

GUIDELINES

MODIFIED WORK WEEK SCHEDULES

SUPPORT STAFF

STATEMENT: *A Modified Work Week Schedule may operate in work areas where it is mutually agreed upon between staff and management. The Modified Schedule must be consistent with the Collective Agreement and the Guidelines below. Implementation of the Modified Work Week Schedule must not result in increased costs or diminution of services to the College.*

GUIDELINES:

Where a Modified Work Week is contemplated, the Administrator of the area in question shall ensure the employee(s) in question understand these guidelines. The Administrator shall consult with Employee Relations to ensure the proposed plan meets with contractual obligations and the following guidelines:

1. Modified Work Week Schedules must be consistent with the terms and conditions of the Collective Agreement. Article 15 - Hours of Work reads, in part:
 - "15.1(a) *Except for those employees provided for in paragraph (c) and (d) below, the standard work week shall consist of thirty-five (35) hours of work on any five (5) consecutive days, only one (1) of which can be a Saturday or Sunday. Thirty (30) days notice shall be given for a change in the five (5) consecutive working days.*
 - 15.1(c) *For those regular employees who were in the employ of the College on September 1, 1975, in accordance with the terms of their appointment letters, the standard work week shall consist of thirty-five (35) hours of work in a Monday through Friday work week. The work day shall consist of seven (7) working hours per day.*
 - 15.1(d) *The Union and the Employer recognize that various versions exist of a modified work week concept which average thirty-five (35) hours per week. It is understood and agreed that such cases are exceptions to clause 15.1(a) and (c) only in respect to the thirty-five (35) hour limitation, and the seven (7) hour per day limitation."*

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2. These guidelines apply to all full-time and part-time regular employees. When an auxiliary is called in to replace a regular employee who is on a modified work week schedule, the auxiliary employee may be asked to adopt the modified work week schedule in question, provided they are called in for the entire work cycle. In any event, the schedule must be consistent within each applicable pay period.
3. For full-time regular employees, the scheduled work week must consist of at least four (4) days per week. For part-time regular employees, the scheduled work week must consist of at least two (2) days per week.
4. In accordance with the Collective Agreement and the Employment Standards Act, the scheduled work day shall not exceed ten (10) hours per day and shall include a minimum of four (4) hours per day. Scheduled hours shall be paid at straight time rates.
5. For full-time regular employees, hours in excess of the scheduled time shall be treated as overtime as per the Collective Agreement. For part-time regular employees, hours in excess of the scheduled time shall be paid at straight time rates unless they exceed ten (10) hours in a day or seventy (70) hours in a pay period. Approval of the Supervisor must be given before any overtime is worked. In the case of part-time regular employees, approval of the Supervisor must be given before additional hours (outside of the normal part-time regular work schedule) are worked.
6. The maximum work cycle shall be two (2) weeks, which must correspond with the bi-weekly pay cycle.
7. Meal breaks and rest breaks must be taken in accordance with the Collective Agreement. Working through breaks in order to count the time as time worked is a violation of the Collective Agreement.
8. Sick time, Bereavement Leave, Leaves for Court Appearance, Leaves to attend courses or Conferences, Family Illness Leave, and Professional Development Leave for Specialized Positions shall be paid according to the approved Modified Work Week Schedule.
9. For full-time regular employees on a Modified Work Week Schedule, pay for Statutory Holidays and Special Leaves provided for in Article 22.7 shall be the standard seven (7) hours per day. Full-time regular staff on a Modified Work Week Schedule shall adjust the number of hours they work in that schedule cycle to ensure they are paid the standard number of hours in a bi-weekly pay period unless it is not feasible to do so, i.e. seventy (70) hours for full-time regular employees. Where an employee on a Modified Work Week Schedule is not able to adjust the number of hours in a bi-weekly pay period to ensure they are paid the standard number of hours for the bi-weekly pay period, and where the total number of hours

accounted for in the pay period is less than the standard (70) hours, the employee's pay shall be adjusted accordingly.

10. For part-time regular employees on a Modified Work Week Schedule, pay for Statutory Holidays and Special Leaves provided for in Article 22.7 shall be prorated at the rate of 1/10 of the bi-weekly pay period for each Statutory Holiday or day of Special Leave. Part-time regular staff on a Modified Work Week Schedule shall adjust the number of hours in a bi-weekly pay period to ensure they are paid the standard number of hours in a bi-weekly pay period unless it is not feasible to do so.

Where a Part-time regular employee is not able to adjust the number of hours in a bi-weekly pay period to ensure they are paid the standard number of hours in a bi-weekly pay period, and where the total number of hours reported in the pay period is less than the standard number of hours in the employee's regular work schedule, the employee's pay shall be adjusted accordingly.

