

HOURS OF WORK – SUPPORT STAFF

Policy E.1.L

Organizational needs determine the length of work year, hours of work and start and finish times. The Division will therefore designate the length of work year, hours of work and start and finish times for all support staff positions in the Division.

Adopted September 1, 2009		
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Regulations regarding the hours of work for support staff follow.

1. Hours of Work/Length of Work Year

The length of work year and hours of work for full-time positions within the Division are listed in the salary grids available through the Human Resources Department.

2. Start and Finish Times

The Division will designate the start and finish times for each position as determined by organizational needs. Some examples of start and finish times are 8:30 a.m. – 4:30 p.m., 9:00 a.m. – 5:00 p.m., 1:00 p.m. – 8:15 p.m., 11:00 p.m. – 7:00 a.m.

3. Work Beyond Normal Hours

As per section 2, when employees are required to work beyond their normal designated hours, they may, with the approval of the Principal/supervisor, flex their start and finish times.

4. Call-in to Work

An employee who is called in to work or is scheduled to work for a period of three hours or more, but is not required to work or completes the work in a period less than three hours, shall be paid pursuant to *The Employment Standards Code*.

4. Breaks

Pursuant to *The Employment Standards Code*, employees cannot work more than five consecutive hours without receiving a half-hour unpaid break.

Information: [The Employment Standards Code](#)

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