

# Municipality of St Charles

## 2<sup>nd</sup> Draft 4-day trial Policy

**Initial Trial period:** April 15 to July 31.

**Initial review period:** Report due at Council July 16, 2025

**Staff affected:** All full-time staff

**Purpose of Policy:** Implementation of a Four-Day Work Week

**Purpose:** To enhance employee morale, improve work-life balance, and align with modern workplace trends by implementing a four-day work week on a trial basis.

**Policy Statement:** This policy establishes the framework for transitioning to ~~ana~~ modified work week schedule to reduce a traditional five-day work week to a four-day work week where mutually agreed to. The initiative aims to maintain operational efficiency while offering staff greater flexibility. The implementation will be monitored through a pilot program starting in April 15 at the earliest and evaluated after July 16. If both parties agree to continue or amend the policy, the trial period will be extended to October 31, 2025 at the latest.

### Termination of 4-Day Work Week Trial Policy

Upon the conclusion of the 4-day work week trial period, the employer shall have no further obligation or liability to the employee, this includes, but is not limited to, the continuation of the 4-day work week schedule except in specific circumstances where this modified schedule has been negotiated as a term of employment.

**Scope:** This policy applies to all municipal staff, with specific considerations for departments where modified schedules may impact operational requirements.

### Key Provisions:

#### 1. Work Hours:

- Specific department schedules will vary:

- **Office Staff:** Staff will work four days per week with extended daily hours, generally nine (9) hours per day except on the final day, which will be eight (8) hours.
  - Staff will be scheduled to work a 4-day work week between Monday and Friday. The days to be worked will be determined by the CAO upon consultation with the department heads.
  - The days start time and end time can vary with immediate Supervisor's approval, however there will be a requirement that office staff be in attendance when the Office is open to the public.
  - Scheduling of 15-minute breaks will be required where staff compliment would fall below two office staff. Staff may be required to stay on property during the paid 15-minute break and/or stagger breaks with co-worker.
- **Public Works and Parks & Recreation:**
  - Summer: Four 10-hour days generally from starting mid-April to mid-October.
  - Winter: Five 8-hour days due to operational needs. Generally, from mid-October to mid-April.
  - With reasonable notice, the Department Head may adjust the start and end date or time of the scheduled work week hours pending operational need.
- **Service Ontario:** Continues a five-day schedule to meet public service demands. Where qualified staff rotation is available to fill in fifth day, the staff will be permitted to request to amend his or her work week work schedule. The Service Ontario position is dependent on funding from the province.

## 2. Vacation, overtime, banked time and Coverage:

- A minimum staffing level will be maintained to ensure operational continuity.
- Staff vacations will be planned to prevent overlapping vacation time, with no more than two staff members per work location absent simultaneously.

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- If minimum staffing is not met and where unionized staff cannot be scheduled at regular time, department head coverage will be required i.e. will be required to amend their schedule to ensure that minimum staffing is available.
- Where operational needs require a traditional 5-day work week e.g. unexpected incident, abnormal absence of staff including vacation/sickness, contract stipulation for a special event (tournament, extended facility rentals, ...) **During the trial period, the Municipality with reasonable notice of no less than the Friday prior to the week in question, can suspend the modified work week schedule.**
- Under any circumstances during this trial period, the municipality reserves the right to terminate modified work week schedule with two-week notice except where negotiated as a term of employment.
- Where modified work week schedule is agreed to, overtime shall only be applicable to hours beyond the agreed “modified regular workday hours” e.g. if you are schedule for 10 hours in a 4-day work week, only hours beyond 10 hours would qualify for overtime for that specific day, and overtime will be paid on the day(s) that no work hours were scheduled.
- For office staff, banked time will generally not be allowed to be taken either on a Monday or Friday.
- **For the purpose of this policy, vacation allocation will be calculated on a hourly basis.**
- **Employees will maintain a 15-minute break in the morning and a 15-minute break in the afternoon.**

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### 3. Evaluation Period:

- The trial will run from (start date to be determined) April to July 16 and if mutually agreed to, extended to October 31, 2025.
- Performance metrics, staff feedback, and operational impacts will be assessed. (Productivity, Absenteeism, Staff Satisfaction, Operational Cost)
- Adjustments to the policy will be made based on evaluation outcomes.

