

Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board has established regular hours of work at each worksite.

Specifically

- 1.0 The regularly scheduled hours of work for positions must be in accordance with the classification as defined by the respective collective agreement or terms of conditions of employment.
- 2.0 The regularly scheduled hours of work for each position is to be provided to the Human Resources Department on the attached work schedule form. The immediate supervisor is responsible for approving the schedule of hours and for providing an amended schedule if the hours of work change.
- 3.0 Employees who are consistently not punctual in reporting for work and/or returning from breaks may be disciplined.
- 4.0 Employees (excluding teachers) are entitled to an unpaid lunch break not to exceed one hour.
- 5.0 Employees (excluding teachers) are entitled to one fifteen minute paid break, in accordance with the collective agreement or terms and conditions of employment.
- 6.0 Breaks may be scheduled, with the approval of the immediate supervisor, in the morning, afternoon, or evening.
- 7.0 Employees may not schedule breaks at the beginning or end of the scheduled work day, unless required to address student needs.
- 8.0 Breaks, including lunch breaks, may not be combined, unless required to address student needs.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: October 19/05

Ref: BP 305.22

Monitoring Date: Annually

Revised: