

<b>LANARK COUNTY COMMUNITY JUSTICE PROGRAM</b>	<b>POLICIES &amp; PROCEDURES</b>
SECTION: Human Resources	DATE: March 8, 2016
SUBJECT: <b>Employment Contract – Time in Lieu</b>	HISTORY: Original: November 9, 2010 Revised March 21, 2013
<p><b>Policy:</b> This policy enables LCCJP to account for a surplus or deficit in hours in relation to the employment contract within the overarching limits of the annual budget. The Executive Director, in the best interests of the program, will authorize any changes to weekly hours of work.</p>	
<p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Upon consultation, the Executive Director may modify the scheduled weekly hours of work to allow for variations in demand. A week shall be defined as Saturday to Friday inclusive. Within any particular week, the employee might work more or less than the contract number of hours.</li> <li>2. Voluntary participation on committees or boards, social events and other volunteer activities are not considered as additional hours; however, the Executive Director may authorize compensation for such activities if they are deemed to be in the best interest of the program.</li> <li>3. Employees will keep a bi-weekly record of their time worked and lieu time taken. These record sheets will be reviewed every pay period by the Treasurer or designate.</li> <li>4. If an employee works more than their contract number of hours in any given week, she or he shall record such additional hours as a surplus and take the equivalent time off in lieu of additional pay within the following 2 week period if possible and reasonable to the operation of the office.</li> <li>5. If an employee works less than their contracted number of hours in any given week, she or he shall record such time owing and work additional hours within the following 2 week period if possible and reasonable to the operation of the office.</li> <li>6. Prior approval of the Finance Committee is required should the number of excess or owed hours be anticipated to accumulate beyond one (1) time the weekly contract.</li> </ol>	