

## REGION OF QUEENS MUNICIPALITY

### **Operational Policy No. 29 HOURS OF WORK**

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#### **General Statement of Policy**

It shall be the policy of the Region of Queens Municipality to establish reasonable and fair hours of work for employees.

#### **Policy Objectives**

1. To ensure that employees are aware of working hours.
2. To provide reasonable and consistent service to the residents of the Region.

#### **Policy Directions**

1. Employees at Hillview Acres shall work in eight hour shifts as established by the Administrator of the facility.
2. The normal working hours for all other regular full-time employees shall be from 8:30 a.m. to 4:30 p.m. Monday to Friday from September 1 to June 30. For the period of July 1 to August 31 the normal working hours will be from 8:00 a.m. to 4:00 p.m. Monday to Friday.
3. Employees shall be provided with a one hour lunch break between 12 noon and 2:00 p.m. as designated by the Department Head, except under extenuating circumstances.
4. Employees paid on an hourly basis shall be entitled to a one hour lunch break without pay.
5. Due to the nature of certain positions, it will be necessary for employees to attend meetings or other functions outside the normal workday. Salaried employees are not compensated for such work, however, time off to attend to personal matters from time to time, as approved by the employee's Supervisor, will not result in lost wages.

**Approved by Council:            May 17, 2004**