



Otonabee South Monaghan Public Library

Policy Type: **Human Resources**
Policy Title: **Hours of Work and
Disconnecting from Work**

Policy Number **HR-03**
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Chair Signature: _____ Date: _____

The Library's hours of work are in compliance with the Ontario employment legislation, such as *Employment Standards Act S.O. 2000, Chapter 41.*, *Ontario Human Rights Code R.S.O 1990 H. 19*, and the regulations of the *Accessibility for Ontarians with Disabilities Act 2005*. This policy establishes hours of work that are predictable and equitable to all employees.

At the same time, the Otonabee – South Monaghan Public Library Board recognizes that changes in technology have allowed employees to be constantly connected. The board recognizes the right of an employee to disconnect from work outside of scheduled work hours and this policy demonstrates our commitment to support the work-life balance of our employees.

Section 1: Job class and Hours of Work

1. All employees will be provided with a job description for their position and a letter of employment which indicates the job class and type of work. Such descriptions will be selected from the following definitions:
 - a) Permanent positions which may be salaried, full time or part-time
 - b) Full time employees are those who are normally scheduled between 35-40 hours per week
 - c) Part time employees are those who normally work less than 33 hours per week
 - d) Casual employees do not have a guaranteed number of hours per week, and work on an as needed basis.
 - e) Contract employees are those who work full time or part time for up to one year, or who are under a specific grant or apprenticeship; and are not considered to be regular or permanent
 - f) Acting employees are designated to fulfill the responsibilities of a position with a higher classification for a set period.
 - g) Employees on compressed work week or with flexible arrangement are those who have been given such permission by the CEO, subject to the operating needs of the Otonabee – South Monaghan Public Library.

Section 2: Regular Hours of Work

1. The Library's hours of operation are in response to community needs and include morning, afternoon, and evening hours throughout the week, including weekends. As such, Library employees' hours of work are scheduled to support the delivery of library service to the public.
2. All breaks including rest and lunch breaks are scheduled by the Library CEO or her/his designate.
3. An employee is entitled to a 30-minute break free from work after five hours

Section 3: Overtime

1. The maximum number of hours employees are required to work in a day is eight hours or the number of hours on an established regular workday, if it is longer than eight hours. The maximum number of hours an employee can be required to work in a week is 48 hours. The only way the daily maximum or the weekly maximum can be exceeded is by an electronic or written agreement between the employee and the Library Board, as the employer.
2. If an employee is asked, and agrees, to work more than 40 hours in a 7-day work period (1 week), an employee may choose monetary compensation for work. Payment is at the rate of one and one-half times the normal rate of hourly pay. Alternately, an employee may choose to receive time off equivalent to one and a half times the hours worked at a time agreed to by the CEO.
3. All overtime shall be pre-authorized in writing by the Library CEO.

Section 4: Attendance and Punctuality

1. All employees are expected to be at work and ready to commence work at the scheduled start time for the specified number of hours per day.
2. An employee is responsible for communicating before the start of the shift any anticipated lateness to the CEO or designate.
3. Repeated attendance problems are cause for formal discipline.

Section 5: Inclement Weather and Unscheduled Library Closing

1. As a guiding principle, the Library has a responsibility for maintaining services; therefore, the application of this policy must consider both the operational obligations of the Library as well as the safety of library staff and patrons. The Library will make every effort to maintain services despite inclement weather or other circumstances that could disrupt the

normal operations of the library while keeping the safety of library staff and patrons in mind.

2. **Conditions Warranting Closure (see Attachment 1)**

3. **Compensation** options for staff:

- i. If the Library closes prior to the scheduled closing time, all employees *already present* at work shall be paid for the remainder of their shift.
- ii. Employees instructed by the CEO not to report for their scheduled shift or to leave work due to an emergency will be compensated at their normal hourly rate for the balance of their shift. This compensation is on the basis that all employees scheduled to work will be deemed to be “on call” for what otherwise would be a regular workday and will be available to return to work upon notification by the Library CEO or designate.
- iii. If an employee chooses (for her/himself) not to come to the Library due to inclement weather, such a day, or portion of a day, will be taken as earned vacation or personal leave day. If there is a loss of pay, an employee may request an opportunity to make-up the time if organizational needs and timing permit.
- iv. Compensation for missed time for extended closures may be referred to the Library Board.

Section 6: Disconnecting from Work

1. **Definitions**

“Disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, including text messages, so as to be free from the performance of work.

