



**Hours of Operation Policy**

Approved by the Board of Directors March 3, 2016

**Purpose**

To provide guidelines to NUSU employees regarding work hours that meet operational requirements. “Employees” refers to executives and staff members.

**Responsibilities**

Employees are required to report to work on a regular basis, to comply with the provisions of this policy and to adhere to the schedules and work-time related issues as communicated and approved by their respective managers and the Executive Committee.

**Policy**

1. Work is to be completed in the NUSU office unless otherwise stipulated in an employee’s job description.
  - a. Work completed from an employee’s home or some other such location must be approved beforehand by the executive committee on a case-by-case basis.
2. As of May 1, 2016 the hours of operation for the NUSU office are as follows:
  - a. Monday to Friday: 8:30 a.m. to 4:30 p.m.
  - b. Closed: Saturday and Sunday.
  - c. The NUSU office shall be closed for Ontario provincially recognized statutory holidays.
  - d. The NUSU office in North Bay shall be closed when Nipissing University’s North Bay Campus is closed.
  - e. NUSU executives reserve the authority to close the office when it is deemed appropriate and shall provide a rationale.
3. The Executive members shall be working during the above hours during the spring and summer semesters with a total of one (1) hour paid lunch break daily.
4. During the fall and winter semesters, the executive members shall work at a reduced rate of twenty (20) hours per week for Vice Presidents and twenty-five (25) hours per week for the President.
5. Staff members shall work during the Hours of Operation accumulating forty (40) hours a week with a total of one (1) paid hour lunch break daily, unless their job descriptions state otherwise.
  - a. As per the *Employment Standards Act of Ontario*, no employee shall work for more than five (5) continuous hours without a break and the required



length of the workday cannot be reduced on the premise that employees will forego their meal break.

6. Employees must post their weekly work schedule so that it is visible to all other employees. Schedules are to be posted in areas such as but not limited to the NUSU email system calendar.
  - a. Note: Changes to work schedules are to be sent to the Executive Committee for approval.
7. Employees shall sign in to work upon arrival and sign out upon departure using the POS system for every shift. Managers and Executive Committee members shall have access to the Managerial Options within the POS system.
8. Hours of operation shall be posted at the entrance to the NUSU offices at all times at the North Bay campus.
9. Changes to the office hours shall be posted at the entrance to the NUSU office as soon as possible with contact information of an Executive and/or staff member.
10. Employees who are late and/or leave early from a workday without just cause or permission from a supervisor may be subject to disciplinary actions by their supervisor in conjunction with the executive committee.

Any questions related to the content of this policy or its interpretation should be directed to the Executive Committee.