



Hours of Work Policy (Office and Salary)

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 office and salary 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.

Managers

The Employment Standards Regulation defines a manager as

- a) A person whose principal employment responsibilities consist of supervising or directing, or both supervising and directing, human or other resources, or
- b) A person employed in an executive capacity.

As such, managers are excluded from sections of this policy (and BC Employment standards) covering hours of work, overtime entitlements and statutory holiday pay as compensation arrangement is in recognition of all hours worked.

Non-Managers

A week runs from Sunday through Saturday for 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.

Salaried management and non-management positions are defined in individual Acres Employment Agreements.

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.

Time Management

Where feasible and in consultation with their direct Supervisor, employees are encouraged to self-manage their hours of work in order to limit overtime and meet the standard 8 hours per day and 40 hours per week.

Hours of Work

Acres standard business hours are Monday to Friday, 8:00am to 4:30pm with a 30-minute unpaid meal break, however it is understood that specific start and end times vary by department, project and client requirements or individual agreement with the employees' direct Supervisor. As a baseline, it is expected that all employees work 8 hours per day and 40 hours per week. All overtime must be pre-approved by the Supervisor and only if there is a variance - employees must submit an Hours of Work Report to payroll (payroll@acresenterprises.com) by Monday (10:00am) before each bi-weekly payroll in order to receive adjustments that pay period.

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.

Hours of Work Report

Submit this report to payroll (payroll@acresenterprises.com) by Monday 10am before each bi-weekly payroll to report a variance in work hours and in order to receive adjustments that pay period.

Only if overtime is being claimed, report must approved by the employees Supervisor prior to submitting to payroll.

Department: ☐ General ☐ Industrial ☐ Civil ☐ Corp Serv.

Employee Name: _____

Period ending: _____

Overtime hours: _____

Hours not
worked:

Please round hours to the nearest quarter hour (.25, .5 or .75).

Hours to be deducted from
positive vacation balance: _____

I certify that the hours shown were worked by me during the period indicated.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For use by Payroll only: _____
