



City of St. John's Corporate and Operational Policy

Policy: 03-07-17 Maximum Working Hours

Status:

Issued By: Human Resources

Revision No: 2

Revision Date: 2011/02/07

Date of Original Council

Approval: 1997/03/03

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 17 Maximum Working Hours

Purpose

To establish the maximum working period for staff involved in City operations within a twenty-four hour period.

Policy Statement

Staff involved in City operations will be permitted to work a maximum of sixteen (16) hours within a twenty-four (24) hour period, except where the conditions present a hazardous situation as defined in the Newfoundland Labour Standards Act and/or where a state of emergency is declared in or effecting St. John's pursuant to the City of St. John's Act or any other relevant provincial or federal legislation.

As it relates to driving City vehicles, Operators will be permitted to a maximum of thirteen (13) hours actually driving within a twenty-four (24) hour period, except where the conditions present a hazardous situation as defined in the Newfoundland Labour Standards Act and/or where a state of emergency is declared in or effecting St. John's pursuant to the City of St. John's Act or any other relevant provincial or federal legislation. This translates to 15.5 hours working time including breaks.

Where operations continue or are expected to continue past the sixteen hours for non-driving staff, every effort will be made to contact and assign replacement staff.

Chronological records will be maintained for all staff contacted, indicating their willingness to report for work and the reasons for any refusal.

Employees are entitled to receive at least 24 consecutive hours off during each week.

Responsibilities:

Directors/Managers/Supervisors shall:

- Ensure this policy is followed.

Employees shall:

- Comply with this policy including knowing at all times how many consecutive hours they have worked or operated City vehicles at any given time. Employees are also responsible to inform the City if they will exceed their maximum allowable time to work/operate a City vehicle when they are offered a regular shift or overtime work.

Application

Responsibilities

Department of Human Resources, Department of Public Works and Parks, all employees

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee Report, February 20, 1997; Regular Meeting of Council March 3, 1997. Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009; Finance and Administration Standing Committee report - January 27, 2011; Regular Meeting of Council - February 7, 2011.

Review Period

Available to Public

- ☐ Yes
- ☐ No

