

# Corporate Policies

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

POLICY/PROCEDURE NO. 2.8.0

EFFECTIVE DATE: October 16 2002

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SUPERCEDES POLICY DATED: October 1995

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation in accordance with its operating requirements will determine the standard full-time workweek. The standard full-time workweek will be either thirty-five (35) or forty (40) hours comprised of seven (7) or eight (8) paid hours each day respectively exclusive of an unpaid meal period.

Employees are entitled to two (2) paid work breaks during each standard workday. The duration of each break is fifteen (15) minutes.

In order to achieve the operational requirements of the Corporation's programs and services, the standard full-time workweek may be altered.

Hours of work are established in accordance with the Corporation's Policies and with the Ontario Employment Standards Act, 2000, as amended.

## **PURPOSE:**

To communicate the number of hours employees are expected to be available to work.

## **SCOPE:**

All non-union employees.

## **ACCOUNTABILITY:**

The Operating Department Director, in consultation with the Human Resources Division, and in accordance with this policy will establish the standard full-time workweek.

## **ADMINISTRATION:**

Human Resources Division

## **CONTACT:**

Human Resources Division