



Administrative Procedure 5140

Work Hours - Summer

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE Collective Agreement](#)

Date Adopted: May 1982

Amended: December 2017

Hours of work for the Maintenance Department for the month of July and the first 2 weeks of August each year, on the basis of a 40 hour work week, shall be as follows:

- Monday through Thursday, both inclusive: 7:00 a.m. to 5:00 p.m. (9 hours/day)
- Friday: 7:00 a.m. to 11:00 a.m. (4 hours) 11:00 a.m. to 5:00 p.m. (closed)

It is understood and agreed that the extra hour worked each day from Monday through Thursday, both inclusive, as set forth above shall be in lieu of time off Friday and therefore, overtime provisions as set forth in the *CUPE Collective Agreement* shall not be applicable for these specified hours.