



BC CARE PROVIDERS ASSOCIATION

Subject: Hours of Work
Original Approval: Sept 16, 1993
Amended: Sept 18, 2014
Issuing Authority: Chief Executive Officer
Effective Date: Sept 18, 2014

1. Normal office hours will be from 8:30 am to 4:30 pm. Lunch break will be one-half hour. Reasonable time will be allowed for a morning and afternoon break.
2. Variable Hours
 - a. Variable starting and quitting times may be established on an exception basis and upon mutual agreement between a group of employees, their appropriate Director/Manager and the Chief Executive Officer.
 - b. Working hours will be maintained at an average of 7.5 hours per day.
 - c. Directors/Managers are responsible for ensuring that adequate coverage is available during normal hours.
3. Overtime
 - a. Overtime must have prior written authorization of the immediate supervisor.
 - b. Authorized overtime will be paid to clerical support staff on the following basis
 - i. On regularly scheduled work days, time and one-half for the first 3.5 hours in excess of 7.5 hours in the day.
 - ii. For work performed on a regularly scheduled work day in excess of 11 hours, double time will be paid.
 - iii. For work performed on Saturdays, time and one-half will be paid for the first 7.5 hours and double time thereafter.
 - iv. For work performed on Sundays and statutory holidays, double time will be paid.
 - v. Where the aggregate in a week exceeds 48 hours, double time will be paid for hours worked in excess of 48 hours.
 - vi. Where there is agreement of the appropriate Director/Manager, time off at the stated overtime rates may be granted in lieu of pay.
 - c. Directors and professional staff will have additional hours reimbursed as follows:
 - i. Reimbursement will be in the form of equivalent time off based on an annual five day maximum
 - ii. Professional staff must maintain an accounting of overtime worked and submit a time sheet to the appropriate Director/Manager for review and approval.
 - iii. Time off banks will be permitted to accumulate to a maximum of five days. No time in excess of five days will be placed in the time off bank.
 - iv. Time off will be scheduled by mutual agreement between the employee and the appropriate Director/Manager and taken in the year they accrue.
 - v. Implementation date for this policy is September 18, 2014.