

Policy Statement: The normal work year, beginning January 1 and ending December 31, consists of fifty-two, 40-hour weeks. The designated work week is the period from 00:01 hours Sunday to 24:00 hours Saturday.

All full-time regular and special employees are scheduled to work 40 hours per work week, excluding designated, paid City holidays. Unpaid meal periods are not included in hours worked.

In order to meet operational requirements the Department Director/Division Manager/Council Appointee or designee shall establish the appropriate Sunday through Saturday work schedule for each employee.

Flex-time

Many operations of the City allow for the flexible scheduling of the employee's work day. The following factors must be considered when implementing a flex-time program:

- City administrative offices are to be open from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Flex-time schedules must be approved by the Department Director/Division Manager/Council Appointee or designee.
- Nonexempt employees must keep a record of daily hours worked, if it is other than a fixed schedule. (This can be an informal log maintained on a calendar.)
- Nonexempt employees may not establish a work schedule that exceeds 40 hours per week.

The Department Director/Division Manager may from time to time allow flex-time to accommodate exceptional circumstances for an employee.

Changes in Work Schedule

The Department Director/Division Manager/Council Appointee or designee may change an employee's established work schedule to meet operational requirements. Changes in the work schedule, for other than emergency situations, should be announced at least 72 hours prior to implementation.

- **Rates of Pay**

Employees eligible for overtime, who do not receive 72 hours advanced notice, shall be eligible for additional pay on the first day of the schedule change if one of the following conditions are met:

- The schedule change differs from the prior work schedule by 4 or more hours or
- In an emergency situation, the employee received less than 12 hours notice

The rate of pay for the first day shall be 1½ times the base hourly rate, unless it is an official City holiday. In that instance the rate shall be 2 times the base hourly rate. On the second day of the new work schedule the rate of pay shall revert to the base hourly rate.

Release From Work

For employees who have worked extensive overtime, the immediate supervisor may send an employee home or direct the employee to report to work late when, in the supervisor's sole judgment, the employee's lack of adequate rest poses safety risks to the employee or co-workers. Scheduled hours not worked by the employee shall be paid at straight time.

Meal Periods and Breaks

The nonexempt employee's normal work schedule will include a minimum of a 30-minute, unpaid meal period and one, 15-minute, paid break period for every 4 hours worked.

- Break and meal periods include all time that an employee is away from work.
- Operational requirements may prevent the use of break periods. No additional compensation shall be paid in lieu of the missed break. Break periods shall not be cumulative in order to shorten the workday.
- Field employees will take their breaks and meal period at the work site. Employees who traveling between work sites may take their break and/or meal period en route if authorized by the immediate supervisor.
- For designated shift workers the meal period is a paid part of the workday.

Last revised: 3/04

DISCLAIMER

The information contained in this Personnel Policies and Procedures Manual (PPM) supersedes all previous Civilian personnel policies and administrative regulations. The PPM is not legally binding and does not create a contract of employment, either express or implied. In accordance with the City Code, the City Manager retains the right to modify, suspend, interpret or cancel any provision at any time, at the City Manager's complete and sole discretion without prior notice.