



Corporate Policy Manual

Sub Topic:	Normal Hours of Work	Policy No.	2-06
Topic:	Hours of Work and Overtime	Employees Covered:	All non-union regular full-time and non-union regular part-time employees
Section:	Human Resources	Council Adoption Date:	February 27, 2006
Effective Date:	February 27, 2006	Revision No:	Date:

Policy Statement & Strategic Plan Linkages

The Town of Newmarket strives to provide excellent customer service yet recognizing the employee's need for a work/life balance.

Purpose

This policy sets out to define the expectations with respect to Normal Hours of Work for employees.

Procedures

The Town of Newmarket's normal hours of work are as follows:

Regular Full-Time SALARY (35 hours per week)	8:30 am to 4:30 p.m., Monday to Friday or as may be determined by the Commissioner / Director or designate. Lunch breaks* will total 1 hour and 15 minutes.
Regular Full-time HOURLY (40 hours per week)	Hours of work and breaks* are such times and days as may be determined by the Commissioner / Director or designate.
Regular Part-Time (Less than 35 hours per week)	Hours of work and breaks* shall be at such times and such lengths as may be determined by the Commissioner / Director or designate.

* - As per the Employment Standards Act and Regulations, employees shall be given at least 30 minutes of eating periods within a 5 consecutive hour period.

As operational needs may allow for flexible work arrangements, refer to applicable policy noted in the Cross References of this policy.

RESPONSIBILITIES OF EMPLOYEES

Employees are responsible to:

- Report to work on time and to be actively working for the duration of the workday or shift.
- Notify their immediate Supervisor as soon as possible in the event that they will be late or absent from work for any reason.
- Make every effort to schedule routine medical and non-medical appointments outside of working hours or attempt to minimize disruption in the workplace.
- Refer to the Corporate Policy Manual for current information on this and other HR policies.

RESPONSIBILITIES OF EMPLOYER

Supervisors/Manager/Directors/Commissioners are responsible to:

- Assist employees to balance workplace demands and family life by keeping their staff informed of and support employee awareness of leave provisions, related policies and responsibilities as noted in the cross references at the end of this policy.
- Record all employee absences (see Appendix A as amended from time to time) on a bi-weekly basis, coinciding with each pay period, and submit same to the Payroll division.
- Monitor and address employee absenteeism in a timely manner and utilize various resources such as EAP, as appropriate.
- Ensure employees take breaks as necessary, in compliance with the Employment Standards Act & Regulations.

Human Resources is responsible to:

- Provide policy clarification and guidance to employees as required.
- Monitor attendance management.
- Guide processes related to counselling and progressive discipline in cases of excessive absenteeism or suspected abuse, as appropriate.

Cross References:

Appendix A – Attendance Report Form

Definition of Employee Status #1-01

Flexible Work Arrangements #2-06

Progressive Discipline #4-01

Federal and Provincial legislation such as Employment Standards Act and Regulations and the Ontario Human Rights Code, as amended from time to time.