

**Title: Human Resources Management  
Policy – Regular Hours of Work**

**Policy No: 1960-01**

**Approval: Town Council**

**Effective Date: January 25, 2006**

**Amended Date: November 9, 2011**



Supersedes Policy No: NIL

**Policy Statement:** The Town of Hardisty believes that it's in the best interest of the Town and its employees that the employees understand clearly the hours of work that they are expected to work on a regular basis.

**Purpose:** To determine the normal hours of work for the purpose of determining pay, benefits and overtime.

**Principles:**

**1) GENERAL**

- a) An employees' pay shall be based on the number of hours worked.
- b) Time spent on authorized travel on Town business shall be considered working hours.
- c) Time spent travelling to and from the employee's usual place of work and his/her residence is not considered working hours.

**2) REGULAR HOURS OF WORK**

- a) The regular hours of work for an employee in a full time permanent position in the Hardisty Town Office shall be 40 hours per week. This being comprised of 8 hours daily, five days a week, Monday thru Friday, with one half hour off for a meal break, unless otherwise approved by the CAO.
- b) Normal hours that the office will be open to the general public will be from 9:00 AM to 4:30 PM Monday to Friday excluding statutory holidays.
- c) The regular hours of work for a Public Works employee in a full time permanent position shall be 40 hours per week, unless otherwise approved by the CAO.
- d) The regular hours of work for an employee in a contract position shall be as required by that of the CAO. The regular days worked, and the start and finish time of a day's work shall also be at the discretion of that by the CAO.

### **3) REST PERIODS**

- a) Employees working more than six hours per day shall be granted two fifteen minute paid rest periods each day, one rest period before the meal break and one rest period after the meal break.
- b) Employees working more than two hours but less than six hours per day shall be granted one rest period.
- c) Rest periods shall be taken at the work site unless otherwise approved by the supervisor.
- d) Rest periods shall not be granted within one hour of commencement or termination of a work period.
- e) The timing of rest breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.

### **4) MEAL BREAKS**

- a) Employees working more than four hours per day shall be granted a meal break without pay of not less than one half hour and not more than one and a half hours at approximately the midpoint of the work period.
- b) The timing of meal breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.