### 4. Operational Exceptions:

- o Departments with specific demands e.g., arena, custodial services, snow clearing, may be required to retain a traditional five-day schedule between fall and spring.
- o The Department head may delay the start and end of the modified work week schedule to maintain operational efficiency. Notice shall be provided to staff at least one week prior to the start or end of the modified schedule.
- o Flexibility for staff preferring a five-day work week will be considered if operationally viable. Where operational conditions do not allow differing schedules, the modified work week schedule may be terminated.

#### 5. Union Considerations:

- o Union staff will be consulted, and agreements will incorporate the four-day schedule as applicable and concurrence with this policy is required prior to start of the trial policy.
- o Ongoing negotiations will address potential impacts on wages and working conditions.
- o The initial request will be that a 90-day trial be considered by all staff. The trial may be extended by another 90-day period if agreed by the municipality and a sufficient number of staff to maintain operational effectiveness.
- o If a staff member does not wish to participate in the modified work week schedule, the policy may still be implemented if practical to do so.
- o If a staff member wishes to return to a 5-day schedule, a 2-week notice is requested, however any reasonable request will not be denied.

#### 6. Customer Service:

- o Customer service hours may be adjusted to accommodate the modified schedule, ensuring minimal disruption.

#### 7. Schedule (proposed)

##### **Office staff – 2 King Street**

In general, the staff which is comprised of +/- four individual positions will be scheduled to work in this location shall be scheduled on a consecutive 4 days per week, 2 staff will start on the Monday and the other 2 will start on the

Tuesday. The schedule may be altered by mutual agreement by staff and department head.

\*Service Ontario is a dedicated position, since the province is funding the position with a 5 days a week requirement, we would require such funding to cover the fifth day of operation to consider this position eligible for the modified work week schedule.

#### **Outside staff**

PW staff will generally be scheduled four consecutive days per week, the week schedule shall be provided by the department head on the Thursday proceedings the week. The schedule may be altered by mutual agreement by staff and department head.

Other staff including the Arena Worker and Custodial/landfill attendant staff shall be schedule according to operational needs. The work week shall be four consecutive days where possible. Where four consecutive days are not operationally feasible, no less than two consecutive days off will be required.

#### **Statuary Holiday:**

- If you are scheduled to work on a statutory holiday, all employees on a compressed work week shall be entitled to be paid for the normally scheduled hours.
- If you are not scheduled to work on the statutory holidays you shall:
  - Be entitled to take the immediate regularly schedule workday following the statutory holiday except where operational needs may be impacted, the supervisor may schedule the day preceding the statutory holiday in lieu with at least one weeks notice.
  - Staff will be entitled to overtime if called into work if not scheduled to work.

#### **8. Rational for modified work week schedule:**

##### **Advantages:**

- Improved employee well-being and job satisfaction.
- Increased attraction and retention of talent.
- Potential for extended public service hours.

- Reduction in operational costs, such as energy usage.

**Challenges:**

- Ensuring adequate staff coverage for essential services.
- Adjusting to longer workdays without reducing productivity.
- Potential scheduling conflicts with external stakeholders.

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**9. Responsibilities:**

- **CAO/Management/Supervisor:** Oversee the implementation, address operational issues, and provide regular updates to the Council.
- **Employees:** Adhere to the revised schedules and provide feedback during the trial.
- **Council:** Review and approve the policy based on trial outcomes.

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- 10. Review:** This policy will be reviewed after the 3 months at staff level and full review brought to council by October 2025.
- Input from all staff will be sought with findings presented to the Council for potential permanent adoption or further adjustment or termination.