

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION EMPLOYEE BENEFITS	SUBJECT 4 DAY WORK WEEK

1. PURPOSE

1.1. To outline the terms and conditions of the expanded hours of operation and the four-day work week.

2. POLICY INTENT

2.1. The Municipality of the District of Argyle's goal is to provide the best possible service to its residents and aims to create a healthy and productive workplace for all staff. Expanded operating hours will benefit residents as it will increase their ability to access municipal services. The four-day work week will also improve our employee's health and wellness by providing better work-life balance and help maintain employee satisfaction and commitment to the municipality.

3. EXPANDED OFFICE HOURS

3.1 The Municipal Office hours of operation will be expanded effective **July XX, 2022**.

3.2 The new hours of operation shall be 8:00 a.m. to 5:00 p.m. Monday to Friday.

4. APPLICATION

4.1 This policy applies to all permanent full-time employees except for those who have a valid reason and are approved by the CAO.

4.2 Employees will work under a two-shift system with employees divided into "Team A" and "Team B".

4.3 Commencing **July XX, 2022**, "Team A" employees will work Monday to Thursday and "Team B" employees will work Tuesday to Friday. These shifts will reverse between the teams approximately every four weeks. No day swapping or shift changes are permitted.

4.4 Full time salaried employees who previously worked 35 hours per week from Monday to Friday will now work four 8 hours and 45 minutes shifts per week (vs. five 7-hour shifts) for a total of 35 hours per week with half hour unpaid lunch included each shift.

4.5 It will be mandatory, except under exceptional circumstances as determined by the Chief Administrative Officer, for employees to cover shifts when needed on their regular day of rest.

4.6 Employees who are called in to work on their regular day of rest will be entitled to lieu time that can be taken on either a Tuesday, Wednesday, or Thursday.

4.7 Sick leave and vacation will be applied on a per hour basis versus a per day basis. Entitlements will remain the same.

4.8 Employees must have their vacation and/or use of overtime or lieu time approved by

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their supervisor and the leader of their team to ensure that shifts are always appropriately covered.

4.9 Banking or combining lunch and/or breaks will not be permitted.

4.10 Employees will still be entitled to all regular paid holidays. If a holiday falls on a regular day of rest (i.e., Monday) the employee shall take Tuesday off with pay. If a holiday falls on a regular day of rest (i.e., Friday) the employee shall take Thursday off with pay.

4.11 For holidays that fall on Tuesday, Wednesday, or Thursday, the day off shall be that day.

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]:

Date of Passage of Current Policy: June 14, 2022

I certify that this Policy was adopted by Council as indicated above.

Original Signed

Warden

Date

Original Signed

Chief Administrative Officer

Date