



2 King Street East, P. O. Box 70, St.-Charles, ON, P0M 2W0

FOUR (4) DAY MODIFIED WORK WEEK POLICY – NON-UNION STAFF

Policy Record

Policy No.: HR-007	Effective Date: April 27, 2025
Replaces: N/A	Last Review Date: April 16, 2025
Approval: Res. 2025-	Next Review Date: July 15, 2025
Reference: N/A	

Intent

To enhance employee morale, improve work-life balance, and align with modern workplace trends by implementing a four (4) day compressed work week on a trial basis.

Policy Statement

This policy establishes the framework for transitioning to a modified work week schedule by reducing a traditional five (5) day work week to a four (4) 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 on April 27, 2025, at the earliest and evaluated after July 15. If both parties agree to continue or amend the Policy, the trial period will be extended to October 31, 2025, at the latest.

Scope & Termination

This Policy will have an initial trial period commencing April 27, 2025, to July 15, 2025.

This Policy applies to all full-time non-unionized municipal staff, with specific consideration for departments where compressed schedules may impact operational requirements.

Upon the conclusion of the four (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 four (4) day work week schedule except in specific circumstances where this modified schedule has been negotiated as a term of employment.

Policy

1. **Work Hours:**

Specific Department schedules may vary.

- a. **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.
 - i. Staff will be scheduled to work a four (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.
 - ii. The day's start time and end time can vary with the immediate Supervisor's approval, however there will be a requirement that office staff be in attendance when the Office is open to the public.
 - iii. Scheduling of fifteen (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 fifteen (15) minute break and / or stagger breaks with co-workers.
 - iv. Where operations require a five (5) day presence in the office, the non-union staff will be required to revert to a five (5) day work week except in specific circumstances where this modified schedule has been negotiated as a term of employment.
- b. **Director of Operations:**
 - i. Summer: Four (4) ten (10) hour days generally starting mid-April to mid-October.
 - ii. Winter: Five (5) eight (8) hour days due to operational needs. Generally, from mid-October to mid-April.

- iii. The four (4) day work week will coincide with Public Works staff. Where operational requirements require a five (5) day presence, the Director of Operations will revert to a five (5) day work week.

2. Vacation, Overtime, Banked Time, and Coverage:

- a. A minimum staffing level will be maintained to ensure operational continuity.
- b. Staff vacations will be planned to prevent overlapping vacation time, with no more than two (2) staff members per work location absent simultaneously.
- c. If minimum staffing is not met and where unionized staff cannot be scheduled at regular time, Department Head coverage will be required (e.g. will be required to amend their schedule to ensure that minimum staffing is available).
- d. Where operational needs require a traditional five (5) day work week (i.e. unexpected incident, abnormal absence of staff including vacation / sickness, contract stipulation for a special event (tournament, extended facility rentals, ...), the Department Head will amend their work schedule.
- e. Under any circumstances during this trial period, the Municipality reserves the right to terminate the modified work week schedule with two (2) weeks notice except if negotiated as a term of employment.
- f. Where a 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 scheduled for ten (10) hours in a four (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-recurring events. The Department Head will be expected to complete normal tasks within regular work hours.
- g. For office staff, banked time will generally not be allowed to be taken either on a Monday or Friday.
- h. For the purpose of this Policy, vacation allocation will be calculated on an hourly basis.
- i. Employees will maintain a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon.

3. **Evaluation Period:**

- a. The trial will run from April 27, 2025, to July 16, 2025, and if mutually agreed, extended to October 31, 2025.
- b. Performance metrics, staff feedback, and operational impacts will be assessed. (Productivity, absenteeism, staff satisfaction and operational costs).
- c. Adjustments to the Policy will be made based on evaluation outcomes.

4. **Operational Exceptions:**

- a. Departments with specific demands (e.g., arena, custodial services, snow clearing) may be required to retain a traditional five (5) day schedule between fall and spring.
- b. 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.
- c. Flexibility for staff preferring a five (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:**

a. **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 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.

b. **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.

7. **Statutory Holidays:**

- a. If you are scheduled to work on a statutory holiday, all employees on a modified work week shall be entitled to be paid for the normally scheduled hours.
- b. If you are not scheduled to work on the statutory holidays you shall:
 - i. 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 of at least one (1) week's notice.
 - ii. Staff will be entitled to overtime if called into work and if not scheduled to work.

8. **Rational for Modified Work Week Schedule:**

a. **Advantages:**

- Improved employee well-being and job satisfaction.
- Increased attraction and retention of talent.
- Potential for extended public service hours.
- Reduction of operational costs, such as energy usage.

b. **Challenges:**

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

c. **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.

Policy Review

The Municipality of St.-Charles will review this Policy by July 15, 2025, at the staff level with results reported to Council and a full review to Council by October 31, 2025. Input from all

staff will be sought with findings presented to Council for potential permanent adoption or further adjustment or termination.

Dated at St.-Charles, Ontario, this 16th day of April 2025.

X

Paul Branconnier
Mayor

X

Tammy Godden
Clerk