

COUNTY OF ST. PAUL #19

Policy Number

PER-18

Title
Hours of Work

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Date Approved

April 11, 2006

Purpose:

The County of St. Paul wishes to provide guidelines regarding work hours that meet operational requirements while considering employees' preferences and external obligations.

Procedure:

Administration Staff

- 1) The hours of work for administrative staff shall be 8:30 a.m. to 4:30 p.m. Monday through Friday.
- 2) Employees shall be allowed two (2) fifteen (15) minute paid breaks per working day. Breaks are provided as a benefit to the employees. The employee may choose not to utilize their breaks, but this will not entitle an employee to go home early in the event that they do not take their breaks.
- 3) Office Employees shall be allowed one (1) hour per working day for an unpaid lunch break.

Public Works Staff

- 1) Regular winter hours of work for Public Works shop employees shall be 8:00 a.m. to 4:30 p.m. Monday through Friday, allowing one-half (1/2) hour per working day for lunch break. Regular summer hours of work for Public Works shop employees shall be 7:00 a.m. to 4:30 p.m. Monday through Friday, allowing one-half (1/2) hour per working day for an unpaid lunch break.
- 2) Employees shall be allowed two (2) fifteen (15) minute paid breaks per working day. Breaks are provided as a benefit to the employees. The employee may choose not to utilize their breaks, but this will not entitle an employee to go home early in the event that they do not take their breaks.

- 3) **Seasonal Workers** – County seasonal workers shall not work more than ten (10) hours per day unless authorized by the Public Works Superintendent, however, hours of work shall not exceed twelve (12) hours unless an emergency exists. This is consistent with Labour Standards Guidelines.
- 4) **Parks Employees** – Parks employees shall not work more than eight (8) hours per day unless authorized by a Parks Manager. However, hours of work shall not exceed twelve (12) hours a day unless an emergency exists. This is consistent with Labour Standards Guidelines. Parks night staff shall not exceed six (6) hours a day after which, they will stay in the living quarters provided by the County and be available to park guests should the need arise.
- 5) **Library Employees** – set by the Library Board
- 6) **Landfill Employees** – set by the Landfill Manager

	Date
Approved by Council	September 11, 2007
Amended	September 14, 2010
Amended	March 8, 2014