ST. JEROME'S UNIVERSITY
Federated with the University of Waterloo

Hours of Work

Staff Manual
Approving Authority: President and Vice Chancellor
Established: January 2013
Date of Last Review: July 2026
Date of Last Revision: October 2026
Office of Accountability: Human Resources

1. Policy Statement

This Policy outlines the University's expectations for hours of work and lieu time for staff members, which shall be governed by the *Employment Standards Act, 2000 (ESA)* unless otherwise specified.

The University is committed to providing consistent and equitable practices that support operational effectiveness, employee well-being, and compliance with employment legislation.

2. Scope

This policy applies to all salaried staff in regular ongoing and contract roles.

3. Application

Regular Working Hours

St. Jerome's University is open for service between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays and University shutdown days. These are considered the University's standard hours.

All full-time staff members are expected to work seven (7) hours per day, for a total of thirty-five (35) hours per week, unless stipulated within the offer of employment. Supervisors are expected to work with their staff members to determine regularly scheduled working hours that meet the operational needs of the department and the staff member's personal circumstances. Staff members may also be expected to work other hours as may be required by their supervisor from time to time, or as a requirement of their position. When irregular work schedules are required as part of one's position, the requirement and an indication of the hours to be worked will be noted in the job description. Hours of work for part-time staff are determined on a case-by-case basis reflecting departmental needs and as noted in the respective employment contract.

Breaks

An employee must not work for more than five hours in a row without getting a thirty (30) minute meal break free from work, at minimum. Meal breaks between thirty (30) – sixty (60) minutes are typical during a seven (7) hour

workday. The eating period can be split into two eating periods within every five consecutive hours, if agreed between the supervisor and staff member. Meal breaks are unpaid.

Overtime and Lieu Time

Supervisors are encouraged to work with their staff members to ensure that the work of the department is accomplished within their regularly scheduled working hours as much as possible, and to establish flexible work schedules that mitigate or eliminate the need to work extra hours when possible.

Occasionally, staff members may be required to work extra hours to fulfill certain duties and responsibilities of their positions. These hours must be discussed with and approved in advance by the staff members' supervisor. Staff members will be provided with time off in lieu of pay at straight time for all extra hours worked over thirty-five (35) hours per week, but less than forty-four (44) hours per week. Any hours worked beyond forty-four (44) hours per week will be calculated at time and a half for time off in lieu of pay. Normally, staff members are required to use their approved accumulated lieu time within thirty (30) days of accrual.

Staff members in management positions (department heads or supervisors) do not qualify for overtime in accordance with the Employment Standards Act, 2000. Management positions are identified at the time of hire and are expected to adjust their working hours as able to balance the needs of the department with their hours of work.

Urgent and Unexpected Situations

Any non-management staff will earn time off in lieu of pay for any time they are required to work outside of regular working hours to support urgent and/or unexpected situations. Any travel time required to and from campus shall be included in the lieu time calculation. Time off in lieu of pay for time worked in these situations shall be calculated at time and a half. If the staff member works for less than three (3) hours to resolve the situation, they will be provided with three (3) hours of time off in lieu of pay, so long as their regularly scheduled workdays are longer than three (3) hours.

Examples:

1) A staff member who is on-call gets called for an emergency in residence and it takes them thirty (30) minutes to resolve the issue from home. This staff member typically works seven (7) hour days. Based on the three (3) hour rule they will receive three (3) hours of time off in lieu of pay since their regularly scheduled workdays are longer than three (3) hours.

2) A staff member gets called unexpectedly on the weekend by their supervisor and is asked to support an emergency on campus. The emergency takes two (2) hours to resolve and they spent thirty (30) minutes traveling to and from campus (15 minutes each way). The staff member will receive 3.75 hours of time off in lieu of pay (2.5 hours X 1.5). Since the time and a half calculation surpasses the minimum three (3) hour rule, the time and a half calculation should be followed.

Any work that is completed outside of regularly scheduled work hours that is expected and can be planned for in advance or is not urgent should follow the guidance in the Overtime and Lieu Time section above.

Travel Time

Travel time to and from an employee's normal place of work at the beginning and end of a workday is not considered to be time worked, with the exception of urgent and unexpected situations as described in the section above. However, other travel for business purposes may be considered to be time worked, in

accordance with the *Employment Standards Act, 2000*. If you have questions about whether specific travel constitutes time worked, consult with your supervisor or with Human Resources.

4. Reporting

Absences from the workplace must be reported in the designated HR system. Lieu time should be tracked using a process defined by the supervisor.

5. Related Information

Employment Standards Act, 2000 – Hours of Work information

Employment Standards Act, 2000 – Three hour rule information

Employment Standards Act, 2000 – Overtime pay