



## Hours of Work Policy

### (Hourly - Field and Shop Employees)

#### Purpose:

Acres is committed to managing projects and our employee's workloads in a fair, effective, and safe manner. We are committed to ensuring our employees do not work excessive hours or hours harmful to the employee's health, safety or well-being.

#### Scope:

This policy applies directly to all Acres hourly field and shop employees.

#### Legislative Framework:

Acres complies in all respects with all relevant federal and provincial legislation, regulations and standards that apply to all elements of our service.

A week runs from Sunday through Saturday for the purposes of calculating overtime. Both the number of hours worked in a day and the number of hours worked in a week must be looked at when calculating overtime.

#### Policy:

Acres is committed to:

- Ensuring employees will be consistently and correctly compensated for the time they put into their job duties.
- Minimizing incidents of overtime, loss of productivity, health and safety risks and other issues.

Overtime that qualifies for compensation must be pre-approved and refers to any amount of time worked in addition to the standard 8 hours per day and 40 hours in a week with the exception of work falling under an Averaging Agreements (agreements that permit hours of work to be averaged over a period of one, two three or four weeks and also allows some flexibility in hours of work without overtime pay being applicable). See Averaging Agreement Policy

## Hours of Work

Acres standard site hours are Monday to Friday, 7:00am to 3:30pm with a 30 minute unpaid meal break, however it is understood that specific start and end times vary by site, department, project and client requirements and may be over-ridden by a Pre-Job. Site supervisors are responsible for entering their crew work hours into HeavyJob daily.

An employee must not work more than five hours in a row without a 30-minute meal break, which is unpaid unless the employee is required to work or be available for work during a meal break.

Employers are not required to provide coffee breaks.

## Daily overtime:

After working eight hours in a day an employee must be paid time-and-a-half for the next four hours worked, and double time for all hours worked in excess of 12 hours in a day.

This applies even if the employee works less than 40 hours in a week.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours		8	10	6	13		
Regular		8	8	6	8		
1 ½ x			2		4		
2 x					1		

Total hours worked in the week: 37  
 Hours paid at time and a half: 6  
 Hours paid at double time: 1

## *Weekly Overtime:*

An employee who works more than 40 hours in a week must be paid time-and-a-half after 40 hours. This applies even if the employee never works more than eight hours in a day. Only the first eight hours worked each day are used to calculate total hours for weekly overtime.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours		8	7	8	8	7	7
Regular		8	7	8	8	7	2
1 ½ x							5
2 x							

Total hours worked in the week: 45  
Hours paid at time and a half: 5

## *Hours free from work:*

An employee must have at least 32 hours in a row free from work each week. If an employee works during this period, he or she must be paid time and-a-half for all hours worked.

This means that an employee who works seven days in a week must be paid time-and-a-half for one of the days, even if the employee worked less than 40 hours in total.

The employer may pay time-and-a-half on the day with the least number of hours.

## *Minimum daily pay:*

An employee who reports for work must be paid for at least two hours, even if the employee works less than two hours. An employee who is scheduled for more than eight hours reports for work, must be paid for at least four hours.

An employee who is unfit for work (not in compliance with Part 3 of the *Workers Compensation Act*, or the Occupational Health and Safety Regulation) only has to be paid for time actually worked, even if it is less than two hours.