

VILLAGE OF CARMANGAY

POLICY

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Adopted by Council

**Number 002**

Prepared by: Heather O'Halloran

**Date:** October 18, 2016

**TITLE: Public Works Regular Hours of Work**

**Policy Statement**

That Public Works hours of work shall be up to a maximum of forty (40) hours per week straight time which may include weekend checking of the water plant.

**THE PURPOSE OF THIS POLICY IS TO:**

Ensure standard hours of work.

**Definitions:** Behave in accordance with the Policy Statement.

**Responsibilities:** Public Works will inform Administrator/Council of emergent issues and decision will be made.

**Procedures:** In cases of emergency, the Administrator and/or two (2) council members are to be informed and can corroborate the necessity of the emergency.

This policy is subject to any provision of the Municipal Government Act (MGA), the Local Authorities Board Act or other relevant legislation.