



MANAGEMENT POLICY

POLICY NUMBER:
101.22

SUBJECT:

Work Schedules

EFFECTIVE DATE:
11/22/2010
REVISED DATE:

I. Purpose

To designate hours of work and define the workweek so as to remain in compliance with the timekeeping requirements of the Fair Labor Standards Act.

II. Scope

This policy applies to all District employees.

III. Policy

The District shall establish work schedules as deemed necessary based upon such factors as workload, customer service need, and the efficient management of the organization. This policy does not establish or address the number of employees or staffing levels.

IV. Definition

The following definitions are provided to ensure the proper application of the timekeeping applications of the Fair Labor Standards Act.

1. Emergency Response Personnel (full time and part time)
 - a. The workday begins at 8:00 a.m. and ends the following day at 8:00 a.m.
 - b. The workweek begins on Sunday and ends on Saturday
2. Administrative personnel
 - a. The workday begins at 8:00 a.m. and ends at 5:00 p.m.
 - b. The workweek begins on Monday and ends on Friday
 - c. Administrative exempt personnel may have varying schedules
3. Supervisors
 - a. Listed by increasing level of authority
 - i. Captain
 - ii. Deputy Chief
 - iii. Fire Chief

V. Procedure

A. Emergency Response Personnel

1. Supervisors are entitled to establish flex schedules, reschedule hours of work and schedule overtime hours as deemed necessary.

B. Administrative Personnel

1. Supervisors are entitled to establish flex schedules, reschedule hours of work and schedule overtime hours as deemed necessary.
2. Two (2) paid work breaks per day of not more than fifteen (15) minutes each are to be allowed for employees. It is up to the supervisor to determine whether these breaks are scheduled or used when the employee deems necessary. These breaks are to be used during the work period and shall not be used to flex one's hours to leave work early or arrive at work late. These breaks are not documented on the employee's time sheet.
3. One (1) meal break shall be provided for each workday. The employee shall not be paid for the meal break and is not subject to recall for general duty

during this period. The employee may be recalled during the lunch break in the case of an emergency. The standard meal break shall be one (1) hour. Supervisors may alter the meal break length and schedule.