

WORK SCHEDULES

Purpose:

To designate hours of work and define the workweek to remain in compliance with time keeping requirements of the Fair Labor Standards Act (FLSA).

Scope:

This policy applies to all full-time employees of the district.

Policy:

The district will establish work schedules as deemed necessary based upon such factors as workload, customer/public service needs, and the efficient management of employees.

Definitions:

The following definitions are provided to ensure proper application of time keeping requirements of the FLSA.

- A. The *workday* begins at 8:00AM and ends at 7:59AM.
- B. The *workweek* for full-time employees is Sunday to Sunday, beginning at 8:00AM and ending at 7:59AM. For purposes of determining overtime compensation, the work period shall be designated as a 21-day period, as permitted under the FLSA.
- C. *Executive Officer* shall be defined as a member at the Battalion Chief rank, or above.

Guidelines:

- A. Supervisors are entitled to establish schedules, reschedule hours of work, and schedule overtime hours, as deemed necessary, and as approved by the appropriate executive officer. The Chief and/or Assistant Chief shall resolve any scheduling conflicts.
- B. No employee may work more than 56 hours in a consecutive 72 hour period without taking a 12 hour rest period. This applies to shift trade time and overtime and may be waived by an Executive Officer under emergency circumstances or based upon the needs of the district. Such waiver shall be thoroughly documented to justify exception under this procedure.