



Administrative Policy # 2021-04

Modified Work Week Policy

Purpose

To outline the terms and conditions of the expanded service hours and four-day work week.

Objectives

The Town of Digby desires to provide the best possible service to its residents and aims to create a happy, healthy, and productive workplace. Expanded service hours will benefit residents as it will increase their ability to access the Town Hall. The four-day work week will improve the work-life balance and mental health of employees. It is proven to reduce stress, increase happiness, and increase productivity.

Policy

1. The Town Hall Office hours of operation will be expanded effective June 14, 2021. The new hours of operation shall be 8:00 a.m. to 5:00 p.m. Monday to Friday. Open to Public 9:00AM to 4:00PM.
2. This policy applies to all permanent full-time employees of the Town Hall with the exception of the CAO.
3. Employees will work under a two-shift system with employees divided into “Team A” and “Team B”.
4. Commencing June 14, 2021, Town Hall Staff will work under Option “A” and commencing on or about August 16, 2021 will work under Option “B” (Schedule “A”). On or about October 18, 2021 the options will then be evaluated by the staff to determine what option will be used for the duration of the trial period. No day swapping or shift changes are permitted.

CLASSIFICATION: General Government – Administration

5. Employees who are called in to work on their earned day of rest will be entitled to lieu time that can be taken on either a Tuesday, Wednesday, or Thursday.
6. Sick leave and vacation will be applied on a per hour basis versus a per day basis. Entitlements will remain the same.
7. Employees must have their vacation and/or use of overtime or lieu time approved by their supervisor and the leader of their team to ensure that shifts are always appropriately covered.
8. Banking or combining lunch and/or breaks will not be permitted.
9. Employees will still be entitled to all regular paid holidays. If a holiday falls on a earned day of rest (i.e., Monday) the employee shall take Tuesday off with pay. If a holiday falls on a earned day of rest (i.e., Friday) the employee shall take Thursday off with pay.
10. For holidays that fall on Tuesday, Wednesday, or Thursday, the day off shall be that day.
11. This policy shall be for a nine (9) month pilot program pending a review to be conducted at the eight-month mark to determine whether it should continue on a permanent basis.

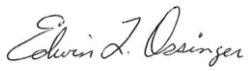
Clerk's Annotation for Official Policy Book

Date of Notice: May 17, 2021

Date of adoption: June 7, 2021

Policy effective date: June 14, 2021

I certify that this Administrative Policy # 2021-04 Modified Work Week Policy was adopted by Council as indicated above.



Clerk

June 7, 2021

Date

Schedule “A”

Option “A”

The staff hours will be from 8:00 a.m. to 5:00 p.m. from Monday to Friday. This is an increase from the current hours which are 8:30 a.m. to 4:30 p.m. Each staff member will work four days a week for a 9 hour day with a half hour of paid lunch included. The total hours for each staff member per week will be 36 hours. Staff currently work 35 hours each week and have one hour of unpaid lunch each day. Salaries will remain the same. Team “A” would work 8:00 a.m. to 5:00 p.m. Monday to Thursday with Fridays off and Team “B” would work 8:00 a.m. to 5:00 p.m. Tuesday to Friday, with Monday’s off.

Option “B”

The staff hours will be the same as Option “A” however the difference is staff will have alternating Fridays off giving staff an earned day off every other Friday. The hours of work would include 1 hour of unpaid lunch per day, Mondays would not be included as an earned day off. The Team “A” will work Week 1 and 3 of each month five days from 8:00 a.m. to 5:00 p.m. from Monday to Friday, and week 2 and 4 four days a week from 8:00 a.m. to 5:00 p.m. from Monday to Thursday with Friday off. The Team “B” will work Week 2 and 4 of each month five days from 8:00 a.m. to 5:00 p.m. from Monday to Friday, and week 1 and 3 four days a week from 8:00 a.m. to 5:00 p.m. from Monday to Thursday with Friday off.