

# Corporate Policies

**SECTION: TERMS & CONDITIONS OF EMPLOYMENT**  
**SUBJECT: Hours of Operation**

POLICY/PROCEDURE NO. 2.7.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: October 1995

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation operates programs and services twenty-four (24) hours/day, three hundred and sixty-five (365) days/year. The Corporation shall establish regular hours of operation that permits it to provide the necessary programs and services to the residents of Brampton effectively and efficiently.

Staffing of the Corporation's hours of operation will be in accordance with the Ontario *Employment Standards Act, 2000*, as amended.

## **PURPOSE:**

To acknowledge the hours of operation of the Corporation's programs and services vary and that the staffing of these programs and services will also vary in accordance to the operational and client requirements.

## **SCOPE:**

All employees.

## **PROCEDURE:**

### **1. RESPONSIBILITIES OF THE SUPERVISOR**

- a. To prepare work schedules that staff the Corporation's programs and services. Work schedules are to be communicated, implemented and monitored by the supervisors.
- b. Supervisors are responsible for ensuring that adequate scheduling is maintained that delivers programs and services in an efficient manner and in accordance with applicable policies and legislation.

### **2. RESPONSIBILITIES OF THE EMPLOYEE**



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- a. Employees are expected to attend work for their assigned shifts.

## **ACCOUNTABILITY:**

The Senior Management Team is accountable for determining the hours of operation to ensure that the Corporation is properly and efficiently staffed.

## **ADMINISTRATION:**

Human Resources Division

## **CONTACT:**

Human Resources Division

