



COMPENSATION

605.1 – WORK WEEK AND WORK TIME

- 1. Policy Purpose:** To establish a policy regarding a work week and work schedules.

Policy Coverage: This policy applies to all non-represented (non-exempt), full-time and part-time employees of the East Fork Fire Protection District.

Adopted Date: 04/16/2019

Revised Date: N/A

Policy #: 605.1

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement. For detailed information, please refer to your Collective Bargaining Agreement. ***

- 2. Policy:**

- A. Workweek Defined:**

The work week for 40-hour employees begins at 12:01 a.m. on Saturday and ends 7 days (168 hours) later at midnight on the next Friday. The work week for full-time employees shall consist of five (5) days of eight (8) hours each, exclusive of a lunch hour, and allows an alternative workweek in accordance with Section B - Work Time. Each employee shall be assigned regular starting and quitting times. If an employee wishes to revoke or modify their work schedule, a written request must be submitted to the division head/supervisor at least five calendar days' prior to the effective date of the requested change. The District reserves the right to deny, revoke or modify individual employee work schedule at any time. (see sub-section F within this policy).

- B. Work Time defined:**

- 1. Attendance –**

Employees are required to be available and ready for work at the beginning of their assigned work period and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

2. Regularly Scheduled Work Period – Non-Exempt full-time Employees

- a. Standard workweek: Regular full-time employees will work regular 5-day, 40-hour workweeks, 8:00 a.m. to 5:00 p.m. The work week will consist of 8 hours per work period for 5 work periods within the week, with two, 24-hour periods off over a 7-day period. Overtime will be paid after 8 hours worked in a day.
- b. Alternative workweek: The division head/supervisor, with the approval of the District Fire Chief, may authorize regular full-time employees to work a regular workweek of more than 8 hours but not more than 10 hours in any workday, with the workweek not exceeding 40 hours in a 7-day period. Overtime will be paid after the regularly scheduled hours worked in the workday (e.g., 8.5, 9, 9.5, 10, or in between) and over 40-hours worked in the 7-day period.
- c. Variable workweek: The division head/supervisor, with the approval of the District Fire Chief, may authorize regular full-time employees to work a 40-hour variable workweek. Overtime will be paid after 40 hours worked over a 7-day period or for time that exceeds 12 hours in a single day. An example of a variable workweek is when one or more workdays have different starting and/or ending times than other workdays in the 7-day workweek, thus creating a fluctuating workweek.
 1. The affected employees must sign an alternative variable work schedule agreement. The variable workweek will end within five work days of receipt by the division head/supervisor of the affected employee's written request to work a standard or alternative work week, and approval of the change by the District Chief. The District reserves the right to revoke the alternative variable work schedule at any time. The affected employee will be given a five work day notice prior to the District terminating the agreement.
- d. Each regular part-time employee will be assigned a regular schedule by the division head/supervisor. All schedules are subject to the approval of the District Fire Chief, or his designee, or the Executive Office Manager/Human Resources.
- e. The assignment of the regular work period will be determined by the division head/supervisor. Consideration will be given to the preferences of staff; however, the necessity of delivering adequate services to the community will take precedent.
- f. The division head/supervisor must provide 5 days of written notice to the employee(s) prior to changing the regular work period, with the exception of a change in workload or if the schedule change is mutually agreed upon by the affected employees and the division head/supervisor. During temporary instances, such as community special events, disasters and emergencies, and unusual staff shortage conditions, changes to the regular work period may be made by the department head, effective immediately.

C. Rest Periods

Regular full-time employees will be granted one 15-minute break or rest period during each work period of 4 or more hours. Employees may not take rest periods at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

D. Meal Periods

Regular full-time employees who work 6 or more hours in a work day are allowed an uninterrupted, unpaid meal period of 30 minutes, up to 1 hour as allowed by the division head/supervisor, at or about mid-point of their work day. Division heads/supervisors will be responsible to ensure that wherever and whenever possible, employees will be permitted the meal period uninterrupted by work-related duties. Employees may not take rest periods at the beginning or at the end of the work period.

E. Work Assignments

The District shall give 5 days' notice in writing of a permanent change to the employee's regularly scheduled workweek.

1. The division head/supervisor may adjust rest and meal periods from time to time to meet the needs of individual employees and/or to respond to changes in the District's workload.
2. Nothing herein may be considered to limit or restrict the authority of the District Fire Chief, or his designee, or division head/supervisor to make temporary assignments to different or additional locations, work periods, hours of work, or duties as needed to meet the District's needs or to respond to unforeseen or emergency situations.

F. Attendance and Punctuality

Punctuality and attendance are an important part of employment and employees are required to maintain a satisfactory attendance and punctuality record. An employee who is absent or late without permission is subject to disciplinary action up to and including termination.

1. If the employee is going to be absent from work, s/he must notify his/her division head/supervisor, whichever is most appropriate for the department, prior to the start of the work period. If the employee is going to be late for work, s/he must notify his/her division head/supervisor within 15 minutes of the start of the work period. If the division head/supervisor is not available, the employee shall notify a fellow department employee or the Executive Office Manager or his/her designee.

2. If any employee leaves the work site without permission or without notification to his/her division head/supervisor or is absent for 2 days without notifying the employer, it will be deemed he/she has voluntarily abandoned his/her employment and will, accordingly, be removed from the payroll and terminated from employment.

G. Inclement Weather

Employees are expected to work their regular hours despite inclement weather. The District Fire Chief will determine whether conditions warrant a deviation from this policy. Employees must check with their supervisor or the District website for information regarding whether to report to work during inclement weather.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.