



Town of Antigonish Hours of Work Policy

Scope

The purpose of this policy is to establish the hours of operation for the Town Hall and to define the hours of work regularly expected of this group of employees. The policy is adopted under authority of Section 48 (3) of the Municipal Government Act.

Policy

1. The core business hours for the Town of Antigonish Town Hall employees are between 8:30 AM and 4:30 PM from Monday to Friday, except statutory holidays or other closures as deemed by the Chief Administrative Officer or designate and/or the Mayor.
2. The public can expect the Town Hall to be open for municipal business during the hours stated and that services will be provided during these hours.
3. Different departments within Town Hall may have flexible hours in order to provide the necessary level of service; flexible hours to be approved by both the Department Head and the Chief Administrative Officer or designate.
4. Unionized employees within the Town Hall are subject to the provisions within their applicable Collective Agreements.
5. There are three classifications for overtime:
 - i) Voluntary: overtime worked in excess of the core municipal business hours of work at the employee's discretion.
 - ii) Involuntary: overtime worked in excess of the core municipal business hours of work at the direction and approval of the Department Head; further approval of the Chief Administrative Officer or designate is required.
 - iii) Meetings: non-management employees required to attend meetings beyond the core municipal business hours of work (as part of the responsibilities of their position), will be compensated by time in lieu or pay for the actual hours worked at 1 ½ times the duration of the time spent at the meeting. Management employees required to attend meetings beyond the core municipal business hours of work (as part of the responsibilities of their position), will be compensated by time in lieu for the actual hours worked at straight time for the duration of the time spent at Council meetings only.

6. Any previous Hours of Work policies of the Town of Antigonish are hereby repealed.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent

To Consider (Minimum 7 Days): September 21, 2009

Date of Passage of Current Policy: October 19, 2009

I certify that this Policy was adopted by Council as indicated above.

D Kampen
Chief Administrative Officer

October 21, 2009
Date