



City of St. John's Corporate and Operational Policy

Policy: 03-05-03 Hours of Work at City Hall

Status:

Issued By: Council

Revision No:

Revision Date:

Date of Original Council

Approval: 1982/03/31

Rescind Date:

Index: 03 Human Resources

Section: 05 Employee Conduct

Title: 03 Hours of Work at City Hall

Purpose

To ensure that City Hall remains open at all times throughout the working day.

Policy Statement

1. The hours of work for employees at City Hall will be from 9:00 a.m. to 4:30 p.m. This does not include those employees who report for work at 8:00 a.m. and finish at 4:00 p.m.
2. A 45 minute lunch break and two 15 minute breaks are to be provided. Lunch breaks will be staggered to ensure staff are available to do required work.

Application

Responsibilities

All employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Regular Meeting of Council, March 31, 1982.

Review Period

Available to Public

- ☐ Yes
- ☐ No