to their departure, if near month end.

- Employees must also specify if any days were taken as vacation, personal or sick on their monthly timesheet.
- Overtime hours must be recorded and the tasks must be clearly identified for verification purposes. Overtime hours must be pre-approved by the CAO in all cases.
- Administration must generate reports for public works departmental hours, sick days, holidays and overtime.

- **Payment**

- Employees shall all be paid on an hourly basis, apart from those salaried Employees whom have an executed employment contract.
- Employees are paid in accordance with the *Employment Standards Code* as well as all other applicable Village policies.
- Employees shall be given their advance on the 10th of each month, and paid on the 27th of each month (or the last Friday of the month) whichever comes sooner.

- **Hours of Work**

- Public works Employees are paid based on a 44 hour per week basis as per the *Employment Standards Code*.
- Administrative Employees employed on a full-time basis are paid based on a 37 hour per week basis.
 - The 37 hour per week basis is comprised of 7.5 hours daily – 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one (1) hour meal break from 12:00 p.m. to 1:00 p.m.
- Regular hours of work for seasonal and/or part-time employees shall be as required by the CAO and approved in the annual budget.
- Public Works Employees may be required to work varying hours from time to time – this variation must be pre-approved by the CAO in all cases.
- The public works foreman may be required to begin work prior to 8:00 a.m. on weekdays, in the evenings or on weekends in the



winter months for the purposes of snow removal – a variation of which must be approved by the CAO.

- The public works foreman must check in at the Village administration office each and every morning as well as carry the on-call cell phone at all times for proper communication with administrative staff.
- For Employees required to attend Village Council meetings, he or she shall be paid their hourly rate for their time spent attending the meeting.

- **Overtime**

- Employees shall do their absolute best to keep overtime to a minimum, whenever possible.
- Time-in-lieu is not granted to Public Works Employees due to workload.
- Authorization of overtime is as follows:
 - Less than two (2) hours – may be approved by the Employee's supervisor
 - Over two (2) hours – must be approved by the CAO
- Overtime is paid in accordance with the Employment Standards Code.
 - 1.5 x hourly rate for regular days of work
 - 2.5 x hourly rate for statutory holidays

- **Rest Periods**

- Employees who work more than six (6) hours per day are entitled to two fifteen (15) minute paid rest periods each day. Ideally, the first rest period shall be taken in the morning, prior to their meal break, and the second in the afternoon, after their meal break.
 - Timing of the rest periods is at the discretion of the supervisor in consideration of the work being performed.
- Telephone and reception services must be maintained during the rest periods at the Village administration office and therefore, the rest period may resume after successfully assisting the resident, member of the general public and/or vendor contractor, as the case may be.



- **Meal Breaks**

- Employees who work more than four (4) hours per day are entitled to a meal break for half an hour, without pay.
 - Timing of the meal break is at the discretion of the supervisor in consideration of the work being performed.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

Employees of the Village of Marwayne whom are volunteer members of the Marwayne Fire and Rescue Department may attend, with full pay, any rescue and/or fire emergency service call within the boundary of the Village of Marwayne.