

	MUNICIPALITY OF SOUTH DUNDAS
	POLICY MANUAL
	Policy 2-15
	Title: Municipal Office Hours of Operation (Compressed Work Week)
	Department: Municipal Administration
	Effective Date: December 11, 2024

Purpose

This policy establishes guidelines for implementing a compressed work week arrangement, allowing administrative employees to complete their standard hours of work over a 4½ day work week. This initiative is designed to promote work-life balance, enhance flexibility for municipal staff, and maintain productivity while meeting the operational needs of the Municipality and ensuring consistent service delivery to South Dundas residents.

Scope

This policy applies to all eligible employees who work at The Municipal Centre (34 Ottawa Street, Morrisburg ON)

Eligibility

1. Employee Requirements:

- a) Employees must work at the Municipal Centre in the administration office (including Finance Services, Corporate Services, Fire Services, and Building/Planning Services).
- b) The employee's job responsibilities must be compatible with a compressed work schedule.
- c) Employee performance standards and reliability must meet organizational expectations.
- d) Performance standards and reliability must meet organizational expectations.

2. Operational Feasibility:

- a) Departments must ensure adequate coverage during standard business hours.
- b) The arrangement must not disrupt client services or business operations.

3. Definitions

Compressed Work Week: A schedule where employees work their required hours over fewer than five full workdays.

Monday - Thursday	8:30 a.m. to 5:00 p.m.	(8 hrs. each day)
Friday	8:30 a.m. to 12:00 p.m. noon	(3 hrs.)
Lunch Break	30 minutes	(unpaid)
Total	35 hrs. per week	

Other: Custom arrangements approved by Director or CAO.

The Municipal Centre: The Municipal Office (34 Ottawa Street, Morrisburg ON)

4. Guidelines

Work Hours:

- a) The total number of hours worked per week must align with the standard full-time hours (35 hours per week)
- b) Employees must adhere to their approved schedule unless other arrangements have been approved by their director or CAO.
- c) Any deviation from the schedule, including late arrivals, early departures, or absences, must be communicated in advance to the employee's director.
- d) Remote work may be considered, subject to the director's approval.

Workday Breaks:

- e) Employees must take breaks, including lunch and rest periods, as required by local labor laws and organizational policies.

Availability:

- f) Employees are expected to be fully available during their scheduled workdays and may be required to adjust schedules during peak periods or for critical business needs.

Holiday Adjustments:

- g) If a public holiday falls on a scheduled workday, employees will be compensated for the standard daily hours (e.g., 8 hours)

Overtime:

- h) Hours worked beyond the agreed schedule may be subject to overtime and time in lieu as outlined in Personnel Policy 3-11.

5. Exceptions and Modifications:

Special Events, Meetings, Training or Projects:

- a) Operating hours may be adjusted for specific events, scheduled meetings, employee training or special projects. Employees and Residents will be notified in advance of any changes to the hours of operation.

Emergency Closures:

- b) In case of emergencies (e.g., severe weather, power outages), the organization may alter hours of operation. Notifications will be posted on social media.

Personal Requests:

- c) Employees seeking temporary modifications to their schedule must submit a request in writing to their director or CAO for approval.

6. Review

- a) This policy will be reviewed periodically to assess its effectiveness and alignment with business objectives and employee needs.

7. Contact

For more information on this policy, contact: Chief Administrative Officer