

## HR Working Time Policies

### Preamble

FOKLSS aims to provide a healthy working environment for all its employees that supports well-being and allows for a good work-life balance through flexible working hours and practical schedules.

The policies and procedures below clarify the FOKLSS approach to work-time, flexible time, time-banking and overtime, to facilitate effective time management and work planning work throughout the year. The FOKLSS goal will be to spread work as evenly as possible through the year to avoid employee stress and overtime.

The flexibilities in the policies and procedures set out below aim to encourage employees to adopt a thoughtful and considerate approach to their work and leisure time with an awareness of the benefits of a healthy work-life balance and the potential impacts of stress and burnout upon themselves, their families and work-colleagues.

Full-time employees should treat their work at FOKLSS as their primary job and should not, without prior consultation, take on other jobs or study commitments that might interfere with their performance or raise any other concerns (such as conflict of interest).

Employees need to ensure that flexible scheduling and time off for vacations and personal time do not interfere with normal FOKLSS operations or impact other members of the team in a negative manner. Practical consideration should additionally be given to seasonal fluctuations and the timing of events and activities in the FOKLSS calendar.

### Definitions

**Worktime** Standard work hours are 35 hours in a week for a Full-Time employee.

**Flexi-time or Lieu Hours** Subject to the policies and procedures set out below, employees may vary the number of hours worked in a week and bank additional hours as Lieu Hours.

**Substantial time off** is 4 days or more, not including a weekend or public holiday. This time may include paid vacation time or banked lieu hours.

**Overtime** Employees may, exceptionally, be required to work overtime, that is, working more than 8 hours in a day or 40 hours in a week.

### Policies and procedures

**Travel Time:** When travelling for field work or to attend meetings, work time will include time travelling to or from the office (or from home if this is shorter) to the field work or meeting location.

**Sickness Time:** Employees can take up to 5 paid days and 3 unpaid days of job-protected leave per calendar year in accordance with the BC Employment Act.

**Statutory Holidays:** Employees receive statutory holiday pay in accordance with the BC Employment Act.

**Lieu hours:** To ensure a healthy working week, employees should consider operational needs, the impact of their schedule on others and should avoid building up excess (or owing) hours where possible.

- Within these bounds, employees may
  - define the structure of their work day,
  - vary the number of hours worked in the work week and
  - carry forward a maximum of 8 hours worked from one week to the subsequent week and a cumulative maximum total of 20 hours.
- These hours are recorded in the time bank on each time sheet.
- At no time shall these benefits be used to yield overtime pay unless required and pre-authorized (as below).
- If a time bank goes into deficit (below -20 hours), a plan should be discussed with the supervisor to make up hours or to take a reduced paycheck to balance the hours owed.
- If an employee wishes to accumulate more hours to facilitate **substantial time off**, for example, for a two-week vacation – a plan should be agreed (as below).

**Overtime:** To maximize productivity and to protect the health and well-being of our employees, FOLKSS will avoid requiring overtime wherever possible. However, there can be times and events that make overtime unavoidable:

- Overtime should be limited as much as possible to the time essential to complete a specific time-sensitive task or assignment.
- Overtime should be pre-approved
  - for ED, by the Board (or the HR committee)
  - for other staff, by ED
- Overtime will be identified separately on the employees time-sheet with a rationale.
- Overtime will be compensated, preferably as lieu time, in accordance with the amounts defined by the BC Employment Act. This means the employee can take 1.5 hours off for each extra hour worked over 8 hours (but under 12 hours) in a day. To ensure adequate rest, this time should be taken at the earliest time possible after the overtime.

Legal specifics: When required by the employer; Daily: up to 8 hours a day is paid as regular time irrespective of an employee's normal working patterns or contracted hours, After the first 8 hours overtime is paid up to four hours 1.5x times. Any time over 12 hours 2x times. Weekly: anything beyond 40 hours is paid 1.5x times.

**Substantial time off** is likely to impact on the organisation as a whole and especially fellow employees. So, any decision to take a vacation or to accumulate a time bank of over 20 hours needs to be discussed with the supervisor and planned in accordance

with organizational policies. This discussion should take into account office schedules and work timelines so that lengthy vacations do not occur to the detriment of FOKLSS operations.

- A time bank of lieu hours may reach 70 hours (2 weeks) or, exceptionally more, if a plan for taking the time off has been agreed
  - o for ED, by the Board (or the HR committee)
  - o for other staff, by ED
- This time bank, once agreed, will be tracked separately on the employees timesheet.

### **Vacation time**

The Employee is entitled to 10 days vacation time for each year of employment in addition to a 4% vacation pay allowance. The running of the vacation entitlement period shall begin on the date that the Employee commences employment with the Employer, and thereafter on the annual anniversary date of the commencement of the Employee's employment. Vacation days shall be paid at the normal daily rate.

Vacation days are to be discussed with the supervisor and planned in accordance with organisational policies. This discussion should take into account office schedules and work timelines so that lengthy vacations do not occur to the detriment of FOKLSS operations. The Employee's vacation schedule shall be arranged by agreement between the Employee and the Employer to conform to the work requirements of the Employer.

Employees will receive an additional 5 days of vacation time after 2 years of continuous employment with FOKLSS. The policies and procedures outlined above in relation to vacation time will also apply.