Hours of Work, Professional & Managerial Staff

Section	Date	By-Law Number	Page	Of
Human Resources	May 6, 2024	064-2024	1	3
Subsection	**Repeals By-Law Number**		**Policy Number**	
Professional Managerial	165-2019		HR-3-5	

Policy Statement
The City of Kenora provides compensation that is internally and externally competitive and inclusive of 40hours per week, 2080 hours per year. Respecting the normal hours of business, daily start and end times are at the discretion of the employee's supervisor. Leaders are encouraged to apply flexibility in response to service delivery and/or operational needs to respond to periodic extended work hours or days.

In emergent or circumstances where service levels require an employee to perform an inordinate overtime, compensation will be provided in accordance with the rules and regulations outlined in the Employment Standards Act, 2000, S.O. 2000, c. 41.

Purpose
The City of Kenora recognizes that employees within the professional and managerial employee group have a level of discretion and independence in the way they perform their work. Employees in this group receive benefits and compensation that recognizes the normal and natural overtime required of municipal leaders.

This policy establishes the normal hours of work for Professional and Managerial jobs as Monday to Friday 8:00am – 5:00pm. It is recognized that from time to time the work of the municipality requires flexibility and adjustment to the normal hours and days of work to meet operational and service delivery needs; and that employees holding professional and managerial positions receive compensation that is reflective of the wholesome nature of the work, including benefits and exceptions to the normal hours of work when necessary.

The purpose of this policy is to outline benefits and exceptions to the normal working hours and to clearly communicate the criteria required to implement alteration and/or permanent adjustment to an employee's work schedule.

In lieu Benefits and Compensation
Leaders should seek flexible arrangements to deal with extra work hours that may be required from time to time to meet operational needs. When alternate work arrangements cannot be made, this policy describes ways of compensating eligible employees who experience extended work periods.

Supervisor in Lieu Days (SLD)Scope
In recognition and compensation for extended work hours, employees in the professional and managerial group are provided with 40hours (five days) of time off in lieu of overtime. Lieu time is scheduled at a time mutually agreeable to operational requirements. Lieu time earned in a calendar year must be taken within the year it was earned.

Emergent or Inordinate Overtime
In emergency or inordinate circumstances where service levels a member of Senior Leadership may require an employee to perform overtime. In these rare instances compensation will be provided in accordance with the rules and regulations outlined in the Employment Standards Act, 2000, S.O. 2000, c. 41.

According to the Employment Standards Act, 2000, (the "ESA") the normal rule in Ontario is that employees who work more than 44 hours in a week (or an average of 44 hours over several weeks) are owed overtime wages. Approved overtime will be paid at time and one-half hours.

Flex-Time
An employee can within a one week pay period (Sunday – Saturday) due to workload, flex their week. For example, an afterhours meeting is for two hours, an employee can adjust their hours by two hours during that same week.

Flex Time is not used to create extra time off or leave early at the end of the week. Approval from the Senior Leadership Team Member to flex time within a week is required.

Application
This policy applies to all Professional and Managerial employees.

Accountability
Supervisors are accountable to ensure adherence to this policy as outlined.

Administration
Human Resources