

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-4(d)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2007 11 06
		<u>Previous Policy:</u>	N/A
		<u>Current Policy:</u>	2007 11 06

Title: **REGULAR HOURS OF WORK**

Purpose: To establish practices, procedures, and conditions relevant to the regular hours of work with the Town of Stettler.

Policy Statement: With the exception of employees working a compressed work schedule the regular hours of work for full-time employees shall be based (according to the specific department) on either eight (8) hours per day/forty (40) hours per week or seven (7) hours per day/thirty-five (35) hours per week. There shall be an unpaid lunch break up to one (1) hour per day. Reference to lunch breaks shall not apply to Recreation and Water Treatment Plant employees.

Hours of work for the Public Works Operation shall be between 4:00 a.m. and 6:00 p.m. daily, Monday through Friday.

Hours of work for the Town Office shall be between 8:30 a.m. and 4:30 p.m. daily, Monday through Friday.

Hours of work for the Recreation Operation shall be arranged to the needs of the operation. Employees required to work for the Recreation Operation shall be entitled to two (2) consecutive days off in each week.

Hours of work for the Water Treatment Plant Operation will remain the same as the Town Shop. Each Water Treatment Plant employee will receive at least three (3) days off per pay period. As least two of these days must fall on a consecutive Saturday and Sunday. Water Treatment Plant employee's work day shall begin at the time the employee reports for work at the Town Shop and traveling to and from the Water Treatment Plant shall be paid time.

A shift differential of \$0.75 per hour shall be paid to all employee's whose work falls between 16:30 and 7:30 hours Monday to Friday. A weekend premium of \$1.00 per hour shall be paid to all employees whose work falls between 07:31 hours Saturday and 7:29 hours Monday.