



POLICY 06-2024

HUMAN RESOURCE POLICY - SUPPLEMENT

The following items are in addition to the Human Resource Policy # 01-2023:

OVERTIME/ADDITIONAL TIME

In addition to Section 13 (Overtime) of Policy # 01-2023, any employee working outside of their regular schedule shall be required to have time/hours preapproved by their supervisor (or the CAO) prior to working the hours.

It is the preference of the Municipality to avoid overtime/additional time and adjustment of the employee's schedule for the pay period would be preferred, pending prior approval.

Hours worked may be banked but must be utilized within the same calendar year.

WORKING THROUGH LUNCH HOUR

In addition to Section 23 (Hours of Work) of Policy # 01-2023, any employee working through lunch hour must be preapproved to do so by their immediate supervisor (or the CAO). If an employee is approved to work through lunch hour, then the employee would be granted the time off at the end of their shift. If time is banked from this activity, it must be used either the following day or another day within the same pay period.

In cases of one (1) staff member is working in the office, the Municipality would allow for closure of the office during the designated lunch time.

DESIGNATED WORK AREA

Every employee shall have a primary designated work area, being the place where the employee should start and finish their daily work schedule. Designated work areas may be changed, in writing, by the employee's immediate supervisor (or the CAO). Written permission changing an employee's designated work area must include the full address of the new work area and the duration of change.

WORKING FROM HOME

From time to time, there may be the need for an employee to work from home or an alternative location. These situations may be in times of severe weather or during closure of the employee's work location. Any time when an employee is working from home shall be preapproved in writing by their supervisor (or CAO) prior to working the alternative location.

An employee working from home shall perform similar work to their regular job duties at their regular work location.

An employee maybe assigned municipal equipment such as a PC or laptop; use of personal equipment, outside of a mobile phone for telephone calls, text and emails is not permitted. Employees shall be reachable by their supervisor (or CAO) during their work from home time period.

All other policy items shall apply to any work from home situation.

CASUAL WORKERS

Unless an emergency, scheduling of casual workers must be approved by the CAO the week prior to the work schedule.

Casual workers are not guaranteed a set number of hours and are not deemed as full-time staff. Casual workers, not part of a Collective Agreement, may not receive benefits and their wage shall not exceed, or meet, any wage under a Collective Agreement; casual worker wage shall be determined by the CAO.

In accordance with Collective Agreements, the Public Works supervisor shall be aware of the limitation of hours regarding casual workers and be responsible for tracking/monitoring year-to-date hours of a casual worker. A report of accrued casual worker hours shall be made to the CAO monthly.