



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

• Compensation

Regulation Code: HR-2.1.6

Regulation: COMPENSATION FOR EMPLOYEES:
HOURS OF WORK AND WORK WEEK

Policy Code Reference: HR-2.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-2.1, Compensation for Employees, and in accordance with the applicable federal and provincial legislation respecting hours of work.

1. Normal Work Week and Hours

The normal work week and hours of work described below and in collective agreements do not represent a guarantee of hours per week or per day. Although the Board attempts to maintain continuous employment for its employees as much as possible, unusual circumstances affecting the business or finances of the Board may require temporary interruptions in employment.

The work week and hours of work are established in the terms and conditions of the individual personal services contracts for senior administration as approved by the Board, in the provisions of the terms and conditions document for principals and vice-principals as approved by the Board, in the terms and conditions of employment for employees not subject to the provisions of a collective agreement as described in this administrative regulation, and in the collective agreements for employee groups subject to the terms and conditions of collective agreements.

1.1 Normal Hours Worked

The specific details of the work week and hours of work for positions in the non-union Administrative and Leadership Employee Group will be as follows:

1.1.1 The normal work week is 5 days, Monday to Friday, 7 hours per day.

1.1.2 The normal daily hours of work are 8:30 a.m. to 4:30 p.m., with 1 hour for lunch, and a 15 minute break in the morning and a 15 minute break in the afternoon taken at the discretion of the employee's supervisor. Employees working less than 5 hours a day will be allowed one 15 minute rest period.

1.1.3 An employee's supervisor may require flexibility in an employee's daily hours of work in order to provide a continuing service to clients or to ensure efficiency of operations.

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1.1.4 An employee requesting to work other than normal daily hours at their regular work location for personal reasons may make application to their immediate supervisor under the terms of Board Policy No. HR-4.3, Alternative Work Arrangements. Consideration of such requests will be in accordance with the policy and its administrative regulations, and will be based on balancing the employee's request with maintaining the efficiency of operations in the department. Any flexibility in daily working hours under the policy will be based on maintaining the 7 hour day and a 35 hour week.

1.2 Additional Hours Worked

Non-union Administrative and Employee Group positions in Salary Grades 1 and 2 as described in the Board approved Job Evaluation and Compensation System, which are not supervisory positions, will receive time off in lieu for approved overtime in excess of 44 hours per week at 1-1/2 times the basic hourly rate for every hour worked. Any such overtime will require the prior approval of the supervisor. The scheduling of additional time off will be at the sole discretion of the supervisor and will reflect the efficiency of operations of the department.

Employees occupying managerial and supervisory positions will be expected to work those hours required to properly fulfill the duties and responsibilities of the position.

Management and supervisory employees in Salary Grades 3 to 5 may, on occasion, be required to spend a disproportionate amount of time beyond regular working hours on Board business. The appropriate superintendent, in consultation with the Human Resource Services, may authorize an employee to take lieu time off work up to a maximum of 5 days (35 hours) in a calendar year, but may not accumulate from year to year. This provision does not refer to compensation of employees for stand-by (on call) availability.

Special provision for lieu time off work as approved by the Director of Education may be made for certain Administrative Assistant positions where the normal duties of the position require the incumbent to spend a disproportionate amount of time beyond regular working hours on Board business, such as to attend regularly scheduled evening meetings or collective bargaining.

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2. Summer Working Hours

Notwithstanding the hours of work and work week provisions described above, and in the Collective Agreement between the Board and Local 5555 of the Canadian Union of Public Employees, during the months of July and August, the Board may, at its discretion, adjust hours of work.

Established: May 10, 2001

Revised/Reviewed: June 7, 2011

November 23, 2017