

Hours of Work

Original Implementation Date:	April 1, 1996	Approved by:	
Date of Last Revision:	August 16, 2021	Approved by:	Caroline Blair-Smith, A/CAO John MacPherson, A/DCAO
Effective Date of Last Revision:	June 26, 2022	Approved by:	Caroline Blair-Smith, A/CAO John MacPherson, A/DCAO

1 – Policy Name

Hours of Work

2 – Purpose

This Policy outlines the core hours of work for Halifax Regional Municipality (the Municipality).

3 – Objectives

This objective of this Policy is to clearly define the Municipality’s core hours of operations for public service delivery.

4 – Scope

This Policy applies to all non-union employees.

5 – Definitions

N/A

6 – Roles and Responsibilities

N/A

7 – Policy Regulations

The core hours of operations for Halifax Regional Municipality are from 8:30 a.m. to 4:30 p.m., Monday through Friday. This means that the public can expect offices to be open for business during these times and that service is provided during these hours. Different parts of the operations may have longer hours in order to provide a necessary level of service to the public.

Accordingly, the standard work week for non-union staff is 35 hours per week with a one-hour unpaid meal break per day; however, many Halifax Regional Municipality employees have standard hours which vary from this based on the operational requirements of the applicable business unit and flexible work arrangements agreed upon by the employee and manager with an unpaid meal break of no less than 30 minutes per day.

8 – Repeal

N/A

9 – Effective Date

June 26, 2022

10 – Related Policies and Practices

Flexible Work Arrangements

FlexWork Halifax Program

11 – Policy Review

Review every 2 years.

12 – Contact

Human Resources Business Partner

13 – Attachments

[FlexWork Halifax](#)