

<b>THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE</b>			
Manual:	Human Resources	SPP No.	<b>HR 2.02</b>
Section:		First Issued:	Jan 26, 2011
Subject:	<b>Hours Of Work</b>	Effective:	April 28, 2016
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	<b>April 28, 2016</b>
Issued by:	Chief Operating Officer	Dated:	March 12, 2020

## 1. POLICY

The Thunder Bay Regional Health Research Institute (the Institute) schedules hours of work in accordance with legislative regulations and efficient operation of the Institute, while providing an accountable, flexible and supportive environment for research to flourish.

## 2. PROCEDURE

This policy applies to all employees of the Institute. "Additional time" does not apply to Management.

### **Standard Hours of Work:**

A standard work shift is 7.5 hours paid per day, and 37.5 hours paid per week, per 1.0 full time equivalent (FTE). However, this does not constitute a guarantee as to hours of work per day or as to the days of work per week.

All paid employees will receive a thirty (30) minute unpaid lunch break for each shift of five (5) hours.

All paid employees will receive one paid rest period (coffee break) of fifteen (15) minutes in duration for each half (1/2) full shift worked. The scheduling of these breaks will be determined by an employee's supervisor, and may have to be altered from time-to-time to accommodate workloads.

### **Overtime:**

Overtime commences when an employee works in excess of 44 hours in a given work week. When work is contemplated for hours beyond 44 hours per week, pre-approval must be granted both by the immediate supervisor, and the next level in the organization.

Pre-authorized overtime time can be compensated as 'time-off in lieu' or 'overtime pay'. Overtime Pay will be given at 1 1/2 times the employee's regular rate of pay. Time-off in lieu will be given at 1 1/2 hours of paid time off work for each hour of overtime worked. The employee must agree to time-off in lieu in writing or electronically. Time-off in lieu is

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to be managed by the supervisor. All hours accumulated must be taken within a reasonable period of time and will not exceed 75 hours.

Any additional time over and above 7.5 hours per day (and under the 44 hours per week threshold), is at the discretion of and managed by the Supervisor.