

## MEBP's comments and examples for determining a Member's Base Hours.

- Annual Base Hours are the hours that a full-time employee would be required to work in a given position or job. **The Base Hour will be the same for all employees who do the same job/position regardless of full-time, part-time, casual or seasonal status.**
- A Collective Agreement or Employment Contract may stipulate the full-time base hour for a position. If not, the employer determines the Base Hours for a position.
- Minimum Annual full-time Base Hour allowed under MEBP is 1560.00. Maximum is 2600.00.
- Annual full-time Base Hours for a job position should not be changed arbitrarily. There should be decision with documentation supporting the change. This supporting documentation should be able to be provided to MEBP upon request.
- MEBP suggests that participating Employers maintain a list of Job Positions and the Annual full-time Base Hours for each position for consistency.

### Examples for determining Base Hours:

*You may use choose to use days, weeks or pay periods for your Base Hour calculation. The result will be the same.*

#### **Example #1**

Sara is the CAO under the RM of OZ and is paid a salary.

A full time RM of OZ is generally required to work 8 hours a day or 40 hours/week and is paid bi-weekly (26 pay periods)

**Therefore, the full-time annual Base Hour for a CAO of the RM of OZ is 2080.0.**

(40 hrs. x 52 weeks) or (8 hrs. x 260 days) or (80 hrs. x 26 pay periods)

Sara and her employer later agree that Sara will go down to working part-time 4 days per week. Sara has not changed job position. She is still the CAO. The employer hasn't changed the full-time requirement for a CAO, Sara is just now working part-time. **Therefore, Sara's Base Hours are still 2080.0 which is the full-time annual Base Hour for a CAO of the RM of OZ.**

#### **Example #2**

John and Karen both hold the same position of office administrators with the RM of OZ. Karen is full-time, working 7.50 hours per day and 5 days a week (or 37.5 hrs./week) and is paid bi-weekly. However, John is part-time and works 3 days a week.

**The Full-time annual Base Hour for an office administrator with RM of OZ is 1950.0.**

(7.50 hrs. x 260 days) or (37.5 hrs. x 52 weeks) or (75 hours x 26 pay periods)

As Base Hours are the same for all employees who do the same job/position regardless of full-time, part-time, casual or seasonal status, **BOTH John's and Karen's Base Hour as an office administrator are 1950.0.**

### **Example #3**

Terry is under a collective agreement. The collective agreement stipulates that Nine (9) hours shall constitute a regular shift beginning at 8:00 am and ending 5:30 pm with a 30-minute lunch break. The maximum work week shall be 45 hours beginning Monday and ending Friday.

**The Annual Base Hours for Terry's position under this collective agreement are 2340.0.**

(9 hrs. x 260 days) or (45 hrs. x 52 weeks)

### **Example #4**

Full-time office staff at the RM of OZ are required to work 7.5 hours per day and 5 days a week. **The Annual Base Hour for all office staff then, regardless of full-time/part-time status, is 1950.0** (7.50 x 5 days week x 52 weeks (or 260 days)).

The RM of OZ decides to **permanently change required workdays for ALL full-time office staff** from 5 days a week to 4 days a week. **Therefore, the Annual full-time Base Hour for this job position will change to 1560.** (7.50 x 4 days week x 52 weeks).

If this change is made mid-year, then the Base Hour for the year is a proration of both Base Hours. Example, 7.50 hours/5 days a week from January to June (6 months) then 4 days a week effective July to December (6 months).

The Base Hours for the year of the change are:

1950 x 6/12 months = 975.0, Plus

1560 x 6/12 months = 780.0

**Annual Base Hours for the year of the change year = 1755.00**

**Annual Base Hours for subsequent years is 1560.0.**

### **Example #5:**

Omar is paid bi-weekly. He is a Maintenance Worker with the RM of OZ. **The Annual Full-time Base Hours for a Maintenance Worker is 1950** (75 hours paid bi-weekly or 7.5 hours per day). On pay period 15, Omar is promoted to Foreman with the RM. **The Full-Time Annual Base Hours for a Foreman are 2080** (80 hours bi-weekly or 8 hours per day).

Omar's Base Hours for the year of his promotion are determined as follows:

1950 x 14/26 pay periods = 1050.0, plus

2080 x 12/26 pay periods = 960.0

**Annual Base Hours for the year of his promotion = 2010.0**

**Annual Base Hours for subsequent years is 2080.0.**

### **Example #6:**

Sasha is paid bi-weekly. She is a Maintenance Worker with the RM of OZ. **The 2023 Annual Full-time Base Hours for a Maintenance Worker 1950** (75 hours bi-weekly for 26 pay periods (260 days)).

