



ARCHDIOCESE OF REGINA			
Policy Name:	Work day, work week	Number:	S2-1
Policy Type:	Definitions According to the Saskatchewan Employment Act	Date Approved:	February 2017
		Date Revised:	
Legislation:	<i>Saskatchewan Employment Act c.S-15: s.2-11, s.2-12, s.2-14, s.2-18</i>		

Policy Statement:

Regular Full-time Working Hours are seven (7) hours per shift, (Monday to Friday) for a total of thirty five (35) hours per week. The normal work day commences at 8:30 a.m. and ends at 4:30 p.m. with a one (1) hour unpaid lunch break and two fifteen (15) minute paid breaks; one in the morning and one in the afternoon when working a seven (7) hour day.

A full-time employee shall work a Monday to Friday work week. If weekend work is required, employees should utilize their rest period (time in lieu) after the weekend in a timely fashion.

Employees will keep track of their working hours on a timesheet provided by the Finance Department. Each month the completed time sheet will be submitted to the designated person in the Finance Department by a predetermined designated date for approval by the immediate Supervisor. (Sample Time Sheet: Appendix C)

Definitions:

- a) **“Full-Time Employees”;**
The Archdiocese provides a standard work week of 35 hours per week consisting of seven (7) hours per day. Because the work of the Archdiocese requires that certain programs be run in the evenings and/or week-ends, staff will be allowed to work flexible hours so that any overtime is taken as time in lieu.
- b) **“Part-time Employees”;**
The Archdiocese will designate the hours per week the employee will work at the time of employment. Any changes to hours of work per week will be communicated in writing by the supervisor in consultation with the employee.

At times the employee may be asked to work more hours than agreed upon for a special circumstance. This time will be considered hours that would be compensated for with time in lieu to be used at a future date.

c) **“Contract Employee”:**

The Archdiocese hires some employees on a contract bases for a specific period of time. The contract will outline the work day and work week as well as other conditions of employment.

d) **“Pastoral Services Supervisor and Financial Officer”:**

These supervisors are the individuals who are in charge of a department and report to the Archdiocesan Administration on behalf of their department and supervises employees under their management.

- Responsibilities:**
- a) Supervisors are responsible for ensuring essential services (e.g. telephone answering, customer service etc.) are maintained in their departments throughout regular working hours. Supervisors have the discretion to vary or stagger the time when eating and/or rest periods are taken by employees. Supervisors are also responsible for securing the approval of the Archbishop or his designate if regular scheduled hours of work vary from a thirty-five (35) hour week.
 - b) Employees are responsible for being punctual in their work habits. Tardiness is not acceptable and repeated tardiness may lead to disciplinary action.
 - c) The Financial Officer is responsible for securing necessary employee and government approvals, if required, for variations in working hours beyond those outlined herein.

- Procedure:**
- a) Variations in the shift starting and quitting times of some positions may be approved by the Supervisor if the purpose is to provide more effective access to incumbents of those positions by those we minister to.
 - b) Eating or Shift Rest Periods not taken on a regular basis:
 - Are not recorded for additional remuneration;
 - Are not accumulated for extra time off;
 - c) For the purpose of Payroll administration, the work week begins on Sunday at 12:01 a.m. and ends at midnight the following Saturday.