

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Hours of Work
SOURCE: Council Minutes
SECTION: Report 10
DATE ENACTED: October 23, 2006
DATE OF AMENDMENT:

SUBJECT:

Hours of Work

INTENT:

To define the regular business hours for all employees.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

HOURS OF WORK

1. For all administrative/office staff with the exception of administrative/office staff at Public Works, thirty-seven and a half (37.5) hours shall constitute a work week, Monday to Friday daily, between the hours of 8:30 a.m. and 4:30 p.m. with one half (1/2) hour off for lunch. All employees shall be granted a fifteen (15) minute coffee break in the forenoon and a fifteen (15) minute coffee break in the afternoon.
3. For the Public Works administrative and outside staff, forty (40) hours shall constitute a work week, Monday to Friday, between the hours of 7:00 a.m. to 12 Noon and from 12:30 p.m. to 3:30 p.m. For the Public Works Office Manager, forty (40) hours shall constitute a work week, Monday to Friday, between the hours of 7:30 a.m. to 12 Noon and from 12:30 p.m. to 4:00 p.m. For the Public Works Clerk, thirty-seven and a half (37.5) hours shall constitute a work week, Monday to Friday between the hours of 8:00 a.m. to 4:00 p.m. All employees shall be granted a fifteen (15) minute coffee break in the forenoon and a fifteen (15) minute coffee break in the afternoon.
4. For union staff in the Arena and seasonal facilities, the hours of operation shall be determined by the respective manager and will be consistent with the nature of the activities. The hours may include weekdays, weekends

and holidays and in the case of full-time employees a consistent 40 hour work week shall be scheduled.