COLLEGE POLICY

Policy No. & Title:	**P-141 Hours of Work**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-10-28
Next Review:	2026-10-31

Purpose
To provide guidelines to managers regarding work hours that meet operational requirements while considering employees' preferences and external obligations.

Scope
This policy applies to all full-time and part-time employees of the College.

Definitions
College: refers to any entity operating under parent company triOS Corporation, including triOS College Business Technology Healthcare Inc., Eastern College Inc., The Centre for Distance Education, triOS College Online or Eastern College Online.

Daily limit: The maximum number of hours most employees can be required to work in a day is eight hours or the number of hours in an established regular workday, if it is longer than eight hours. The only way the daily maximum can be exceeded is by an electronic or written agreement between the employee and employer.

Weekly limit: The maximum number of hours most employees can be required to work in a week is 48 hours. The weekly maximum can be exceeded only if there is an electronic or written agreement between the employee and employer.

Work time**:** Work is considered to be performed when the employee is actually working, or the employee is not working but is required to stay at the workplace. However, even if the employee is required to stay, he or she is not considered to be working during the time that he or she is entitled to take time off and does take time off for:

- an eating/break period; or
- engaging in private affairs or pursuits.

Note that an employee who is not at the workplace but is "on call" is not considered to be working unless the on-call employee is called into work.

Commuting time**:** Is the time it takes an employee to get to work from home and vice-versa

Travel time: Time spent travelling during the course of the workday is considered to be work time.

- If the employee is required to transport other employees or supplies to or from the workplace or work site, time so spent must be counted as work time.
- If the employee has a usual workplace but is required to travel to another location to perform work, the time traveling to and from that other location is counted as work time.

Training time**:** Time spent by an employee in training that is required by the employer or by law is counted as work time. Time spent in training that is not required by the employer or by law in order for an employee to do his or her job is not counted as work time.

Hours free from work : An employee must receive at least 11 consecutive hours off work each day.

Between shifts**:** Employees must receive at least eight hours off work between shifts. This does not apply if the total time worked on both shifts is not more than 13 hours.

Employees must receive at least:

- 24 consecutive hours off work in each work week;

or

- 48 consecutive hours off work in every period of two consecutive work weeks.

Break periods**:** An employee must not work for more than five hours in a row without getting a 30-minute break period free from work. However, if the employer and employee agree, the break period can be split into two break periods within every five consecutive hours. Note break periods are unpaid.

Overtime Pay**:** Overtime pay is money paid only to an hourly employee to compensate them for the additional time they must work when extra work is required. Overtime pay is paid for all hours worked in excess of 44 hours per week at the rate of at least 1.5 times the regular rate of pay. Prior manager approval is required before any overtime hours are worked.

Lieu Time: Lieu time is awarded to salary employees when extra work is required beyond regular work time. Lieu time must be entered online and approved by the employee's manager. Managers reserve the right to approve or deny lieu times requests based on the nature and necessity of work completed and the re-occurrence of lieu time requests, should they exceed the maximum limit .

POLICY

1) Hours of work, work schedules, lunch breaks, and other related work time decisions fall within the College's discretionary authority. Decisions regarding these matters shall be governed by the operational and service requirements of the College.

2) The College reserves the right to alter work-time arrangements as it deems necessary but shall exercise this right in a fair and reasonable manner.
3) All employees are expected to make themselves available for work when reasonably scheduled and requested. All employees are expected to accept flexibility to work the necessary hours to complete their workload, and to provide the leadership and client support requested of a service organization.
4) Office hours will vary between College employees. Please refer to your employment contract. You are expected to arrive prior to your start time so that you are ready and in your work area for your scheduled start time.

RESPONSIBILITIES

5) Manager – Managers are responsible for ensuring that the operational needs of their respective departments/operations are met by setting, approving, and altering work schedules; approving lunch breaks and monitoring worktime related to issues to ensure efficiency, effectiveness, and responsiveness.
6) Employee – Employees are required to report to work on a regular basis, to comply with the provisions of this policy and to adhere to the schedules and work-time related issues as communicated and approved by their respective managers. Employees are expected to devote their full time and energy to the College during their scheduled hours of work.

Related Policies

P-113 Disconnecting from Work

Supporting Documents/Forms

P-141p Hours of Work Procedure