



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P39
SECTION: COUNCIL POLICY	POLICY TITLE: FOUR DAY WORK WEEK

1. PURPOSE

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

2. POLICY INTENT

- 2.1. The Municipality of the District of Argyle's goal is to provide the best possible service to its residents and aims to create a healthy and productive workplace for all staff. Expanded operating hours will benefit residents as it will increase their ability to access municipal services. The four-day work week will also improve our employee's health and wellness by providing better work-life balance and help maintain employee satisfaction and commitment to the municipality.

3. EXPANDED OFFICE HOURS

- 3.1 The Municipal Office hours of operation will be expanded effective July, 2022.
- 3.2 The new hours of operation shall be 8:00 a.m. to 5:00 p.m. Monday to Friday.

4. APPLICATION

- 4.1 This policy applies to all permanent full-time employees except for those who have a valid reason and are approved by the CAO.
- 4.2 Employees will work under a two-shift system with employees divided into "Team A" and "Team B".
- 4.3 Commencing July, 2022, "Team A" employees will work Monday to Thursday and "Team B" employees will work Tuesday to Friday. These shifts will reverse between the teams approximately every four weeks.
- 4.4 Day swapping are allowable under the following conditions:
 - The swapping of days accommodates a medical leave due to medical appointments, and the swap results in staff maintaining the 4-day work week schedule.
 - Any other extraordinary request, that is authorized by the department head, and endorsed by the leadership team, as the swap should not negatively affect other departments or municipal operations.



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- Department heads must disclose a decision to accept or reject such a request to the leadership group, to ensure consistent application of an approval or rejection of such a request.
- Staff shall be advised of the decision after leadership endorsement.

4.5. Full time salaried employees who previously worked 35 hours per week from Monday to Friday will now work four 8 hours and 45 minutes shifts per week (vs. five 7-hour shifts) for a total of 35 hours per week.

4.6 Employees revised 4-day week schedule is from 7:45 a.m. to 5:00 p.m, four days a week.

4.7 Employees shall be entitled to two paid breaks of 10 minutes each, and a 45 minute lunch break (30 minutes unpaid and 15 minutes paid). Staff shall have the option to utilize their break time to extend their lunch to an hour, in lieu and one break period of 10 minutes. This request should be pre-approved by your supervisor.

4.8 It will be mandatory, except under exceptional circumstances as determined by the Chief Administrative Officer, for employees to cover shifts when needed on their regular day of rest.

4.9 Employees who are called in to work on their regular day of rest will be entitled to lieu time that can be taken on either a Tuesday, Wednesday, or Thursday.

4.10 Sick leave and vacation will be applied on a per hour basis versus a per day basis. Entitlements will remain the same.

4.11 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.

4.12 Employees will still be entitled to all regular paid holidays. If a holiday falls on a regular day of rest (i.e., Monday) the employee shall take Tuesday off with pay. If a holiday falls on a regular day of rest (i.e., Friday) the employee shall take Thursday off with pay.

4.13 holidays that fall on Tuesday, Wednesday, or Thursday, the day off shall be that day.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	
Date of Notice to Council Members of Intent to Consider – Amendment	May 2, 2024
Date of Passage of Current Policy - Amended	May 9, 2024
I certify that this policy was adopted by Council as indicated above.	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p>_____</p> <p>Warden</p> <p>_____</p> <p>Chief Administrative Officer</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> <p>_____</p> <p>Date</p> </div> </div>	