

City Manager's Office
Administrative Order No: 030
Issued: 03/05

Approved by Marc S. Grisham
City Manager

Subject: Work Hours, Meals and Rest Periods

Purpose:

This policy is to identify the criteria the City Manager will consider when evaluating alternative work schedules for regular full-time employees, and to outline the City's meal and rest periods policy. This Administrative Order provides additional direction to department directors on the City Manager's expectations concerning Personnel Rule 37.1, *Work Periods Defined*.

Policy:

Unless otherwise prescribed in writing by the City Manager, the work day, work week, and work schedule for each position shall be as follows:

Work Day

- The work day for those positions represented by the Pittsburg Police Officers' Association shall be either eight (8) or ten (10) hours.
- The work day for those positions represented by the Pittsburg Police Managers Group shall be either eight (8) or ten (10) hours.
- The work day for Water Plant Operator positions shall be twelve (12) hours.
- The work day for full-time regular positions shall be eight (8) hours except as otherwise approved in writing by the City Manager.

Work Shift

- The actual hours of the day that comprise the position's work day.

Work Week

- The work week shall typically begin at 12:01 a.m. on Sunday and end at midnight on Saturday. The City Manager may designate, on an individual employee basis, an alternative work week.
- The work week for full-time regular positions shall be forty (40) hours per week.

Work Schedule

- The work schedule for each position shall be established by the department head who may change such schedules from time to time based on the needs of departmental operations.
- A department head may require an employee to work an unscheduled day or shift and receive an otherwise scheduled work day or work shift off in

which case the day/shift worked shall not be considered compensable at the overtime rate of pay.

Flexible Schedules

Flexible schedules (i.e., those that differ from the work day or work week as identified above) may be approved by the City Manager upon the recommendation, with justification, of the department director. In evaluating proposed flexible schedules, the City Manager's evaluation criteria will include, but not be limited to:

- Continuation and continuity of delivery of service to the public;
- Impact, both positively and negatively, in overall customer service delivery;
- Impact on other City operations;
- Cost impact, including impact on overtime costs;
- The incumbent employee's current and prior performance;
- Effect, positively and negatively, on all lost time categories including workers' compensation;
- Clear evaluation criteria pertinent to each department affecting a flexible schedule.

The City Manager may also impose flexible schedules, with or without the consent of department directors.

All flexible schedules are subject to the continuing approval of the City Manager who, with three (3) calendar day's notice, may modify, terminate, or otherwise change the flexible schedule.

Meal Periods

All employees, except safety employees, who are scheduled to work more than five hours during the work shift receive a minimum thirty (30) minute unpaid meal period. Generally, this meal period is at the mid-point of the employee's shift. An employee may not use the meal period at the beginning or end of his/her work shift, may not use rest periods to extend the meal period, and may not waive the meal period.

Safety employees, by the nature of the work, are not guaranteed a meal period whereby the employee is relieved of all duty and is free to leave the work site. Therefore, the meal period for safety employees is paid work time.

Rest Periods

The City provides all employees a paid fifteen minute rest period for each four hours (or major portion thereof) worked, generally occurring as near as possible to the middle of that four hour work period. The rest period may not be combined with meal periods and may not be used to arrive at work late or leave work early.



ALTERNATIVE WORK SCHEDULE PROGRAM

PURPOSE

In accordance with the City Manager's Office Administrative Order No. 030, Work Hours, Meals, and Rest Periods, the purpose of the Alternative Work Schedule Program is to allow full-time, non-sworn employees the opportunity to request, within limits, work start times, quitting times, and workdays that are more convenient in terms of personal needs and commuting conditions. The schedules employees choose must not disrupt the performance or productivity of the work unit.

ELIGIBILITY

An alternative work schedule may be authorized for an employee or a work unit within a department. Depending on job duties and responsibilities, some employees or work units will not be allowed to alter their work schedule.

For purposes of this program, **non-exempt employees** may not alter their work schedule to exceed the 40-hour, 7-day work week. This program is not applicable to exempt employees.

FLEXIBLE AND COMPRESSED WORK SCHEDULES

The two types of alternative work schedule programs are flexible and compressed.

1. Flexible Work Schedule

A flexible work schedule is when an employee modifies his/her starting and quitting times while continuing to work an 8-hour workday.

Example: Monday through Friday, 7:00 a.m. - 4:00 p.m.

2. Compressed Work Schedule

A compressed work schedule is when an employee extends the number of hours of work per day to be able to reduce the number of days worked within the week or pay period.

Example #1: 4 days/10 hours per day (4/10)
Monday through Thursday, 8:00 a.m. to 7:00 p.m.
(1-hour meal break)

Example #2: Monday through Wednesday, 6:00 a.m. to 7:00 p.m.
Thursday, 6:00 a.m. to 10:00 a.m.
(1-hour meal break)

Example #3: 3 days/13.33 hours per day (3/12)
Monday through Wednesday, 6:00 a.m. to 7:50 p.m.
(30-minute meal break)

Example #4: 9 days/80 hours (9/80) *
Week 1 – Monday through Friday, 8:00 a.m. to 6:00 p.m.
Week 2 – Monday through Wednesday, 8:00 a.m. to 6:00 p.m.
Thursday, 8:00 a.m. to 5:00 p.m.
(1-hour meal break; every other Friday is a flex day off)

* In this example, the 7-day work week is adjusted to begin on the middle of the flex day off, Friday at 12:00 p.m. through the following Friday at 11:59 a.m. See General Guideline #5 below.



