

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

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| CATEGORY: Personnel | SUBJECT: Schedule of Work | SECTION: S POLICY: 2 |
| DATE: September 2004 REVISION DATE: January 2006 | Administrator's Signature: _____ | |

SCHEDULE OF WORK

POLICY:

In order to administer its Ministry of Elder Care as efficiently and as effectively as possible, the Leamington Mennonite Home establishes hours and schedules of work, including shift work, for all job classifications.

PROCEDURE:

- Consult with the Collective Agreement for unionized staff, for any deviations to this policy.
- The following apply to hours of work:
 - The normal hours of work for staff at the Leamington Mennonite Home shall be 7 ½ hours per day; exclusive of a ½ hour lunch period
 - The normal hours of work for Registered Staff at the Leamington Mennonite Home shall be 11 ¼ hours per day; exclusive of a ½ hour lunch period
 - A 15-minute rest period is provided in both the 1st half and the second ½ of the shift.
- Part-time staff are not guaranteed any certain number of days of work in any week, or any number of hours of work in a day.
- Leamington Mennonite Home shall determine, from time to time, the starting and ending times of the various shifts, as applicable to the workings of the Leamington Mennonite Home & Apartments.