

WORK WEEK AND WORKING HOURS

The normal workweek for non-firefighting personnel is forty (40) hours, however this is not a guarantee that any specific amount of work will be made available. All employees are expected to accomplish service priorities in a timely fashion within the normal workweek. FLSA-exempt "administrative" and "executive" employees are expected to complete work within the requirements and objectives established by the Fire Chief and the Board. The Fire Chief shall fix the hours of employment.

The shift schedule for Shift Commanders and Firefighter/Paramedics shall be 48 hours on and 96 hours off. The FLSA cycle shall be 24 day 182 hours. Shift begins at 0800.

Hours worked outside of a regular shift shall be paid at time and one-half. All hours worked outside of regular shift (overtime) must be approved in advance by a Chief Officer.

In addition to salary, time-and-one-half shall be paid when the employee covers a vacant shift, attends meetings and out-of-district training, when specifically authorized by the Fire Chief or Deputy Chief.

Attendance at lectures, meetings, training programs and similar activities do not count as work time if the following three criteria are met:

- A. Attendance is outside of the employee's regular working hours;
- B. Attendance is voluntary;
- C. The course, lecture or meeting is directly related to promotion.

Time spent in independent training, which has not been authorized, is not considered hours worked for an employee or for the District, even if the courses are related to the employee's job.

If paid personnel are called back to duty, they will be paid at the overtime rate for a minimum of two hours per call. This provision only applies to personnel responding to a paid person callback that involves an emergency response or fulfilling a station assignment.

Exchange of shifts (shift trade) will be permitted hour for hour. It is the responsibility of the person exchanging hours to keep time records and no overtime will be paid for an exchange of hours.

REST PERIODS

Employees who work a 40-hour workweek may take a 15-minute rest period during each half work period, scheduled at or as near as feasible to the middle of each half

work period. Consistent with operating requirements, employees who at the request of the District work two or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting on the next shift in addition to the regular rest periods occurring during the shift. Each rest period shall not exceed fifteen (15) minutes total. Rest periods shall not interfere with or be detrimental to the safety of the public.

MEAL PERIODS

Employees who work a 40-hour workweek shall be granted an uncompensated meal period not to exceed one hour during each work shift. Consistent with operating requirements, meal periods shall be scheduled at or about the middle of the work shift.