**In 2024, the RM of OZ will have 27 pay periods. Therefore, Sasha's 2024 Annual Base Hours will be 2025.0** (75 hours bi-weekly for 27 pay periods (270 days)).

### **Example #7**

The RM of OZ needs a Recreation Director. The full-time hours for a Recreation Director are 7.50 hours/ 5 days a week. **Therefore, the Annual Full-time Base Hours for a Recreation Director is 1950.0 (7.5 hrs. x 5 days x 52 weeks).**

Right now, the RM of OZ only has the budget for a part-time Recreation Director. Fred is hired as the part-time Recreation Director.

As Base Hours are the Annual hours that a full-time employee would be required to work in a given position, so although Fred is only part-time, **the Base Hour is still 1950.0.**

### **Example #8**

The RM of OZ has hired a seasonal Arena Attendant. This employee works 8 hours each day, 5 days a week, from November to February.

The RM of OZ does not have a full-time Arena Attendant **but if they did**, the RM has determined that the full-time Arena Attendant would work 6.0 hours each day, 5 days a week, all year round. **Therefore, the Full time Base Hours for this RM's Arena Attendant Position are 1560.0** ( 6 hrs. x 5 days x 52 weeks = 1560. This is also the minimum fulltime base hour allowed by MEBP).

### **Example #9**

The RM of OZ has hired an employee to clear snow during the winter months and do road construction during the summer. The employee is classified as a Heavy Construction Worker. The full-time hours required are 50 hours per week during the winter season and 40 hours per week during the summer road construction period. There was a total of 24 weeks where the employee worked 50 hours per week and 28 weeks at 40 hours per week. The Base Hour for this position would be:(50 hrs. x 24 weeks) + (40 hrs. x 28 weeks) = 2320.0.

**The full time Base Hour for the Heavy Construction Worker position is 2340.0**, as established by the RM of OZ for this position.

**Example #10**

In this example, the RM of OZ is changing from a bi-weekly payroll to a Monthly payroll **effective August 1, 2024**. For this example, we are using the Annual Full-time Base Hours of 8 hours per day x 5 days week x 52 weeks = 2080.

Pay Periods for 2024	PP Start Date	PP End Date	Pay Date	BASE HOURS	
1	16-Dec-2023	29-Dec-2023	05-Jan-2024	80.00	(10 workdays at 8 hour/day)
2	30-Dec-2023	12-Jan-2024	19-Jan-2024	80.00	
3	13-Jan-2024	26-Jan-2024	02-Feb-2024	80.00	
4	27-Jan-2024	09-Feb-2024	16-Feb-2024	80.00	
5	10-Feb-2024	23-Feb-2024	01-Mar-2024	80.00	
6	24-Feb-2024	08-Mar-2024	15-Mar-2024	80.00	
7	09-Mar-2024	22-Mar-2024	29-Mar-2024	80.00	
8	23-Mar-2024	05-Apr-2024	12-Apr-2024	80.00	
9	06-Apr-2024	19-Apr-2024	26-Apr-2024	80.00	
10	20-Apr-2024	03-May-2024	10-May-2024	80.00	
11	04-May-2024	17-May-2024	24-May-2024	80.00	
12	18-May-2024	31-May-2024	07-Jun-2024	80.00	
13	01-Jun-2024	14-Jun-2024	21-Jun-2024	80.00	
14	15-Jun-2024	28-Jun-2024	05-Jul-2024	80.00	
15	29-Jun-2024	12-Jul-2024	19-Jul-2024	80.00	
16	13-Jul-2024	26-Jul-2024	02-Aug-2024	80.00	
17	27-Jul-2024	<b>31-Jul-2024</b>	31-Jul-2024	24.00	(3 workdays at 8 hours/day)
<b>CHANGE TO MONTHLY PAYROLL OCCURS HERE</b>					
	01-Aug-2024	31-Aug-2024	31-Aug-2024	173.33	(2080/12 months equal pymts)
	01-Sep-2024	30-Sep-2024	30-Sep-2024	173.33	
	01-Oct-2024	31-Oct-2024	31-Oct-2024	173.33	
	01-Nov-2024	30-Nov-2024	30-Nov-2024	173.33	
	01-Dec-2024	31-Dec-2024	31-Dec-2024	173.33	
<b>TOTAL BASE HOURS FOR THE YEAR OF THE PAYROLL CHANGE IS</b>				<b>2170.67</b>	
<b>THE BASE HOURS FOR THE FOLLOWING YEAR ARE</b>				<b>2080.00</b>	

Of course, there will be situations that arise that aren't covered in the examples above. Please feel free to contact the MEBP Administration Office if you need any assistance in determining Base Hours.