

**EMPLOYMENT CONDITIONS – HOURS OF WORK  
AND FLEX TIME**

**HR D7**

**INTENT**

The normal weekly hours of work for a full-time employee will be 35 hours, excluding meal periods. Hours for regular part-time employees will vary according to the position held. The Society does not authorize overtime but works under a flex time policy.

**FLEX TIME**

Flex time must be authorized by an employee’s immediate supervisor and is defined as hours worked over and above regularly scheduled hours necessary to meet the needs of clients and their families. This could include appointments scheduled for clients who are not available during regular working hours as well as evening and weekend workshops and events. In addition, flex time is worked by administrative employees from time to time as particular needs arise e.g. the annual audit or evening and weekend business activities.

Employees are expected to manage their caseloads/workloads within regular working hours. When possible, employees are encouraged to work a modified schedule in order to accommodate an appointment or other work outside of their regularly scheduled working hours. When this is not possible, flex time can be accumulated under the following conditions:

- Any extra hours (hours in excess of the employee’s regular weekly hours) must be authorized specifically by their immediate supervisor prior to being worked.
- If a situation arises that requires an immediate staff response and their supervisor is not available to approve additional hours, employees must report to the supervisor the accrual of extra hours within 48 hours of them being worked.
- When accumulated extra hours exceed one normal work week within the month, the supervisor must be notified by email.
- Extra hours may be accumulated at the normal rate (straight time) and compensatory flex time taken.
- Flex time must be taken within one month of accrual.
- All employees must have a balance of zero flex time on March 31 of each year. There will be no carry over into the next fiscal year.
- Upon termination the Society will pay any outstanding balance of flex time owed to the employee.
- A daily attendance record (timesheet) indicating hours worked and absences taken will be completed by every employee and submitted to their immediate supervisor on the first day of every month.

Where applicable the Collective Agreement and/or Employment Standards will apply.

<b>EFFECTIVE: December 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>