



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
HUMAN RESOURCES

POLICY NUMBER: HU 06

POLICY TITLE: REGULAR HOURS OF WORK

Page 1 of 1

Date Adopted by Council / Motion Number:

06.08.428

PURPOSE:

Administration shall ensure employees arrive to work to perform their duties in accordance to the hours established by the employer.

POLICY:

To establish the regular hours of work for the municipal employee groups.

PROCEDURE:

- 1.0 Administration and Field Services office employees shall work 37.5 hours per week, being comprised of 7.5 hours per day from 8:00 A.M. to 4:30 P.M. less one hour for lunch, five days per week, Monday through Friday.
- 2.0 All other employees shall work 40 hours per week, being comprised of 8.00 hours per day from 8:00 A.M. to 5:00 P.M. less one hour for lunch, five days per week, Monday through Friday, or as designated.
- 3.0 Management shall generally work the same regular hours as the majority of their staff with the understanding that there is no maximum hour limitation.
- 4.0 Compressed work weeks and/or flex time may be approved by the Manager of Human Resources.

(Original signed copy on file)

REEVE

C.A.O.