

Report to Municipal Council



Meeting Date: April 2, 2025	Report Date: March 27, 2025
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: General Government	Type of Meeting: Committee of the Whole

Report Title: Non-Union 4-Day Work Policy

Recommended Resolution:

That Council review the proposed language for the Non-Union staff participation in the 4-day work week and direct staff to prepare the Policy for approval at the next Regular Council Meeting.

Analysis & Background:

At the request of Council, a separate set of clauses have been prepared that would apply to non-union staff. If language is satisfactory for Council, both policies would be brought at the Next Regular meeting of Council for consideration for adoption.

Non-Unionized Staff

Key Provisions

1. Work Hours:

- Specific department schedules will vary:
 - **Office Staff: (Including the CAO, Clerk and Treasurer)** Staff will work four (4) 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 (2) office staff. Staff may be required to stay on property during the paid 15-minute break and/or stagger breaks with co-workers.
- Where operations require a 5-day presence in the office, a (non-union) management staff will be required to revert to a 5-day work week excluding non-union staff that have a work agreement that would exempt them.
- **Director of Operations:**
 - Summer: Four (4) 10-hour days generally from starting mid-April to mid-October
 - Winter: Five (5) 8-hour days due to operational needs. Generally, from mid-October to mid-April.
 - The four (4) day work week will coincide with Public Works staff. Where operational requirements require a 5-day presence, the Director of Operations will revert to a 5-day work week

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 (2) staff members per work location absent simultaneously.
- 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, ...), Department Heads will be required to amend their work schedule.
- Under any circumstances during this trial period, the Municipality reserves the right to terminate modified work week schedules with two (2) weeks notice except where negotiated as a term of employment.



- Where a modified work week schedule is agreed to, overtime at 1x shall only be applicable to hours beyond the agreed “modified regular workday hours” e.g. if you are schedule for ten (10) hours in a 4-day work week, only hours beyond ten (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. Overtime will only be approved for urgent or non re-occurring events. Department Heads will be expected to complete normal tasks within work hours.
- For office staff, banked time will generally not be allowed to be taken either on a Monday or Friday. **Final banked time language to be determined by Council.**
- For the purpose of this Policy, vacation allocation will be calculated on an hourly basis.
- Employees will maintain a 15-minute break in the morning and a 15-minute break in the afternoon.

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 costs).
- Adjustments to the Policy will be made based on evaluation outcomes.

4. Operational Exceptions:

- Departments with specific demands (e.g., arena, custodial services, snow clearing), may be required to retain a traditional 5-day schedule between fall and spring.
- 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 (1) week prior to the start or end of the modified schedule.
- Flexibility for staff preferring a 5-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. Customer Service:

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



6. Schedule

Office staff – 2 King Street

In general, the staff which is comprised of +/- four (4) individual positions will be scheduled to work in this location and shall be scheduled on consecutive four (4) days per week, two (2) staff will start on the Monday and the other two (2) will start on the Tuesday. The schedule may be altered by mutual agreement by staff and Department Heads.

Outside staff

Public Works staff will generally be scheduled four (4) consecutive days per week, the week schedule shall be provided by the Department Head on the Thursday proceeding the week. The schedule may be altered by mutual agreement by staff and Department Head.

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 (1) week notice.
 - Staff will be entitled to overtime if called into work and if not scheduled to work. Normally overtime will only be required for urgent or non re-occurring event. Overtime shall not be allowed for normal daily duties. Approval is subject to Executive (Council) scrutiny.

Attachments:

- Nil.

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