

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4030 – Hours of Work

Objective To set out standard hours of work and ensure the consistent administration of working hours.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**management employees**” means employees whose positions are classified using the management bands and are ineligible for overtime pay for compensation purposes;

“**regular schedule**” refers to an employee who works Monday to Friday with regular days off on Saturday and Sunday (e.g., 7 hour workday and a total of 35 hours per week for a full-time work week);

“**shift schedule**” refers to an employee who works a standard shift for a number of days, followed by a number of days off (e.g., some Legislative Assembly Protective Services employees work 11.25-hour shifts scheduled as two day shifts and two night shifts, followed by four days off);

“**shift**” refers to the consecutive period of scheduled working hours on a workday;

“**supervisor**” means the person the employee directly reports to;

“**work week**” means a recurring period of 7 consecutive days, Sunday to Saturday, for the purpose of scheduling work.

1. General .01 Hours of work for both a regular schedule or shift schedule, excluding meal periods but including paid holidays, averages 1827 hours annually, but may vary due to differences in the length of calendar and work years and varying employee schedules. This average represents 35 hours per week and forms the basis for the Legislative Assembly’s work schedules.

.02 Management employees are expected to work the hours necessary to fulfill their position responsibilities, and it is understood that they may work more hours than those worked by non-management employees.

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- .03 Employees are expected to be punctual and present at work during scheduled working hours, unless otherwise authorized, and absences from work will be recorded.
- .04 Alternate hours of work may be approved in accordance with *Policy 4040 – Flexible Work Arrangements*.
- .05 Commuting between an employee’s place of residence and the workplace is not considered working time and is not included in hours worked.
- .06 Terms and conditions of employment for leaves, allowances and benefits are calculated based on full-time working hours and are prorated for part-time work schedules.
- .07 Overtime must be pre-approved in accordance with *Policy 4340 – Overtime*.
- .08 Department heads are responsible for ensuring operational service levels are maintained by establishing their employees’ work schedules, shift patterns, and flexible work arrangements to meet the annual work hours.

2. Break and Meal Breaks

- .01 Employees who work a regular schedule are eligible for the following paid breaks, depending upon the duration of their shift:
 - a) Shift from 4 to 6 hours: one 15-minute break;
 - b) Shift over 6 hours: two 15-minute breaks.
- .02 Employees who work a shift schedule are eligible for two 15-minute and one 20-minute paid breaks.
- .03 When working more than 5 consecutive hours, employees will receive an unpaid meal break of at least 30 minutes and no longer than 60 minutes. The unpaid meal break does not count towards an employee’s actual hours worked in a shift.
- .04 If an employee is required to work through, or be available for work, during a meal break, that period counts towards the employee’s actual hours worked.
- .05 Employees are encouraged to take their meal break, but if they choose to forego or shorten it, the time will not be recorded for

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additional remuneration, accumulated for additional time off, and cannot be used for the purpose of leaving work early.

3. Minimum Daily Hours

- .01 Employees who are scheduled for work and who are informed that there is no work for them to undertake will be paid as follows:
- a) a minimum of 4 hours if they report for and start work; or
 - b) 2 hours if their shift is cancelled with less than 24 hours' notice.
- .02 Minimum daily pay set out in section 3.01 does not apply and employees will be paid for hours actually worked if they:
- a) are unfit to work;
 - b) do not meet health and safety regulations; or
 - c) request to leave early (such requests cannot be recommended by the supervisor and must be documented and submitted to Payroll for processing).

4. Schedule Changes

- .01 A supervisor may change or cancel an employee's shift or work schedule at any time, provided that the employee has enough time free from work, which is 32 hours in a row each week and at least 8 hours between shifts.
- .02 Employees will not be paid if they are given more than 24 hours of notice of any shift cancellation.

5. Standby

- .01 Where an employee is required to stand by to be called for work under conditions which restrict their normal off-work activities, they will be compensated at straight time in the proportion of one hour's pay for each three hours standing by. Compensation may be taken as compensatory time off or as pay.
- .02 An employee who is designated for standby must be immediately available for work during the period of standby. No standby compensation will be made if an employee is unable to be contacted or to report for work when required.
- .03 Standby compensation does not apply to part-time or auxiliary employees who are not assigned a regular schedule and who are normally required to work whenever called.

Contact Please contact Human Resources with any questions regarding this policy at Human.Resources@leg.bc.ca.

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References

Policy 4040 – Flexible Work Arrangements
Policy 4340 – Overtime



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

July 29, 2021

Date

POLICY HISTORY

Version 1	March 4, 1997
Version 2	May 2002
Version 3	December 2004
Version 4	July 29, 2021