



CITY POLICY

POLICY NUMBER: A1110

REFERENCE:

Commissioners Ref. #3437, 1982 04 07
City Manager 1986 10 17

ADOPTED BY:

City Manager

SUPERSEDES:

5072

PREPARED BY: Personnel Department

DATE: 1986 10 17

TITLE: COMPRESSED HOURS OF WORK - CSU #52, MANAGEMENT AND OUT-OF-SCOPE
(CONFIDENTIAL) EMPLOYEES

Policy Statement:

CIVIC DEPARTMENTS MAY PARTICIPATE IN THE COMPRESSED HOURS OF WORK PROGRAM,
PROVIDED THAT SERVICE TO THE PUBLIC AND/OR OTHER DEPARTMENTS IS NOT ADVERSELY
AFFECTED AND THAT NO ADDITIONAL COST IS INCURRED.

The purpose of this policy is to:

Establish the procedures for the approval and implementation of compressed hours of work.



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1. DEFINITIONS

1.01 Compressed Hours of Work

The reduction of the number of days worked by an employee in a bi-weekly pay period while, at the same time, increasing the number of hours worked per day by a proportional amount.

1.02 Compressed Day

The day(s) off resulting from an employee working more hours per day, yet fewer days in a bi-weekly pay period.

2. RESPONSIBILITIES

2.01 City Manager

To approve the administrative procedures for compressed hours of work and to make the final decision on approving compressed hours of work for implementation in individual departments.

2.02 Personnel Department

(a) To review the compressed hours of work proposals from line departments to ensure conformance with collective agreements, established criteria and administrative procedures.

(b) To forward proposals which meet the criteria to the City Manager.

2.03 Department Head

(a) To determine whether or not compressed hours of work are viable in that department.

(b) To prepare a compressed hours of work proposal(s) for review by the Personnel Department and the City Manager.

(c) To implement and administer the compressed hours of work program.

(d) To maintain an on-going evaluation of the compressed hours of work program to ensure compliance with the criteria.

3. PROCEDURES

3.01 Application Procedures

(a) The department requesting compressed hours of work shall complete an Application for Compressed Hours of Work form (Attachment I) along with the work schedules in Attachments II and III. Management employees shall be listed on Attachment II. Out-of-Scope (Confidential) employees and employees belonging to the CSU #52 bargaining unit shall be listed on Attachment III.



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- (b) The proposal will be forwarded to the Personnel Department where it will be reviewed for conformance with administrative procedures, collective agreements, and established criteria.
- (c) Where the proposal meets such requirements, the Personnel Department will forward the proposal to the City Manager for review. Proposals not meeting the requirements will be referred back to the originating department.
- (d) After final approval has been received by the originating department, the implementation of the program may proceed, provided that the Personnel Department is first notified in order to advise CSU #52, where applicable.

3.02 Criteria for Approval

- (a) The compressed hours of work program shall not result in any additional cost to the department.
- (b) The operational requirements of the department shall not be adversely affected.
- (c) The department shall designate another management employee to assume the responsibilities of each management employee on his/her compressed off-day.

3.03 Administrative Procedures

- (a) Hours of work will be 7.5 hours per day for nine days in a bi-weekly pay period, with an unpaid lunch break which may vary between one-half hour and one and one-quarter hours.
- (b) Vacation and income replacement will be reported on time cards as 1.1 day (7.5 hours) for each day taken and 0.5 of a day for each half day taken, in accordance with the collective agreement, where applicable. A half day taken will be reported as 0.55 of a day (3.75 hours).
- (c) The overtime bank used will continue to be reported in terms of hours.
- (d) Statutory holidays will be reported as 7.5 hours, however, during the first full pay ending of January each year, employees on the compressed hours of work program will be required to work 7.5 hours per day for ten days to reconcile the additional statutory holiday pay. Employees who commence service with the City after this date and departments commencing compressed hours of work after this date will not be required to work the extra day during that calendar year. Those employees terminating after having worked the day and employees in those departments subsequently cancelling compressed hours of work will not receive a payout/credit for such day.
- (e) Employees of the CSU #52 bargaining unit, who work hours other than 67.5 per bi-weekly pay period, are not eligible to participate in compressed hours of work.
- (f) Where an employee is required to work on his/her compressed day, the following shall apply:



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- (i) Management Employees - an alternate day off should be arranged as soon as possible.
- (ii) CSU #52 and Out-of-Scope (Confidential) Employees - departments are to provide employees with 48 hours' notice of change to their compressed day off. In the event that 48 hours' notice is not provided, or where it is not possible to reschedule the employee's compressed day off, the employee shall receive overtime in accordance with the collective agreement.
- (g) The accumulation, banking or trading of compressed days off is not permitted.
- (h) Postings shall contain a statement indicating that the position is subject to compressed hours of work.

3.04 Termination of Program

- (a) Where a department plans to terminate compressed hours of work, the employees shall be given a minimum of one month's notice, in writing. A copy of the notice shall also be forwarded to the Personnel Department and to the Union, where applicable.

4. APPENDIX

Attachment I	Application for Compressed Hours of Work
Attachment II	Work Schedule - Management Staff
Attachment III	Work Schedule - Out-of-Scope (Confidential) and CSU #52 Employees

