**Information Bulletin #2**

**HOURS OF WORK AND SCHEDULING**

**Applicable Collective Agreement Provisions**

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**General Principles**

* The Collective Agreement contains provisions related to hours of work and scheduling. Lack of adherence to the scheduling provisions may result in additional costs.
* There are specific distinctions between the scheduling requirements for Operations and Fixed-Term Employees.
* There are also differences in scheduling requirements between classification of employees.

**Entitlements**

* Normal hours of work for Regular Full-time, Sessional, Temporary, Temporary Relief, and Limited Term employees are 7 or 7.5 hours per day and 35 or 37.5 hours per week.
* For operations requiring continuous shifts, normal hours of work are 8 hours per day and 40 hours per week.
* Daily hours of work run consecutively with a minimum of 10 hours off between shifts, unless mutually agreed; overtime is worked, or there is an emergency.
* The work week consists of 5 workdays with 2 consecutive days off.
* Normal hours of work for part-time (Regular, Sessional, Temporary, Temporary Relief, and Limited Term) employees are fixed and set out in the Letter of Offer. Fixed or set hours of work may vary between part-time employees.
* Recurring Part-Time, Casual, or Student employees have inconsistent hours of work and do not adhere to a regular schedule.
* Hours of work that are irregular or uncontrolled by nature of work performed are subject to specific Letters of Understanding in the Collective Agreement that establish their unique hours of work.

**Schedule Changes**

* Where a schedule change is required, operating employees must be advised 14-days in advance, unless there is an emergency, a shift change is requested, or an accommodation requires one.
* Temporary changes to an employee’s start time, workday, or work week are permitted for research or operational requirements. A permanent schedule change requires 7 days’ written notice. If irregular hours are required, approval from both Human Resources and AUPE is required.

**FAQs**

1. *I’m concerned I no longer have the flexibility to schedule my employees they way I need now that I have to follow the Collective Agreement. How should I handle scheduling going forward?*

The Collective Agreement provides certain mechanisms to employ a more flexible schedule. If normal scheduling rules are incongruent with your operational needs or your staff have expressed an interest in an alternate scheduling arrangement, please consult Human Resources. There are options available, but implementation of these involve a process.

1. *An employee in my department approached me about working from home. Is this possible?*

Work-from-home arrangements are not contemplated in the Collective Agreement and are therefore subject to managerial discretion. Each request is decided on a case-by-case basis, and consideration should be done in consultation with Human Resources. Options are available, but sometimes involve additional considerations like WCB, Human Rights, etc.

1. *If one of my employees is scheduled to work until 11:00 pm, can I schedule them to start their next shift at 7:00 am the following morning?*

Yes, however you must pay overtime at the applicable rate for all hours worked before 9:00 am.