

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

**ADMINISTRATIVE REGULATIONS**

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**Section 0MHD5047e-3(ation)-4( 3MCD504.79e)-2(Altho4(s0 0BT141th4(:)-398(idi)7ttt8 T**  
**Human Resources Compensation Regulation Code: HR-2.1.6**

**Regulation: COMPENSATION FOR EMPLOYEES: Policy Code Reference: HR-2.1**  
**HOURS OF WORK AND WORK WEEK Page 1**

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This administrative regulation is written in accordance with the guidin g

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

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**Section: Human Resources  
Compensation**

**Regulation: COMPENSATION FOR EMPLOYEES:  
HOURS OF WORK AND WORK WEEK**

**Regulation Code: HR-2.1.6  
Policy Code Reference: HR-2.1  
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1.1.4 An employee requesting to work other than normal daily hours at their regular work location for personal reasons may make application to their immediate supervisor under the terms of Board Policy No. HR-4.3, Alternative Work Arrangements. Consideration of such requests will be in accordance with the policy and its administrative regulations, and will be based on balancing the employee's request with maintaining the efficiency of operations in the department. Any flexibility in daily working hours under the policy will be based on maintaining the 7 hour day and a 35 hour week.

1.2 Additional Hours Worked

Non-union Administrative and Employee Group positions in Salary Grades 1 and 2 as described in the attached schedule.

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**2. Summer Working Hours**

Notwithstanding the hours of work and work week provisions described above, and in the Collective Agreement between the Board and Local 5555 of the Canadian Union of Public Employees, during the months of July and August, the Board may, at its discretion, adjust hours of work.

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Established: May 10, 2001

Revised/Reviewed: June 7, 2011  
November 23, 2017