

ARTICLE XX – HOURS OF WORK

XX.01 Hours of Work for Live-In Positions

- (a) Live-In Positions are required to maintain residence in their assigned building, except during approved time off (e.g., approved vacation, academic breaks, or as otherwise authorized by the Employer).
- (b) As Live-in Positions involve being responsive to community needs, the parties recognize the inherent scheduling flexibility required in fulfilling employee duties, and the general autonomy Employees have to schedule their hours accordingly beyond hours that are specifically assigned.

XX.02 Hours of Work for Community Advisors

(a) Maximum Hours of Work

- i. Although it is acknowledged that there will be some variation week to week, a Community Advisor's hours of work shall normally average 15 hours per week in a four (4) week period and shall not exceed a total maximum of 555 per appointment, without prior assignment and approval from their Supervisor based on operational needs.
 - ii. The maximum hours of work in (a), above, is for all Community Advisor duties, inclusive of community support, training hours, meetings, Coverage shifts, duties related to Move In, Fall Preview, and all other assigned duties, except for additional work assignments during the Residence Holiday Closure Period (addressed in Article XX.03(b), below).
 - iii. This maximum hours of work in (a), above, also includes up to 10 hours that may be worked on Public Holidays, as follows:
 - 1. The Employer will schedule work during Public Holidays as may be needed. An Employee must have approval in writing from their Supervisor prior to working on a Public Holiday.
 - 2. Notwithstanding (1), Community Advisors may respond to urgent student needs on a Public Holiday outside of assigned hours; such work is considered exceptional and must be reported to their Supervisor.
 - iv. In exceptional circumstances, if a Community Advisor works more than 10 hours on Public Holidays during their appointment, excluding the Residence Holiday Closure Period, they shall coordinate with their Supervisor to arrange for Compensatory Time Off in accordance with the Employment Standards Act.
- (b) The Employer will make reasonable efforts to schedule Community Advisor assignments equitably (for example, Coverage assignment, Fall Preview, work on Weekdays, Weekends, Peak days, and Public Holidays).

(c) An employee shall not be required to work both the Fall and Winter Mid-Term Recesses but may be required to work one of the two weeks.

(d) Assigned Coverage

- i. As part of their regular duties and responsibilities, Community Advisors will be scheduled assignments for Coverage by their Supervisor. For each Coverage assignment, the Employee must complete assigned tasks and be available and able to respond immediately in the workplace between the hours of 9:00pm and 8:00am, should the need arise.
- ii. A Coverage assignment is considered to be four (4) hours of work. In exceptional circumstances, where active duty was required for more than four (4) hours on a Coverage shift, the Employee will provide the rationale to their Supervisor and will request an exception.
- iii. Where an exception is granted, an Employee's work assignments will be adjusted accordingly to compensate for the additional hours worked.

XX.03 Additional Assignments for Community Advisors

(a) Senior Community Advisor Assignment

- i. The Employer may assign a Community Advisor duties as a Senior Community Advisor, in accordance with the job posting and selection provisions in Article XX.
- ii. A Community Advisor who is assigned as a Senior Community Advisor shall normally work an average of eight (8) hours of work per week over a four (4)-week period in addition to the regular Community Advisor hours. Their hours of work shall not exceed an additional maximum of 296 hours per assignment to fulfill such duties, without prior assignment and approval from their Supervisor based on operational needs.

(b) Residence Holiday Closure Period Assignment

- i. The Employer will schedule work during the Residence Holiday Closure Period, as needed.
- ii. When such work is needed, the Employer will ask for an expression of interest from those who wish to work and will assign work to meet operational needs based on seniority.
- iii. In instances where there is insufficient expression of interest, work will be assigned, in order of reverse seniority.
- iv. Unless an Employee has been assigned to work during the Residence Holiday Closure Period, they are not permitted to be in residence.

- v. A Community Advisor who is assigned to work during the Residence Holiday Closure Period shall not exceed an additional maximum of 32 hours of work to fulfill such duties, without prior assignment and approval from their Supervisor based on operational needs.
- vi. This maximum hours of work in (v), above, includes up to 8 hours that may be worked over no more than two (2) Public Holidays, as follows:
 - 1. The Employer will schedule work during Public Holidays as may be needed. An Employee must have approval in writing from their Supervisor prior to working on a Public Holiday.
 - 2. Notwithstanding (1), Community Advisors may respond to urgent student needs on a Public Holiday outside of assigned hours; such work is considered exceptional and must be reported to their Supervisor.
 - 3. In exceptional circumstances, if a Community Advisor works more than 8 hours on Public Holidays during the Residence Holiday Closure Period, they shall coordinate with their Supervisor to arrange for Compensatory Time Off in accordance with the Employment Standards Act. Where needed, this Compensatory Time Off may be taken during the subsequent Winter Term.

XX.04 Hours of Work for Positions other than Community Advisors

- (a) The standard work week shall be as communicated to the Employee upon their appointment and determined in accordance with operational needs.
- (b) Guest Registration Assistants (GRAs) Hours after 1:00am:
 - i. If a Guest Registration Assistant has a reasonable safety concern related to traveling home at the end of a shift, they may request not to be assigned to work beyond 1:00 am.
 - ii. GRAs will be provided with a safe space in or near to their work location to wait for transportation.

XX.05 General

- (a) The University establishes the work schedules, the hours of operation, the nature of activities, and the staff required, according to the operational needs.
- (b) The provisions of this Article are intended to provide a basis for calculating compensation for time worked and shall not be construed as providing any guarantee as to the hours of work per day or per week, unless expressly stated.

- (c) Employees shall, by the 15th of each month, provide their Supervisor with any limitations to their availability to work due to mandatory academic requirements for the following month. If such availability is not provided on or before that date, the Employee's availability shall be considered to be unchanged.
- (d) Official working schedules will be provided monthly with at least 1 week of notice prior to the start of the new schedule.
- (e) An Employee will not normally be scheduled to work more than eight (8) hours in a day or forty (40) hours in a week, except during Move-In periods, and Welcome Week.
- (f) No Employee will work more than 5 consecutive hours without a 30-minute unpaid meal period. For an 8-hour shift, a 60-minute unpaid meal period will be provided.
- (g) The University provides Employees with two (2) 15-minute paid break periods in an 8-hour shift, as scheduled by their Supervisor.
- (h) Employees may coordinate schedule trades through the Employer's scheduling system no later than two (2) business days prior to the start of work.
- (i) There will be no mandatory work, including training, assigned off campus that requires overnight accommodations.

XX.06 Overtime (Not applicable to Community Advisor roles)

- (a) The Parties recognize that the University's operations may require the performance of Overtime.
- (b) Overtime is defined as any time worked over forty-four (44) hours in a work week.
- (c) When an Employee works Overtime, they will be compensated at an amount equal to 1.5 times their hourly rate for each hour worked, as follows:
 - i. in pay; or
 - ii. Compensating Time Off at the equivalent rate, as agreed between the Supervisor and Employee before the overtime is worked.
- (d) To the extent feasible, overtime will be on a voluntary basis.
- (e) Should sufficient Employees not be available to meet the operational requirements on a voluntary basis, then Employees will be assigned to work the overtime, in order of reverse seniority.