
Policy Section:	Human Resources
Policy Title:	Hours of Work
Policy Number:	RCJTC P.05.14
Date Published:	September 1, 2010
Date Reviewed:	June 2, 2014
Year of Next Review:	

14. HOURS OF WORK

- 14.1** The RCJTC recognizes the importance of having employees at work during regular operating hours. To meet this obligation the working hours of the office and staff shall be set.
- 14.2** The RCJTC office shall normally be staffed from 6:30 am to 5:30 pm Monday to Friday with the exception of statutory holidays, school breaks, and PD Days.
- 14.3** The work hours of employees shall be set by RCJTC and the supervisor to provide service to clients on a regular and routine basis. Employees may be required to work overtime, irregular hours, and/or work during emergency situations.
- 14.4** Employees shall submit requests for changes in work hours whether temporary or permanent, to their supervisor. The General Manager or designate shall consider requests.
- 14.5** During peak periods, employees may be asked to work overtime and shall not take vacation.
- 14.6** Overtime shall be recognized and compensated in accordance with the Collective Agreement or policy.

Related RCJTC Administrative Procedures

AP.05.26 Alternative Work Environments – Pilot

Related RCJTC Forms

F.05.26.1 Alternative Work Environment Agreement – Pilot
F.05.26.2 Alternative Work Environment Safety Checklist for Employees - Pilot