

## Employee Work Hours Policy

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Adopted date: Oct 26, 2022	Amended date:	Next Review: 2025
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### OBJECTIVE

The objective of this policy is to clarify the work hours, breaks and overtime of employees.

### POLICY

#### USUAL HOURS

- Normal workday up to 8 hours and until 5:00 pm
- All employees must have continuous 32hrs (1 day) off work per week
- Minimum shift (time at work) is 2 hours, whether scheduled, planned or called out.
- The week is defined as Sunday to Saturday
- Water Operators will arrange their schedules to allow for two days off per week

#### LUNCH AND BREAKS

Employees may be away from work for 1 hour during a meal break.

There is one meal break lasting up to one hour (unpaid) and two 15-minute coffee breaks (paid) during an 8-hour day.

#### OVERTIME

Overtime will be paid as follows:

- Time and a half after 8 hours in a day
- Double time after 12 hours in a day
- Time and a half after 40 hours in a week
- Time and a half on any emergency call out after 5:00 pm regardless of hours worked that day

If an employee works every day seven days in a row, they must be paid time-and-a-half for one of the days, even if they worked less than 40 hours in total. Time-and-a-half can be paid for the day with the least number of hours. This should only occur during emergencies.

#### VACATION PAY & STATUTORY HOLIDAYS

- All staff receive 6% in lieu of their monthly wages for vacation pay
- If employee's regular work days fall on a Statutory Holiday, employees receive regular pay
- Pay for Statutory Holidays is reimbursed using a formula that includes the number of statutory holidays in the month and the number of hours worked during that month.

#### RELATED DOCUMENTS

- BC Employment Standards Act