



## Hours of Work and Attendance Policy

Updated January 3, 2023

### PURPOSE

The Society maintains standard operating hours to best serve our audience, and to achieve effective work schedules and operations.

### PHILOSOPHY

Your regular attendance at work and punctuality are important factors to your success personally and to the success of our Society as a whole. We all work as a team to provide services to our audience, and this requires each person to be at work or at their project sites at the assigned times.

### SCOPE

This policy applies to all employees.

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### EXPECTATION

The ability to make best efforts to punctually attend work, in good mental and physical condition, is a condition of employment. Excellent attendance is an expectation for all employees of Inside Education.

### HOURS OF OPERATION

The Society has a standard workweek of Monday to Friday, 8:15 am to 4:30 pm.

### HOURS OF WORK

Salaried employees are paid based on a **7.25** hour work day (36.25 hours/week). The morning portion is earned at 3.75 hours (8:15 am to noon). The afternoon portion is earned at 3.50 hours (1:00 pm to 4:30 pm).

### LUNCH AND REST PERIODS

#### While in the Office --> Regular Work Day

The office is closed from noon to 1:00 pm, to allow employees to take a one-hour lunch break (unpaid). Employees are also welcome to informally take a 15-minute rest break, mid-morning or mid-afternoon as needed. *We encourage you to go for a walk, get a coffee, take care of personal matters, or connect socially with your co-workers!*

#### While Travelling or Delivering Program --> Irregular Work Day

Life in the field, classroom and on the road does not fit into a routine schedule, and requires a different mindset. Program delivery also includes **regular downtime**, where you are required to be present, but are not actively engaged in work (eg. variation from day to day, late class/program arrivals, early program departures, being a passenger in a vehicle, bus, airplane, etc.) These are all opportunities for nutrition and rest.

We encourage you to consider the day as a whole, and in context to the week, and use your professional judgment in managing your time. Adjust your day to meet program deliverables within the 7.25hour work day. If you are **required to work and unable** to schedule any break within the day, then you may accrue overtime in accordance with the Group Overtime Agreement.



### **No Accumulation**

No accumulation of 15 minute rest breaks as these are intended to provide a short period to refresh during the work day in progress. They are 'of the moment' and must be used the day of. Therefore, these opportunities cannot be 'saved' or accumulated and taken later as time off; used to shorten the beginning or end of the work day; to lengthen lunch breaks; or to make up time lost in a flexible schedule.

### **REPORTING ABSENCES**

All employee absences from work, including the purpose, must be reported to the Director of Business & Operations with as much notice as possible. The purpose is required to approve and designate the absence in the appropriate payroll category (i.e. paid or unpaid leave).

### **UNREPORTED ABSENCES**

Employees who do not contact the Director of Business & Operations **after three days of consecutive** absence will be considered to have voluntarily resigned and their employment will be terminated.

### **RECORDS OF WORK**

Employees must submit monthly timesheets to the Director of Business & Operations documenting any absences from work, and any exceptions to the normal workday (i.e. authorized overtime hours worked). This documentation is required to effectively manage payroll, meet provincial regulations for documented records of work, and to demonstrate that compliance to our annual auditors.

### **ROLES AND RESPONSIBILITIES**

#### **Employees:**

- attempt best efforts to be mentally and physically fit for work;
- attend work, on time, for every scheduled day of work;
- provide reasons for absence, tardiness, or leaving early;
- contact the Director of Business & Operations or their Supervisor if unable to attend work;
- seek medical care when necessary; and,
- provide doctor's notes when requested under Society policy.

#### **Director of Business & Operations:**

- stays in touch with employees who are away from work, and records reasons given for absences;
- distributes this policy and answers questions and concerns regarding its implementation;
- provides employees with records regarding their absences;
- counsels employees regarding attendance;
- reports trends and concerns to the Executive Director.

### **RELATED POLICIES**

For more information on time management, please refer to the following policies:



- Flexible Work Options Policy
- Group Overtime Agreement
- Medical and Personal Leave Policy
- Recognized Holidays Policy
- Vacation Policy

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## TIMEKEEPING PROCEDURES

### REPORTING ABSENCES

Employees should make every effort to connect directly with the Director of Business & Operations and/or their Supervisor. The preferred communication methods are:

1. Speaking directly to the Director of Business & Operations or your Supervisor.
2. Emailing the Director of Business & Operations (cc: your Supervisor).
3. Leaving a message with another staff member, or on the office voicemail, only if both the Director of Business & Operations and your Supervisor are not available.
4. Update the online calendar with your absence.

The Director of Business & Operations will designate the purpose for the absence on the day it occurs (e.g. paid sick, medical, vacation, overtime, personal leave, or unpaid leave).

### EMERGENCIES

Emergency personal time off is made available to employees for unscheduled events as personal illness, emergencies, and family medical appointments. *See Medical and Personal Leave Policy.*

### DOCUMENTATION

To effectively communicate with each other and work as a team, manage operations, and meet applicable legislation, employee absences and schedules will be recorded two ways:

#### **1). Timesheets - for accurate payroll management and to meet legislated employment standards**

Employees must record the specific hours of absence and specific purpose for the leave as reported to the Director of Business & Operations, under the appropriate heading on their timesheet. (e.g. 8:30 - 10:30, dentist appointment).

#### **2). Online Calendar - for effective scheduling and group communication**

The online group calendar is a business administration tool to effectively manage schedules, records of work, communicate program plans, and ensure accurate expense coding for program activities. All employees are expected to record and maintain accurate work schedules on the calendar. Administrators of the online calendar will make edit and make adjustments as needed to maintain accurate records.

To protect personal privacy for eligible medical appointments, employees may use generic descriptions on the group calendar only (e.g. "appt"). However, a specific reason for the appointment is still required on the monthly timesheet (e.g. dentist).