| POLICY NO: | 15 | Approval Date: October 12, 2021 |
| TITLE: | Hours of Work Policy | |

POLICY STATEMENT

This policy establishes the official workweek at Grande Prairie Regional Sport Connection. Because of the differing nature of our business, the Executive Director determines employee scheduling needs which will be communicated to employees as part of their orientation.

15.   Hours of Work

Grande Prairie Regional Sport Connection will maintain regular hours of work in order to provide consistent service for our members.

a) Normal office hours are 8:30 AM to 4:30 PM, Monday to Friday, however due to the nature of work hours can vary and include evenings and weekends.
b) Staff may be required to work beyond regularly scheduled hours including evenings and weekends.
c) Variations in the hours of work must be approved in advance by the Executive Director.
d) Executive Director must provide staff 72 hours' notice that their schedule is changing.

15.1   Breaks

Employees are entitled to **one 30-minute paid or unpaid break after the first 5 hours of work for shifts** that are between 5 and 10 hours long. For shifts 10 hours or longer, an employee is entitled to two 30-minute breaks. An employee is not entitled to any breaks if their shift is 5 hours or less. Lunch breaks are unpaid.

15.2   Overtime

In accordance to Government standards, overtime has to be pre-approved and time off in lieu will be given.

a) The Board Chair must authorize and pre-approve all overtime for the Executive Director.
b) The Executive Director must authorize and pre-approve all overtime for employees.
c) No more than 40 consecutive hours may be taken as time off in lieu.

d) Employees are encouraged to take the time "in lieu of" within the pay period following an anticipated event or meeting.

e) Time off for the Executive Director must be scheduled in advance with, and at the approval of, the Board Designate.

Review and Approval

This policy will be reviewed every 3 years or sooner if issue arises with its interpretation and use