

MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM - 2.1.1
Section Hours of Work and Leave	Subject Daily Work Schedule	

1. APPLICATION

This policy applies to employees in the Administration, Social Services, Recreation and Public Works Departments.

2. AUTHORITY

Municipal Act Section 74. Municipal Council Approval 95/02/21.

3. BASIC POLICY

Municipal Council determines the hours within which service to the public is to be provided. The Chief Administrative Officer and Department Heads are responsible for maintaining daily work schedules that:

- conform to requirements for hours of service as approved by Council;
- are most effective in ensuring the provision of services and programs; and
- conform to requirements included in other human resource management policies, applicable collective agreements, and this policy.

4. HOURS OF WORK

Subject to approval by the Chief Administrative Officer, Department Heads may organize their staff to work hours for each work day commencing as early as 7:00 a.m. and ending as early as 4:00 p.m. providing that:

- arrangements are made to ensure continuous service to the public from 8:30 a.m. to 4:30 p.m. each working day; and
- each employee works his/her prescribed hours each week.

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Department Heads should ensure that arrangements are established that:

- cause the least disruption;
- provide for the delivery of service in the most efficient manner;
- do not increase the cost of administration and delivery; and
- do not require employees to constantly change their pattern of hours worked.

Full-time employees are expected to work a minimum of 35 hours per week (40 hours per week for Public Works employees). An employee may be required to work in excess of this amount, depending upon the nature of the employee's work.

5. LUNCH PERIOD

Each employee is to be provided with a lunch period not to exceed 60 minutes and not less than 30 minutes.

6. REST PERIODS

Each employee is to be provided with a 15 minute rest period each morning and afternoon.

7. RESPONSIBILITIES

Municipal Council decides the hours during which service to the public is to be provided.

Department Heads prescribe the hours of work and lunch period for employees, as well as the timing and duration of rest periods, within the above guidelines and subject to the approval of the Chief Administrative Officer for department-wide changes.

Employees are responsible for adhering to the daily work schedule which applies to them. For absences without prior authorization, employees must communicate the reason for the absence to the Department Head.