



Title: **Modified Work Hours Policy**

Effective: August 28, 2024 (on a one-year trial basis)  
*Approved by the RM of Lumsden No. 189 on September 5, 2024*

Amended:

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**Purpose:**

The intent of this policy is to provide an opportunity for an employee of the Lumsden Municipal Office to request modified work hours, per the policy details below.

**Definitions:**

Administrator: Chief Administrative Officer (CAO) of the municipality.

Employee: shall refer to all persons hired by the Municipality, who receive wages or salaries from the Municipality and work in the municipal office.

Modified Work Hours: Daily work hours that have been adjusted from the established hours but continue to total thirty-five (35) regular hours per week.

Municipality: Town of Lumsden.

**Guiding Principles:**

- Section 3.12 of the Town of Lumsden Human Resource Policy Manual refers to the regular number of working hours. It states:
  - *Permanent full-time employee: shall refer to any employee working a regular number of hours equal to or exceeding 35 hours per week.*
- Section 18.1 of the Town of Lumsden Human Resource Policy Manual refers to Hours of Work. It states:
  - *Office Personnel and Office Management (7 hours per day): The regular hours of workers in this category shall be determined by the Administrator.*
- It is recognized that, at the time of this policy's creation, the Chief Administrative Officer has determined the regular work hours for employees of the Lumsden Municipal Office to be 8:00 am to 4:00 pm (including a 30-minute unpaid lunch break and 30 minutes banked toward an earned day off).

**Policy:**

1. Employees may submit a request to their Department Manager to modify their working hours (without accumulating overtime). For example, 7:00 am to 3:00 pm, or 9:00 am to 5:00 pm.
2. The Department Manager, in consultation with the Chief Administrative Officer, will review the request and determine if a fair and equitable schedule for all employees in their department can be established.
3. It is recognized that modified work hour schedules will differ for each department based on their duties and responsibilities.
4. If a fair and equitable schedule can be established, all employees in a department will be given the opportunity to participate in the "Modified Work Hours".
5. Once the CAO has approved a modified work hour schedule, it is the responsibility of the Department Manager to implement and moderate the schedule.
6. It is essential that fellow employees are not adversely impacted by a modified work hour schedule.
7. It is essential that customer service and operational efficiencies are not negatively impacted by any modified work hour schedule.