



Section of Policy Manual: Personnel	Policy No. : PER-07
Subject: Hours of work	Policy Approval Date: June 12, 2025 Date Last Approved: Sept. 12, 2019
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The Gravenhurst Public Library hours of work comply with the Ontario employment legislation, such as ***Employment Standards Act S.O. 2000, Chapter 41.***, ***Ontario Human Rights Code R.S.O 1990 H. 19***, and the regulations of the ***Accessibility for Ontarians with Disabilities Act 2005***. This policy establishes hours of work that are predictable and equitable to all employees.

Section 1: Job Class and Hours of Work

All employees will be provided with a job description for their position and a letter of employment which indicates the job class and type of work. Such descriptions will be selected from the following definitions:

- a. Permanent positions which may be salaried, full-time or part-time
- b. Full-time employees are those who are normally scheduled 35 hours per week
- c. Part-time employees are those who normally work less than 30 hours a week
- d. Casual employees are those not regularly scheduled and who have been hired to work on an as-needed basis only
- e. Contract employees are those who work full-time or part-time for up to one year, or who are under a specific grant or apprenticeship; and are not considered to be regular or permanent
- f. Acting employees are designated to fulfill the responsibilities of a position with a higher classification for a set period
- g. Employees on compressed work week or with flexible arrangement are those who have been given such permission by the CEO/Chief Librarian, subject to the operating needs of the Gravenhurst Public Library.



Section 2: Regular Hours of Work

1. The Library's public hours of operation are set by the Library Board in response to community needs and include morning, afternoon, and evening hours, throughout the week, including weekends. As such, Library employees' hours of work are scheduled to support the delivery of library service to the public.
2. All employees will work a variety of hours including evenings and weekends.
3. Regular work schedules will be prepared and posted a minimum of one (1) week in advance of being worked. The CEO/Chief Librarian reserves the right to change an employee's schedule with four (4) operating days' notice for the purposes of meeting operational needs. Requests for shift changes will be accommodated wherever possible, however such requests are not guaranteed and must be approved by the CEO/Chief Librarian.
4. As stated within the ***Employment Standards Act S.O. 2000*** (ESA) "employers are required to provide eating periods to employees but are not required to provide other types of breaks". The ESA also specifies "that an employee must not work for more than five hours in a row without getting a 30-minute eating period (meal break) free from work. However, if the employer and employee agree, the eating period can be split into two eating periods within the five consecutive hours. Together these must total at least 30 minutes. This agreement can be oral or in writing. Meal breaks are unpaid unless the employee's employment contract requires payment. Even if the employer pays for meal breaks, the employee must be free from work in order for the time to be considered a meal break."

Taking this legislative framework into consideration, the Gravenhurst Public Library will adhere to the following:

- a. Employees who are scheduled to work three (3) hours or less will not receive a break.
- b. Employees who are scheduled to work in excess of three (3) hours, but less than five (5) hours shall receive one (1) fifteen (15) minute paid break.
- c. Employees scheduled to work over five (5) hours will receive a 30-minute paid break (two ESA required 15-minute paid breaks combined).
- d. Breaks will be free from work, and an employee may leave the building if they wish.



- e. Breaks may not be used to leave a shift early with or without pay.
- 5. Within this framework, all breaks are subject to approval by the CEO/Chief Librarian or designate.

Section 2: Overtime

1. As established by the ***Employment Standards Act, 2000***, the maximum number of hours employees are required to work in a day is eight (8) hours or the number of hours in an established regular workday, if it is longer than eight hours. The maximum number of hours an employee can be required to work in a week is 48 hours.
2. The daily maximum or the weekly maximum can be only exceeded through an electronic or written agreement between the employee and the employer. The exceptions would be made 1) to deal with an emergency or 2) if an unforeseen event occurs and time is required to ensure the continued delivery of public services.
3. If a Library employee is asked, and agrees, to work more than 40 hours in a 7-day work period (1 week), an employee may choose to be paid at a rate of one and one-half times the normal rate of hourly pay. Alternately the employee may choose to receive time off equivalent to one and a half times the hours worked at a time agreed to by the CEO/Chief Librarian.
4. All overtime hours shall be pre-authorized in writing by the CEO/Chief Librarian.

Section 3: Attendance and Punctuality

1. All employees are expected to be at work and ready to commence work at the scheduled start time for the specified number of hours per day.
2. An employee is responsible for communicating before the start of the shift any anticipated lateness or absence to the CEO/Chief Librarian or designate.
3. If employees are unable to attend to personal obligations outside of working hours, they are expected to use personal days (e.g. vacation, personal leave days) or accumulated lieu time.
4. Repeated attendance problems are cause for formal discipline.



Section 4: Inclement Weather and Unscheduled Library Closing

1. As a guiding principle, the Library has a responsibility for maintaining services and, therefore, the application of this policy must consider both the operational obligations of the Library as well as the safety of Library staff and patrons. The Library will make every effort to maintain services despite inclement weather or other circumstances that could disrupt the normal operations of the Library while keeping the safety of Library staff and patrons in mind.
2. Conditions Warranting Closure (See Appendix A)
3. Compensation options for staff are as follows:
 - If the Library closes prior to the scheduled closing time, all full-time and part-time employees *already present* at work shall be paid for the remainder of their shift.
 - Employees instructed by the CEO/Chief Librarian to not report for their scheduled shift or to leave work due to an emergency will be compensated at their normal hourly rate for the balance of their shift. This compensation is on the basis that all employees scheduled to work will be deemed to be "on call" for what would otherwise be a regular workday and available to return to work upon notification by the CEO/Chief Librarian or designate.
 - If an employee chooses (for themselves) not to come into the Library due to inclement weather, such a day, or portion of a day, will be taken as earned vacation, personal leave day or there may be an option given of working remotely. If there is a loss of pay, an employee may request an opportunity to make-up the time if organizational needs and timing permit.
 - Compensation for missed time for extended closures may be referred to the Library Board.



Related Documents:

Employment Standards Act S.O. 2000, Chapter 41

Accessibility for Ontarians with Disabilities Act 2005

Ontario Human Rights Code R.S.O 1990 H. 19

Gravenhurst Public Library Policy PER-05 Human Resources Management

Gravenhurst Public Library Policy PER-06 Hiring and Orientation

Gravenhurst Public Library Policy PER-08 Compensation and Benefits

Gravenhurst Public Library Policy PER-09 Vacation, Public Holidays and Leave