“Employee” means a person who works at the OSM Public Library, either part-time or full-time.

2. **Responsibility**

- a) The Library CEO is responsible for implementing the appropriate procedures in accordance with this policy.
- b) It is the responsibility of the Library CEO to ensure that a copy of this policy is given to new employees within 30 days of being hired and given to all employees within 30 days of any changes being made.
- c) Employees are responsible for ensuring that they have read and understand this policy as it relates to their own work and that of other employees.

Related Documents

OSMPL **HR-01** Human Resources Management
OSMPL **HR-02** Staff Selection and Assignment
OSMPL **HR-04** Vacation, Public Holidays and Leaves
OSMPL **HR-05** Compensation and Benefits Policy
OSMPL **HR-06** Performance and Discipline
OSMPL **HR-07** Workplace Harassment and Discrimination
Employment Standards Act S.O. 2000, Chapter 41

Attachment 1: Inclement Weather

A) Conditions which warrant closure

The following conditions *shall* warrant closure of the Library:

- a) **Non-emergency closing:** Failure of heating/cooling equipment during periods of extreme weather or lack of electrical power.
- b) **Emergency evacuation:** Building problems resulting in clear and present danger to employees and/or patrons (e.g., gas leak, noxious/toxic fumes, or fire) or any event such as a criminal investigation, severe accident involving injury, severe building damage.

The operational status of the Library *may* also be affected by **inclement weather**. Where inclement weather is in play, the determination to close the Library is based on several factors including:

- General conditions of roads, both present and projected
- Requests for closure by local or provincial agencies
- Severe Weather Warning, as issued by Environment Canada
- Closure of municipal facilities
- Availability of staff to open and operate the Library

B) Program & Service Interruption

Staff acknowledge that there is no one strategy to mitigate service interruptions caused by inclement weather.

Many programs are available in the library. (Incremental, drop in, pre-registered, and instructional. The following time guidelines will be considered to decide on impending closures and/or cancellations in instances where bad weather prevents the provision of library programming and /or services, for example:

- By 8:30 am - Cancellation of programs or bookings
- By 2:00 pm - Cancellation of evening programs or bookings

Recognizing that program cancellations and facility closures are in the best interest of public

safety, staff will make every attempt to reschedule or credit participants for the full value of the period that was interrupted.

C) Communication Plan for Closures

In cases where library closure is determined prior to regular hours of operation for the library, the CEO or designate will initiate communication of the closure to library staff via email or telephone or text.

In the event of an unscheduled closing, the following means of communication will be used to communicate with the public about the closing:

- Posting on library social media (website, Facebook, Twitter (if available))
- Media outlets
- Signage at library entrances
- Telephone messages on library line.

For those people already in the library, the staff on duty will inform all patrons in the library of the closure and ensure that they exit the library safely and have time to arrange transportation, if necessary.

Efforts will be made by staff on duty to directly inform any impacted program registrants or volunteers if possible.

D) Staff scheduling and Compensation

- i. **Reporting for work** - During periods of poor weather, employees are expected to make every reasonable effort to report for work as scheduled. It is recognized, however, that inclement weather may cause significant transportation problems or locally hazardous conditions. Employees are expected to give first consideration to their personal safety in evaluating their ability to commute to work.
- ii. Staff members concerned for their safety who choose for themselves not to travel to work or choose to leave work before their shift is over, should notify the Library CEO as soon as possible and advise the reason(s) that he/she will not be coming into work or will be leaving work early.
- iii. **Checking operational status of Library** - Employees who are scheduled to work and need to determine the library's operational status in an emergency are encouraged to consult their e-mail and/or telephone message to receive instructions concerning their work assignment and status. In the absence of any communication by phone or on the library website or via e-mail, normal operations are presumed.
- iv. **Temporary closures and remaining in Library** - In some cases, such as temporary power outages, the library may be closed temporarily to the public, however staff will be required to stay on site until the situation is resolved or more information is available regarding the

timeline of an expected resolution. If the outage is expected to continue, or if no information is available regarding an expected return of service, the Library will be closed for the remaining regular hours of operation. Failure of electricity for more than 1 hour in the evening will also prompt closure of the impacted service point.

- v. **Continued closures** - If a closure continues beyond one day, staff shall be responsible for remotely accessing their work e-mail or Workplace each day for instructions as to whether the Library is open or closed.