11. During certain times of the year, Modified Work week Schedules may be temporarily altered by the College to meet special needs.
12. Vacation time shall be taken either on the basis of the Modified Work Week Schedule or on the basis of the Standard Work Week Schedule within a particular pay period. In the event that the vacation is to be taken based on a schedule which differs from the employee's regular work schedule, the employee shall advise payroll of the anticipated change.
13. In the event of a disruption of College services, e.g. strike, lock-out, etc., Modified Work Week Schedules shall be suspended until further notice.
14. The Administrator is responsible for consulting with Employee Relations prior to making a decision to approve a proposed Modified Work Week Schedule and/or any on-going revisions to it. Such consultation must occur prior to implementation of the schedule.

PROCEDURE:

1. Where an Administrator and staff member(s) have mutually determined that they wish to operate with a Modified Work Week Schedule, a written submission, outlining the details of the schedule and its implications, shall be forwarded to Employee Relations for feedback, a minimum of two (2) pay periods before the proposed implementation date.

The submission shall include a written schedule for each staff member participating, indicating the number of hours to be worked each day, the days off, coverage arrangements for days off, the length of the modified schedule's time cycle (e.g..

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weekly, bi-weekly, etc.), and the dates during the year when the Modified Work Week Schedule would apply.

An Employee Relations Department representative shall review the submission to ensure it is consistent with the Collective Agreement and these Guidelines. The Employee Relations Department representative will advise the Administrator of any inconsistencies and suggest amendments to eliminate the inconsistencies.

2. When a plan has been approved, the Administrator shall provide payroll with a written work schedule for each staff member involved.

If any temporary changes to the work schedule are necessary, they shall be noted as such on the appropriate timesheet. These should be kept to a minimum.

The timely submission of timesheets to payroll for those on a Modified Schedule is essential.

3. Any proposed changes to a Modified Schedule of an ongoing nature shall be forwarded to Employee Relations for review and feedback. Wherever possible, this should be done a minimum of two (2) weeks in advance of the proposed implementation.
4. Further to Guidelines 9 and 10 respectively, in order to ensure the number of hours claimed in the schedule cycle in which a Statutory Holiday and/or Special Leave falls does not exceed the standard (70) or the standard part-time hours (for example 20 hours per week), the employee shall adjust their schedule accordingly for the pay period in question.

If the hours normally worked on the day of the Statutory Holiday are not seven (7), the staff member will adjust their schedule and, where it is necessary to work additional hours, the timesheets shall be completed to reflect this.

For full-time regular employees whose regular Modified Schedule is Monday - 9 hours, Tuesday - 7 hours, Wednesday - 8 hours:

*Monday, Oct. 23 - Stat.Hol. - 7 hours pay
Tuesday, Oct. 24 - 8 hours **including 1 hour RE: Stat**
Wednesday, Oct. 25 - 9 hours **including 1 hour RE: Stat***

For part-time regular employees whose regular Modified Schedule is Monday - 5 hours, Tuesday - 8 hours, Wednesday - 8 hours:

*Monday, Oct. 23 - Stat.Hol. - 4 hours pay
Tuesday, Oct. 24 - 9 hours **including 1 hour RE: Stat***

Wednesday, Oct. 24 - 8 hours

For full-time regular employees, if the Statutory Holiday falls on a scheduled day off, the next working day shall be taken off or one day mutually agreed upon by the staff member and the supervisor/administrator. If the day agreed upon is outside the two (2) week cycle it is banked as seven (7) hours straight time.

5. If a full-time regular employee, as a result of termination, Maternity/Parental Leave, Leave of Absence, Long-Term Disability or return from Long-Term Disability, is unable to work a complete Modified Work Week cycle the employee must revert to a standard 7 hour per day/5 day per week work schedule until the next complete Modified Work Week cycle begins.
6. If a part-time regular employee, as a result of termination, Maternity/Parental Leave, Leave of Absence, Long-Term Disability or return from Long-Term Disability is unable to work a complete Modified Work Week cycle the employee will contact Payroll to establish hours of work for the incomplete cycle.
7. Should one party (staff or administrator) wish to change the work schedule significantly, or return to a standard schedule, it shall be raised and discussed between the parties. Further to Guideline 13, in the event the changed schedule represents anything other than a Standard Schedule, the Administrator shall then forward the proposal to Employee Relations for feedback. Notwithstanding this, Article 15.8 of the Collective Agreement applies, and reads as follows:

"15.8 Changes in Hours of Work - Work Schedules

- (a) *The Employer will provide written notification to those regular employee(s) that are to be affected by significant changes in their existing work hours/schedules.*
- (b) *Employee(s) request(s) for changing existing work schedule(s) will be made in writing to their supervisor.*
- (c) *The parties agree that the Labour Management Committee is the final avenue for concerns raised over any change as specified in 15.8(a) or (b)."*