

Report to Municipal Council



Meeting Date: March 19, 2025	Report Date: March 13, 2025
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: General Government	Type of Meeting: Regular Meeting

Report Title: 4-Day Work Week Policy - 2nd Draft

Recommended Resolution:

That Council review the attached draft Policy and recommend for adoption.

Analysis & Background:

The Union representative met with Union members, and they agreed in most part with the Policy with the following comments which some have been integrated in the Policy (2nd version):

- It was suggested that the term “compressed work week” be substituted with another term, we suggest modified work week. He sights that the term is used in other contracts he administers and has a slightly different meaning. Seeing that there is no perceived impact, I have amended the Policy as such.
- The detailed schedule is not necessary, and that we should describe how we will schedule. I have attempted to replace the schedule with language in the Policy.
- They wanted the staff responsible for Service Ontario to be included in the Policy. I explained that the Service Ontario counter must be open five (5) days a week and without additional funding from Service Ontario, the position must remain a five (5) day a week schedule.
- The Union requested a greater notification of schedule change forty-eight (48) hours to two (2) weeks if reverting to a five (5) day per week schedule. I made the change in the Policy. The department can still change the days to work within a week as long as it is scheduled by the Friday of the previous week.
- The Union prefers that for statutory holidays that a full ten (10) hour day be given either the day of or the day preceding. The general impact for all staff would be:



- A modified work week will have ten (10) hours for a forty (40) hour work week or +/-8.75 hours for a thirty (35) hour work week, in this current Policy the morning and afternoon break remain at fifteen (15) minutes each, saving thirty (30) minutes per week or roughly just over two (2) hours per month offsetting the additional statutory pay. No perceived financial impact.
- I added language dealing with when a statutory holiday should be taken e.g. For inside workers, Good Friday should be taken on Thursday if you are scheduled off on the Friday and Easter Monday taken on Tuesday. This leaves sufficient staff to cover the Thursday and Tuesday schedule. Outside workers could be set for operational need.

ESA implications to be considered: Please note that some interpretation of the Act should be confirmed. In general, unless the 4-Day Work Week Policy (or any other policies) violates the ESA, the non-union employee's decision to join the 4-Day Work Week Policy could be conditional of acceptance of terms and agree to modification of the terms in the employee letter of offer.

<https://www.ontario.ca/laws/statute/00e41#BK5>

There is still some language duplication in the Policy that can be improved, the current intent is to build a framework to improve upon as we progress with the implementation. Some other items that were adjusted that are in red. Items in Yellow are generally items discussed above.

Attachments:

- Draft policy

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