**Hours of Work**

**Section 1.** **Workweek.** Work weeks for full-time employees are a minimum of forty (40) hours per week.

**Section 2. Work Schedules.** Employees must work a schedule that allows them to complete their assigned duties and be accessible to coworkers. With mutual agreement between the employee and their manager, an employee may work a schedule other than the standard schedules set forth in this Article. Absent agreement with the manager to work an alternative schedule, employees will be assigned one of the following schedules:

**STANDARD SCHEDULE**. The standard full-time work week shall consist of a fixed Monday-Friday schedule of eight (8) hours of work within a day, with two consecutive days off each week on Saturday and Sunday.

**COMPRESSED WORKWEEK SCHEDULES.**

• Four 10-hour days, with one day off during the workweek.

• Four 9-hour days and one 4-hour day.

• Eight 9-hour days, one 8-hour day, and one additional day off every other week.

**Section 3. Work on Weekends.** The basic workweek will normally be Monday through Friday. However, it is recognized that City services and operations may require schedules other than Monday through Friday. The City will not utilize such other schedules unnecessarily. The City will provide reasonable advanced notice when work on weekends is required.

**Section 4. Flexible Schedules for Overtime Exempt Employees.** Employees exempt from overtime under the Fair Labor Standards Act may, by mutual agreement between management and the employee, adjust their hours of work by working fewer hours than scheduled on one day and making up those hours by working an equivalent number of additional hours on another day. Such scheduling adjustments must be preapproved and will not result in overtime pay. Flexing of schedules will not be permitted on any of the City Paid Holidays.

**Section 5. Work Schedule Changes for FLSA Covered Employees**. A non-exempt employee normally shall be given adequate advance notice of any ongoing change to regular hours of work. If that notice is given less than eight (8) hours before the employees is to begin work under the changed schedule, the employee shall be compensated at the overtime rate for those hours that are earlier, later or different than the hours the employee last worked in a work day. Compensation under this Section shall not exceed eight (8) hours at the overtime rate. An employee is not entitled to compensation at the overtime rate under this Section if otherwise entitled to overtime for the same hours of work.

Overtime compensation under this section is not applicable to short-term schedule modifications such as work schedule changes made in response to an inclement weather event unless otherwise required by law.

**Section 6. Rest Periods.** Except in emergency situations, employees paid overtime under the Fair Labor Standards Act are entitled to two 15-minute rest periods (one before the meal period and one after) and are entitled to an additional 15-minute rest period for every substantial portion of four hours they work beyond their regular schedule. Employees paid overtime under the Fair Labor Standards Act must take these rest periods and may not “save” them to take a longer meal period or to arrive late or leave before the end of their regular scheduled workday. A rest period is counted as hours worked. Emergency situations are situations where the interruption of work may reasonably result in the loss of life and/or serious public or private property damage. Employees shall not receive additional pay for rest breaks that are not taken.

**Section 7. Meal Periods.** A meal period is a span of at least 30 consecutive minutes during which an employee is completely relieved of duty. Full-time employees paid overtime under Fair Labor Standards Act must take an unpaid meal period of at least 30 minutes, even if the employee works an alternate schedule. The meal period should be scheduled approximately mid-shift. The meal period must not be used to shorten the workday. A meal period is not counted as hours worked.

**Section 8.** **Telework**. In accordance with HRAR 4.04 Telework, employees may request a telework arrangement.

**Section 9. Overtime.** The City will follow HRAR-8.02 and state and federal law regarding the payment of overtime. Overtime must be pre-approved and employees who are required to be paid under the FLSA may not authorize their own overtime.