



## Hours of Work - Procedure

Procedures regarding the hours of work for employees as follows:

### 1. Hours of Work/Length of Work Year

The length of work year and hours of work for all positions within SEC are listed as part of the contract for each person.

### 2. Start and Finish Times

SEC will designate the start and finish times for each position as determined by organizational needs. Some examples of start and finish times are 8:30 a.m. – 4:30 p.m., 9:00 a.m. – 5:00 p.m., 1:00 p.m. – 8:15 p.m., 11:00 p.m. – 7:00 a.m.

### 3. Work Beyond Normal Hours

As per section 2, when employees are required to work beyond their normal designated hours, they maybe entitled to overtime if those hours are over 8 hours.

### 4. Call-in to Work

An employee who is called in to work or is scheduled to work for a period of three hours or more, but is not required to work or completes the work in a period less than three hours, shall be paid pursuant to *The Employment Standards Code*.

### 5. Breaks

Pursuant to *The Employment Standards Code*, employees cannot work more than five consecutive hours without receiving a half-hour unpaid break. SEC allows it employees to take ½ lunch and two 10 min coffee breaks, however some staff are required to combine these breaks, and such is the case with all school and administration staff.

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