ALTERNATIVE WORK SCHEDULE PROGRAM

GENERAL GUIDELINES

1. All existing personnel policies, rules and regulations, and memorandums of understanding (MOU) shall continue to apply. If any conflict or problem results from the altered work schedule, the existing policies, rules and regulations, and MOUs shall prevail.
2. Authorization for an altered work schedule may be rescinded at any time by the Department Head or City Manager. A written explanation shall be provided to the employee citing the reason(s) why the altered work schedule was rescinded.
3. The alternative work schedule program shall not interfere with service to the public; shall meet the needs of the department; and, as much as possible, be complementary to the schedules of other departments.
4. No employee will be required to have an alternative work schedule by adjusting a present regular work schedule to hours which will be inconvenient or cause a hardship.
5. In the **9/80 compressed work schedule**, the work week shall be adjusted to accommodate the flex day for non-exempt employees. The table below is an example of an adjusted work week for the schedule shown in Example #4 of a Compresses Work Schedule detailed above:

7-Day Work Week Schedule Friday 12:00 PM – Friday 11:59 AM	Week 1 Hours Worked	Week 2 Hours Worked	Week 3 Hours Worked
Fri 12:00 PM – Sat 11:59 AM	Flex Day / Off	5 Hours / Off	Flex Day / Off
Sat 12:00 PM – Sun 11:59 AM	Off	Off	Off
Sun 12:00 PM – Mon 11:59 AM	Off / 4 Hours	Off / 4 Hours	Off / 4 Hours
Mon 12:00 PM – Tues 11:59 AM	9 Hours	9 Hours	9 Hours
Tues 12:00 PM – Wed 11:59 AM	9 Hours	9 Hours	9 Hours
Wed 12:00 PM – Thurs 11:59 AM	9 Hours	9 Hours	9 Hours
Thurs 12:00 PM – Fri 11:59 AM	9 Hours	4 Hours / Flex Day	9 Hours
Total Work Week Hours	40 Hours	40 Hours	40 Hours

6. When a day designated as a holiday under the provisions of the City's Personnel Rules or the applicable MOU falls on an employee's alternated day off, the employee shall be entitled to take off the next regular workday, unless this conflicts with an existing MOU.
7. If a holiday falls on a day when the employee has extended his/her work hours, the employee shall be paid with 8 hours holiday pay and shall utilize accrued leave banks (compensatory time, vacation, or floating holiday) to make-up the additional time within the pay period, if available. In no event shall an employee utilize sick leave accrual, including personal necessity leave, to make-up the additional time within the pay period unless the employee's condition or circumstance qualifies for such leave utilization.
8. If an employee is sick on one of his/her extended workdays, the employee's sick leave accrual shall be charged the number of hours the employee was scheduled to work.

ALTERNATIVE WORK SCHEDULE PROCEDURE

The procedure for arranging an alternative work schedule shall be as follows:

1. The employee shall complete the "PARTICIPATION REQUEST" form and submit it to their Supervisor, Department Head, and then City Manager for consideration.
2. If an employee is granted an alternative work schedule, the schedule will be distributed to Payroll and Human Resources.
3. There will be an initial trial period of ninety (90) days. At the end of the trial period, the Department Head, supervisor and employee will evaluate the effectiveness of the alternative work schedule.
4. Each Department Head shall decide how many times an employee may alter their work schedule.



ALTERNATIVE WORK SCHEDULE PROGRAM

PARTICIPATION REQUEST

SECTION I TO BE COMPLETED BY EMPLOYEE

Name: _____ Department: _____ Position: _____

Normal Workdays: _____ Time: from _____ to _____

Description of Proposed Alternate Work Schedule: Flexible Compressed

Non-exempt employees requesting a **9/80 alternative work schedule** must provide an adjusted work week not to exceed 40 hours (see example provided in the Procedure General Guideline #5):

7-Day Work Week Schedule ____:____ PM – ____:____ AM (Day) (Time) (Day) (Time)	Week 1 Hours Worked	Week 2 Hours Worked	Week 3 Hours Worked
	Flex Day /		Flex Day /
		/ Flex Day	
Total Work Week Hours	40 Hours	40 Hours	40 Hours

EMPLOYEE Signature _____ Date _____

SECTION II TO BE COMPLETED BY SUPERVISOR, DEPARTMENT HEAD, AND CITY MANAGER

Alternative Work Schedule: Approved Denied

SUPERVISOR Signature _____ Date _____

Comments: _____

Alternative Work Schedule: Approved Denied

DEPARTMENT HEAD Signature _____ Date _____

Comments: _____

Alternative Work Schedule: Approved Denied

CITY MANAGER Signature _____ Date _____

Distribution: Employee Department Payroll Human Resources