|  |  |
| --- | --- |
| LANARK COUNTY COMMUNITY JUSTICE | POLICIES AND PROCEDURES |
| **SECTION: HUMAN RESOURCES 2.12** | **DATE:** Spring 2018 |
| **SUBJECT: Hours of Work** | **HISTORY –** new policy spring 2018 |
| **PURPOSE:**  To establish the number of hours for a Full-Time position on a weekly basis | |
| **POLICY:**  The paid work week for a full time employee of LCCJ will be 37.5 hours | |
| **PROCEDURE:**  Hours per week will be established for each position and will be contained in the employment contract  A full time position at LCCJ will consist of 37.5 hours per week. Two 15 minute breaks per day will be included in the paid hours  Less than 37.5 hours per week is considered part time employment.  Work Schedules will be flexible, according to the demands of each position | |
|  | |