

<b>Policy Title:</b>	Hours of Work		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input checked="" type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	January 30, 2020	<b>Effective date:</b>	January 30, 2020
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	January 30, 2020
<b>Date of Mandatory Review (expiry date)</b>	January 2025	<b>Date of last revision of Procedures</b>	January 30, 2020

## 1 POLICY

1. Regular full-time employment work hours are Monday through Friday, 7 hours per day, for a total of 35 hours per week, or 1820 hours per year.
2. Part-time and casual employees' hours of work depend on what the operational requirements are. Casual employees are not guaranteed a set number of hours per week.
3. If an employee who regularly works more than three hours a day must report to work but works less than three hours, they will be paid for three hours at their regular wage.
4. An unpaid 60-minute eating period is to be taken at a fixed or flexible time according to the division/department schedule. Eating periods will commence at a time that is no longer than five hours after the start of the scheduled starting time. The meal break may be reduced to 30 minutes to allow other unpaid breaks to be taken.
5. Hours of work will normally be scheduled between 7:00 a.m. and 6:00 p.m., Monday through Friday. Most employees are expected to be available at CMCC between the core business hours of 9:00 a.m. and 3:00 p.m. Some Divisions, e.g. Physical Facilities, IT, Events and Library, may require employees to work outside of the normal hours of work.
6. Clinic hours are: Monday through Thursday from 7:00 a.m. to 8:00 p.m.; Friday from 7:00 a.m. to 6:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. Hours of work for staff members who work in the clinic can be scheduled anytime during the Clinic hours.
7. Employees are required to notify their Manager of any absence from work as far in advance as possible or, at minimum, prior to the start of their regular scheduled shift.
8. CMCC may be closed under special circumstances such as extreme weather conditions (heavy snowfall, freezing rain) or unforeseen circumstances (power outage, heating malfunction). The decision to close the institution shall be at the discretion of the Executive Leadership Team. In such cases notification will be provided to all employees by email or phone call. Notice will also be posted on CMCC's website to advise employees, students, patients, and customers of the closure and anticipated return to business.

## 2 PURPOSE

To provide convenient and consistent hours for CMCC students, patients and customers to receive the education, services, treatment, and business support they require, while endorsing the principle of allowing CMCC employees reasonable flexibility in their work schedules.

## 3 SCOPE

Full time non-union employees. (Union employees' hours of work are governed by the Collective Agreement. Part-time or temporary employees are required to work according to the terms and conditions of their established employment contract.)

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- *Employment Standards Act, 2000 and Regulations (Ontario)*

CMCC establishes work hours to set clear expectations and consistent administration of working hours. Hours of work are important to ensure that employees are paid properly, entitlements are calculated accurately, and work is done consistently.

## 5 RELATED POLICIES (not a comprehensive list)

- Attendance - Employees
- Code of Conduct - Employees
- Collective Agreement between CMCC and CUPE Local 4773
- Discipline
- Employment Classifications
- Leaves
- Sick Leave and Salary Continuation Benefits

## 6 DEFINITIONS

CUPE is the acronym for the Canadian Union of Public Employees.

Full-Time Employees are employees who work 7 hours per day, 35 hours a week and 1820 hours per year. 1 hour of the employee's day above the 7 hours is taken as an unpaid eating period.

Union Employees are those CMCC employees who are members of CUPE Local 4773 and whose hours of work are governed by their Collective Agreement with CMCC.

Work is an activity for which compensation is paid to an employee by an employer in return for providing the agreed upon services to the employer. Training and travelling for work during the workday are also considered work as are attending employer approved seminars and conferences. Employees are not considered to be working during authorized breaks, when engaging in private matters or while commuting to or from work.

**New Policy Approved (date):**

**Policy Revision History (dates):**

December 13, 2011

January 30, 2020

-----**END OF POLICY**-----

## **7 PROCEDURES**

### **1. Manager Responsibility**

- a. Managers are responsible for maintaining work schedules in order to ensure essential services (e.g., telephone answering, customer service and building services) are maintained in their division/department throughout regular working hours.
- b. Managers have the discretion to vary or stagger the time when eating and/or rest periods are taken by employees. Managers are responsible for securing the approval through the Director, Human Resources if regular scheduled hours of work vary from 35 hours per week.
- c. Managers are responsible for maintaining work schedules that meet the operational needs of their respective division/department.
- d. Managers are responsible to meet their operational requirements while considering and supporting their employee's preferences to reach a balance between family and work life through flexible hours, wherever possible.

### **2. Employee Responsibility**

- a. Employees are responsible for being punctual in their work habits. Habitual tardiness may lead to termination for cause, without notice, or pay in lieu thereof.
- b. Employees are to work with their Manager regarding hours of work outside of the normal hours as required to meet the operational needs of their respective division/department.
- c. Hourly employees must accurately record all worked time using the record keeping system for the employee's division/department. The record must accurately reflect any unpaid breaks taken during the workday. Adjustments to the assigned schedule cannot be made without prior approval by the supervisor

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## **8 ATTACHMENTS**

None