

Grandview Municipality
Regular Hours of Work
Effective Date: October 28, 2015
Resolution No 2015-423

Purpose:

The purpose of this policy is to outline the regular hours of work for Municipal employees.

Procedure:

The standard hours of work in the Municipal Office shall be from 8:30 to 4:30 for a total of 35 hours per week.

A standard week of work for the Grandview Municipality is defined to begin on a Saturday and end on Friday.

All time worked must be recorded in ½ hour or 1 hour increments.

With the exception of the CAO, when an employee is required by Council to attend meetings outside of his/her regular hours of work, the employee will be paid overtime at a rate of 1.5 times their regular earnings. The CAO shall be remunerated in accordance with their employment contract.

Employees' meal break time is limited to a maximum of 60 minutes as scheduled by the CAO.

Employees' coffee break time is limited to a maximum of 15 minutes in the morning and a maximum of 15 minutes in the afternoon each work day.

Employee timesheets will be used to record hours worked and details of duties rendered. These sheets must be signed off by both the Department Supervisor and the Employee. Time off from work and/or payment for overtime hours will be based upon the data provided by the time sheets.