

	<b>HOURS OF WORK AND OVERTIME</b>	<b>Human Resource Manual</b>
<b>Shift Work</b>		<b>Section 1202</b>

## SHIFT WORK

### PURPOSE

1. The Government sets up a regular schedule of hours of work for employees who must work shifts.

### APPLICATION

2. These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association Bargaining Unit.

### PROVISIONS

3. A master weekly shift schedule must be posted 14 days in advance to cover the work area's shift requirements for 28 calendar days unless otherwise agreed. For example, the master shift schedule for health care workers must be posted 15 days in advance, for Corrections staff; one month in advance.
4. Employees may exchange shifts with management's approval. There must be no increase in cost as a result of the shift exchange.
5. Every reasonable effort must be made by management to schedule an employee's shifts to allow for regular attendance at educational courses.
6. Where shift work is required, the following process applies to the Nunavut Employee's Union (NEU) bargaining unit:
  - (1) An agreement is reached with the NEU before setting or revising shift hours for an operational unit. Employees are given 14 days notice of any change in shift hours.
  - (2) Daily shift hours are no more than 16 consecutive hours.
  - (3) The number of consecutive shift days is no more than seven days.
  - (4) The number of consecutive days of rest between shifts is no less than two days.
  - (5) The number of shift days in a year for which an employee is entitled to be paid is determined by dividing the standard yearly hours (1950 or 2080) by the daily shift hours.

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- (6) The number of shift days in a year the employee is scheduled to work is determined by dividing the yearly designated paid holiday hours by the daily shift hours and subtracting the result from the number of shift days calculated in (5) above.
7. The master work schedule is posted for employees in an operation who work shift hours.
- (1) Management does the following:
- avoids excessive fluctuations in hours of work; and
  - posts a schedule 14 calendar days in advance to run for 28 calendar days.
- (2) Management makes every reasonable effort to do the following:
- give employees every second Saturday and Sunday off, with a minimum of 48 consecutive hours off duty;
  - schedule at least two consecutive days off; and
  - not schedule more than one shift in any 24 hour period.
- (3) When an employee works two shifts in any calendar day the following applies:
- one shift is overtime; and
  - except in an emergency an employee may not work more than two consecutive shifts.
- (4) An employee shall be granted alternate weekends off as often as reasonably possible with each employee receiving a minimum of every third weekend off.
- (5) Overtime rates of pay shall apply to weekend hours worked by an employee on the third consecutive weekend and subsequent consecutive weekends worked thereafter. This does not apply to employees who are hired exclusively to work weekends or those who request to exchange shifts with other employees to work weekends.
- (6) If an employee is required to be on travel status on a weekend, it shall be deemed as a weekend worked for the purpose of clause (4) and (5).

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8. The Employer will provide transportation, or the actual cost of commercial transportation, between home and the workplace for an employee whose scheduled hours of work start or finish between midnight and 06:00 or who is required to travel to and from work during those hours to perform overtime work.

#### **AUTHORITIES AND REFERENCES**

9. Main Collective Agreement with NEU  
Article 22, Hours of Work  
Group 2, Corrections Officers
10. Excluded Employees' Handbook  
Shift Work

#### **CONTACTS**

11. For further information or clarification, please contact:

**Director Employee Relations  
Department of Human Resources  
Iqaluit, Nunavut  
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