

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Human Resource Policy/Procedure
Hours of Work
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: March 26, 2015 (R)
DISTRIBUTION: Employees

Policy

It is the responsibility of the Executive Director to develop a manageable program that can be achieved. Staff may be expected to work evenings and weekends on occasion.

Atikokan Literacy Incorporated is committed to providing employees with appropriate compensation for overtime hours worked. The Overtime/Lieu Time Policy clarifies eligibility to receive overtime pay, types and amount of overtime compensation; and the procedures that must follow.

Procedure

1. A flexible workweek shall be used to accommodate regular job responsibilities. This will prevent the necessity of accumulating overtime for regular job responsibilities.

2. A daily record of hours worked will be maintained by staff and these will be submitted to the Executive Director for approval.

Hours of Work

The normal hours of work for all part-time and full-time employees shall depend upon Ministry of Training, Colleges and Universities annual contractual funding agreement. Regular operational hours range from 8:00 a.m. to 4:00 p.m. Monday to Friday.

Breaks/Rest Periods

Each full-time employee will be allowed a one hour unpaid lunch period. Atikokan Literacy Incorporated will also provide employees with two fifteen (15) minute breaks. Such break times may be varied to suit the work schedule of the employee or their workload, at the discretion of the Executive Director.

Office Closure

Atikokan Literacy Incorporated offices may be closed under special circumstances such as;

- Extreme weather conditions (e.g., heavy snowfall, freezing rain); or
- Unforeseen circumstances (e.g. power outage, heater malfunction).

The decision to close the office shall be at the discretion of the Executive Director.