



HUMAN RESOURCE POLICY

3.0 HOURS OF WORK **3.01 EXPECTED HOURS OF WORK**

Purpose

To establish the regular working hours for employees.

Application

This policy applies to all employees of the IPC.

Hours of Work

Permanent Full-time out-of-scope employees:

- The hours of work are undefined for all employees of the IPC. However, out-of-scope employees will be typically required to work 8:00 a.m. to 5:00 p.m., Monday to Friday.
- A day shall consist of eight hours worked, typically 8:00 a.m. to 5:00 p.m. Note: Permanent full time out of scope employees may request a more flexible schedule subject to the approval of the Commissioner. See the Flex Time Policy 3.05 for more information.

Part-time or term employees' work schedules will be assigned by their supervisor.

Meal Breaks

Permanent full-time out-of-scope employees will be provided with a one hour unpaid lunch break per day. With their supervisor's approval, employees may shorten their lunch break to a minimum half hour, and reduce their work day hours by a half hour.

Part-time or term employees must receive a one-half hour unpaid meal break within every five consecutive hours of work. The timing of meal breaks may vary subject to the supervisor's approval.

Rest Breaks

Permanent full-time employees are entitled to a morning and afternoon rest period of 15 minutes each day.

Part-time and term employees working less than full-time daily hours shall be entitled to a 15 minutes rest period for each continuous period of 3 ½ hours worked in a day. Rest period shall be scheduled to meet the needs of the IPC.

Minimum Hours of Work: Occasion of Work

An "occasion of work" refers to those situations where a part-time or a less than full time term employee is called into work based on an understanding that there is available work for that employee to do. If the employee attends at work and the available work is for less than 3 hours, he/she shall be paid at their normal hourly rate for a minimum of three hours.

An employee called back into work more than once during a twenty four hours period shall be paid for the actual hours worked during the callback period.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

The Saskatchewan Employment Act

Influencing Source

Legislative Assembly Service Human Resource Policy 3.1