



## Salary Uplift Policy

### Policy:

Acres is committed to excellence in all we do as an organization and is also committed to the on-going safety and well-being of all Acres employees. Salary Uplift Policy outlines our provisions for salaried employees who are required to change their work schedule from normal Acres working hours, days and weeks.

### Purpose:

For certain business, seasonal, geographic and/or operational requirements, Acres supports revised work schedules to not require or allow an Acres manager and/or salary supervisor to work excessive hours or hours that may be harmful to the employee's health or safety. We are committed to comply in all respects with all relevant federal and provincial legislation, regulations and standards that apply to all elements of our service.

### Scope:

This policy applies directly to Acres salary employees as per the shift schedule laid out.

### Definition:

A compressed work week is a flex work arrangement whereby an Acres manager and/or salary supervisor works longer hours in exchange for a reduction in the number of working days in the working cycle.

An uplift (flexible) work arrangement is considered when the Acres managers or supervisors' scheduled work hours are varied - usually altering the start and end times of their working day. The length of the standard workday and standard work week may be modified accordingly.

Primary Office Locations (as recorded on employee paystub)	
Kamloops	971 Camosun Crescent, Kamloops BC V2C 6G1
Kelowna	102 - 546 Leon Avenue, Kelowna BC V1Y 6J6

### Eligibility:

The uplift schedule would apply to managers and/or salary supervisors only, provided both:

- The Acres employees' place of residence, as recorded in their employee file, is greater than 100km from the work site; and
- The Acres work site is greater than 100km from the employee's primary office.

## Uplift to Salary:

Shift premiums may be paid for flexible or modified working schedules where the Acres employee has elected to change their working hours. The Acres Employee will continue to receive their regular paychecks on the same bi-weekly frequency.

The uplift (increase) will calculate and payable as a percentage of base salary dependent upon the work schedule as follows:

1	5 and 2 shift	5%
2	10 and 4 shift	7%
3	14 and 7 shift	10%
4	21 and 7 shift	15%

## Procedure:

If Acres and/or the respective manager or supervisor initiates the request for an uplift (flexible work) schedule, then the following procedure must be followed:

- A pre-job agreement will be created which will explain the work schedule and uplift.
- The manager/supervisor and their leader meet to discuss details of the uplift work schedule arrangement and set specific goals and responsibilities.
- The agreement must be revisited and discontinued if it negatively affects productivity or efficiency of the individual, the department and or Acres business operations.

## Related Acres Policies:

1. **Travel and LOA (Living out Allowance) Policy**
2. **Hours of Work Policy**
3. **Averaging Agreement Policy**

Created by:	Date:	Revised by:	Date:	Approved by:	Date:
	April 5, 2019			Directors	April 5, 2019,
			Sept 1/21	VP & Pres	Sept 1/21