

The Township of Horton Policy and Procedures			
SECTION: HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			POLICY #: E-01
POLICY: Hours of Work and Overtime			
DATE: April 07/03	REV. DATE: October 2021 By-Law 2021-52	COVERAGE: All Employees	PAGE #: 1 of 5

POLICY STATEMENT:

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the Township of Horton establishes hours of work, including shift work if required, for all job classifications.

PROCEDURE:

1. The following apply to hours of work:
 - (a) the normal minimum daily hours of work for all full-time management, supervisory, technical, administrative, and administrative support employees is seven (7) hours per day;
 - (b) the normal daily hours of work for all Public Works Department employees consist of eight (8) hours per day as designated by the Manager;
 - (c) a fifteen (15) minute break period is provided in both the first and second half of a shift; and
 - (d) each Manager ensures that each employee in his/her Department is working the required number of hours for his/her classification;

2. The following apply to overtime:
 - (a) all authorized work performed by employees (except those indicated in 3(b) below) beyond the normal daily hours is considered overtime and is paid at the rate of time and one-half or, upon mutual agreement with their Manager, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time. Any overtime in the bank at year end can be carried over to the next calendar year;
 - (b) Public Works operational employees who are called in prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless after eight (8) hours of work the Manager assigns additional work;

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(c) The CAO/Clerk and the Public Works Manager are eligible for overtime pay at straight time, to a maximum of eighty (80) hours per calendar year. The CAO/Clerk shall be paid straight time for Council and Standing Committee meetings in accordance the Council Remuneration and Employment Bylaws. All overtime for the Public Works Manager must be pre-approved by the CAO/Clerk and shall not include elective overtime. The CAO/Clerk and the Public Works Manager have the option of using the above overtime as time off in lieu of overtime at straight time.

(c) overtime is pre-authorized by the employee's Manager or designate; with exception of snow removal.

3. The following apply to office hours:

(a) the normal hours of business for all departments operating out of the Municipal Office are 8:30 a.m. to 4:00 p.m.; summer hours may apply.

(b) the normal hours of operation for the Public Works Department employees is Monday to Friday 7:00 a.m. to 3:30 p.m. Summer hours may apply at the CAO/Clerk's discretion. Sumer hours of Operation for the Public Works Department employees is Monday to Thursday 6:00 a.m. to 4:30 p.m.

If Summer Hours apply, they will begin the week following the Civic holiday in May and conclude the week before Thanksgiving.

Note: See Appendix A, B and C.

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APPENDIX A:

[Overtime Sheet at Time and a Half](#)

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APPENDIX B:

[Overtime Sheet at Straight Time](#)

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APPENDIX C:

[Application for Leave](#)