



OSTA

Ottawa Student
Transportation
Authority

Hours of Work
Effective Date: June 27, 2011

Policy Code – Version: H6 – V1	
Policy Name: Hours of Work	
Approved by motion of Board on	27/06/2011
Cross Reference H7 - Attendance and Absence from Work Policy	
Related Forms Application for Leave Payment for Overtime Approval of Compensatory Leave/Time in Lieu	

Policy Statement

1. The Ottawa Student Transportation Authority (OSTA) recognizes the importance of having employees at work during regular operating hours. To meet this obligation the working hours of the office and staff shall be set.
2. The offices of OSTA shall be open from 7:30 am to 5:00 pm Monday to Friday with the exception of statutory holidays.
3. The work hours of employees shall be set by OSTA and the supervisor to provide service to clients on a regular and routine basis. Employees may be required to work overtime, irregular hours, perform standby duties, and/or work during emergency situations.
4. Employees shall submit requests for changes in work hours whether temporary or permanent, to their supervisor. The General Manager or her/his designate shall approve requests.
5. During peak periods, employees may be asked to work overtime and shall not take vacation.
6. Overtime shall be recognized and compensated in accordance with the Collective Agreement or Union-Exempt Handbook.