

POL-ADM.2018.31 Title: *Hours of Work and Eating Periods*



Type: Human Resources
Authority: CEO
Resolution No: BMPL 2018-152 on 7-19-18;
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Associated Documents: Employment Standards Act, S.O. 2000,
Part VII
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Legal Framework

The Blue Mountains Public Library shall set procedures for hours of work and break periods which meets the Employment Standards Act, S.O. 2000 and subsequent Acts, and is predictable and equitable to all employees.

ADM.2018.31.1 Description of Job Class and Hours of Work

1. Permanent positions may be salary, full-time or part-time.
2. Full time employees are those who are normally scheduled between 24 hours and 35 hours per week.
3. Part-time employees are those who normally work less than 24 hours in a week.
4. Casual employees are those who are not regularly scheduled and who have been hired to work on an as-needed basis only.
5. Contract employees are those who work full or part-time for up to one year, or are under a specific grant or apprenticeship; and are not considered regular or permanent in their position.
6. Acting employees are those who are designated to fulfill the responsibilities of a position with a higher classification for a set period.
7. All employees shall work a variety of hours including evenings and weekends.
8. A short or compressed work week, or any flexible arrangements, requested by an employee may be granted at the discretion of the CEO, subject to the operating needs of BMPL.

ADM.2018.31.2 Limit on Hours of Work

1. BMPL shall not require or permit an employee to work more than:
 - 1.1. Eight hours in a day or, if the employer establishes a regular work day of more than eight hours for the employee, the number of hours in the contracted regular work day; and
 - 1.2. 44 hours over a 7 day period.
2. Exceptional circumstances: BMPL may require an employee to work more than the maximum number of hours permitted:
 1. If necessary to avoid serious interference with the ordinary operations of the BMPL:
 2. To deal with an emergency.
 3. If an unforeseen event occurs, in order to ensure the continued delivery of essential public services.

ADM.2018.31.3 Eating Periods

1. BMPL shall give an employee an unpaid eating period of at least 30 minutes for every working period more than five hours.
2. Lunch and breaks may not be used to leave a shift early with or without pay.

ADM.2018.31.4 Hours Free from Work

BMPL shall schedule an employee for a period free from the performance of work equal to:

1. At least 11 consecutive hours in every day
2. At least 24 consecutive hours in every work week; or
3. At least 48 consecutive hours in every period of two consecutive work weeks.

ADM.2018.31.5 Posting of Schedules

1. Schedules shall be prepared and posted a minimum of two weeks in advance of being worked.
2. The CEO reserves the right to change an employee's schedule with four (4) days' notice for the purposes of meeting operating needs.
3. Requests for shift changes will be accommodated wherever possible. However, such requests cannot be guaranteed and must be approved by the direct supervisor or CEO. The employee is encouraged to give notice prior to schedule posting in order to receive approval for requested days off. (See HR 13: Vacation with and Without Pay).