

Passed By Council on:03/31/1982

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.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Regular Meeting of Council, March 31, 1982.

Review Period