



Trees Organic
COFFEE & ROASTING HOUSE

Policies & Procedures

Scheduling & hours of work

Each store will prepare a work schedule on a weekly basis for the upcoming week. Schedules must be prepared using anticipated sales volumes as a guideline for shift allocation.

In accordance with Provincial Labour Laws, the minimum requirements are as follows:

- Minimum shift length is 2 hours. Maximum shift length is 8 hours.
- Overtime rate of time and a half will be paid on any hours worked over 8 hours in one day or 40 hours in one week. A week is defined as Monday to Sunday.
- Employees will be entitled to a 30 minute unpaid break on any shift of five hours or more.
- Employees may be scheduled for split shifts. All hours of the split shift must be completed within 10 hours.
- Employees should have at least 10 hours in between shifts.

Employees must be aware that schedules are prepared in order to meet the needs of the business. There is no guarantee that a certain number of hours or certain shifts will be allocated to any employee.

Due to the nature of the business, employees must be prepared to work a variety of shifts that can include early mornings, evenings, weekends, and statutory holidays.

Salaried Managers are required to work a minimum of 40 hours per week. Managers must schedule themselves for shifts that will ensure coverage of the peak days and times of the café business.

