

TORONTO SENIORS HOUSING CORPORATION (TSHC)

Hours of Work Policy

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Scope

This policy applies to all management and exempt employees of the Toronto Seniors Housing Corporation (TSHC).

Purpose and policy statement

This policy sets the normal hours of work at 36.25 hours per week. It also sets the criteria for exceptions, including a 40-hour week for certain jobs when necessary.

Exceptions

Management and exempt jobs may be set at 40 hours per week when:

- operations require coverage 7 days a week and 24 hours per day
and
- a supervisor is needed in these operations.

Example: At present, Security Supervisors who oversee 24/7 operations are the only management and exempt employees required to work a 40-hour week.