


Policy Title:	Hours of Work	
Policy #	S - 3	
Effective Date		
Date Approved		

1.0 POLICY

The Village of Edgerton's hours of work policy establish the village's commitment to open and transparent hours of work, vacation, sick time, call outs, overtime, and bereavement practices that support the employee and the employer while ensuring the long-term viability of the village.

2.0 PURPOSE

The purpose of this policy is to establish clear guidelines for hours of work, vacation days, sick time, call out fees, on-call hours, bereavement, and leave of absence without pay.

3.0 DEFINITIONS

Banked time Hours that are stored in lieu of overtime worked.

Bereavement leave is time off granted by the Village of Edgerton if a loved one passes away. The intention is to allow employees to grieve, attend funeral services or a memorial, or deal with financial and legal matters that may come up after death.

Emergency A present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety, or welfare of people, or to limit damage to property or the environment.

Hours of Work means the hours or parts of hours during which an employee performs work for the Village of Edgerton.

Holiday Pay (paid time off) Time where the employee receives compensation from the Village of Edgerton, while not completing work for the Village of Edgerton.

Leave of absence without pay means a period away from work for which employees are not paid. A compensation reduction day is not a leave of absence without pay.

On-Call Hours the hours during which an employee is required by the employer to be present and available to work.

Overtime time in addition to what is normal, as time worked beyond one's scheduled working hours.

Sick Time is a form of paid leave and is intended to protect your income when or if you are incapable of performing your duties due to non-occupational illness or injury.

Statutory Holiday(s) (stats or public holiday) in Alberta is legislated by the provincial government. The Village of Edgerton employees are entitled to take the day off with regular pay.

4.0 SCOPE

This policy applies to all Village of Edgerton employees who will be receive compensation (pay) for work completed as an employee of the Village.

- 4.1 Reflects the Village of Edgerton commitment to transparency of compensation;
- 4.2 Applies to employees in a formal employment agreement, with the Village of Edgerton;
- 4.3 Ensures the legislative requirements are met to protect the employee and the Village of Edgerton;
- 4.4 Contract employees are exempt from this policy.

5.0 RESPONSIBILITIES

5.1 Council is responsible for:

- a) Ensuring a review of this policy once per council term.

5.2 The Chief Administrative Officer is responsible for:

- a) Administering the Village of Edgerton's payroll policy;
- b) ensuring appropriate administrative procedures are developed, approved, implemented, and monitored;
- c) implementing, monitoring, and evaluating this policy.

6.0 EMPLOYMENT CONDITIONS

6.1 Hours of Work

- a) Public Works staff usual working hours are Monday to Friday 8:00 am to 5:00 pm,
 - 1) One 15-minute morning break at 10:00 am;
 - 2) One 1-hour lunch break 12:00 pm to 1:00 pm (non-paid);
 - 3) One 15-Minute afternoon break at 3:00 pm;
 - 4) Total hours 2080.
- b) Administration staff usual hours of work are Monday to Friday 9:00 am to 4:00 pm
 - 1) One 15-minute morning break at 10:00 am;
 - 2) One 1-hour lunch break 12:00 pm to 1:00 pm (non-paid);
 - 3) One 15-Minute afternoon break at 3:00 pm;
 - 4) Total hours 1560.

6.2 Holiday / Paid Time off (vacation)

- a) Employees with 5 years or less will receive 3 weeks paid holidays;
- b) Employees with 5 years 1 day to 10 years shall receive 4 weeks paid holidays;
- c) Employees with 10 years 1 day and above shall receive 5 weeks paid holidays;
- d) The CAO has the discretion to accept years of service from outside of the village;

- e) Council has the discretion accept years of service from outside of the village in relation to the CAO only.
- f) Public Works staff must book summertime dates before May 1st, each summer. Only one staff is permitted to take time off at a time.
- g) Office Administrator must book holidays before May 1st, each year. Must work with the CAO to ensure the office remains open.
- h) CAO will book summer holiday through the mayor.
- i) All staff are allowed one week at a time, approval for longer maybe permitted with enough notice.
- j) Without prior approval staff may only carry 1 week over the remaining will be paid out in December. Carry over holidays must be used by the end of first quarter.
- k) The CAO reserves the right to allow both public works staff the same time off if preapproved by the CAO.

6.3 Stat Holidays

- a) Employees will be provided with a paid day off or lieu day if it falls on a weekend;
- b) Stat Days are;

New Year's Day (January 1 st)	Alberta Family Day (Third Monday in February)
Good Friday (Friday before Easter)	Easter Monday (First Monday following Easter)
Victoria Day (Monday before May 25)	Canada Day (July 1 st)
Heritage Day (First Monday in August)	Labour Day (first Monday in September)
Thanksgiving Day (Second Monday in October)	Remembrance Day (November 11 th)
Christmas Day (December 25 th)	Boxing Day (December 26 th)

6.4 Sick Time

- a) Every employee is earning up to 12 days of sick time per a year;
- b) No more than 4 days can be carried after December 31st each year;
- c) Will not be paid out upon leave;
- d) Employees shall produce a certificate from a medical practitioner for any sick leave extending beyond 2 days. The certificate shall produce proof that the employee is unable to perform their duties as an employee for the Village of Edgerton.
- e) Sick time may be used for medical appointments, mental health time, family medical appointments, and other approved uses.

6.5 On-Call

- a) Public works staff are expected to alternate the on-call phone weekly;
- b) One public works staff will always remain on call;
- c) On weekends and Stat holiday, the on-call staff will be compensated with 3 hours of regular pay. During this time, it is expected that the staff complete rounds and daily water sampling;
- d) Call outs on weekends will be combined with on-call hours should the total exceed 3 hours; staff will be paid in accordance with section 6.7 of this policy.

6.6 Call Outs

- a) Emergency calls after regular business hours and more than the on-call paid allotment.

- 1) Employees will have the right to be paid out at a rate 1 ½ times the normal rate of pay or bank the hours to be used later for time off in lieu.
- b) Public works staff can respond to emergent situations but must notify the CAO as soon as reasonable possible.

6.7 Overtime

- a) All over time except for 6.6(b) **must be approved by the CAO prior to work starting.**
- b) Employees have the right to decide if they would like to bank the hours at 1:1 or to be paid out on the next pay run at 1 ½ time.

6.8 Banked time

- a) Must be used within three months of accruing the time;
- b) Cannot be carried over from year to year;
- c) If employees have banked time at the end of a calendar year it will be paid out as regular hours;
- d) The direct supervisor can approve days off in lieu of banked time;
- e) The CAO must be notified of the use.

6.9 Bereavement Leave

- a) Up to 5 days per occurrence will be paid to the employee;
- b) Must be immediate family;
 - 1) Child;
 - 2) Sibling (brother / sister, in-laws included);
 - 3) Spouse;
 - 4) Parent (in-laws included);
 - 5) Grandparent (in-laws included);
 - 6) Common-law marriages included;
- c) Other situations approved by the CAO;

7.0 NON-PAID LEAVE

7.1 Leave of Absence

- a) The CAO reserves the right to grant a leave of absence for medical, educational, and/or personal reasons.
- b) Maximum length will be 12 months;
- c) Minimum length is 3 months;
- d) The CAO has the right to deny any leave of absence that places the village in potential harm,

This policy shall be in effect on the date it is approved by resolution of Council.

Date reviewed	Reviewed by	Roster of actions

This policy comes into effect upon signing,

Mayor - Kaylan White

CAO - Nick Frank