

**ARTICLE 24 – HOURS OF WORK**

**Section 1. Regular Hours.** The regular hours of work each day shall be consecutive except for meal periods. Provided however that nothing in this Article is intended to interfere with flexible scheduling on an ongoing or ad hoc basis.

- a. FLSA exempt employees may utilize flex time in accordance with HRAR 8.03 Absences of Less than One Day.

**Section 2. Training Sessions, Workshops, And Meetings.** Required or bureau-paid attendance at work-related training sessions, workshops and other meetings, whether before, during or after the employee's regular work schedule, is work time.

**Section 3. 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 and compressed workweek 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.

Common Alternative Schedules: 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 4. Work on Weekends.** The standard 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 5. Schedule Changes.** Except as provided in Section 7 of this Article (Emergency Schedule Changes), the City will provide advanced notice of change in an employee's regular work schedule, excluding overtime work required. Notice under this section will be at least ~~seven (7)~~thirty (30) calendar days before the change is to become effective. The City must provide this notice in writing and the change must be effective for at least ~~seven (7)~~thirty (30) calendar days.

**Section 6. Meals And Rest Periods.**

Rest Periods.

Unless otherwise provided herein, work schedules shall provide for fifteen (15) minute rest periods during each one-half (1/2) shift which shall be counted as hours worked. Rest periods shall be scheduled at the middle of each one-half (1/2) shift whenever feasible. Employees shall not receive additional pay for rest breaks that are not taken.

Rest Periods, to Express Milk.

Reasonable rest periods of no less than thirty (30) minutes shall be provided to any employee who have a child eighteen (18) months or younger for the purpose of expressing milk. Whenever possible the thirty (30) minute rest period should coincide with the employee's regular rest period. If the rest period to express milk does coincide with the employee's regular rest period, for FLSA covered employees, fifteen (15) minutes of each thirty (30) minute rest period for expressing milk is paid. Employees may be allowed to work before or after their regular work shift to make up the amount of time used during the unpaid portion of the rest break.

The employee must be provided with a private location, in close proximity to their work area, to express milk. The employee must be able to express milk concealed from view and without intrusion by other employees. A public restroom, cleaning supply closet, or toilet stall are not acceptable locations.

An employee who intends to express milk during work hours must provide their supervisor with reasonable verbal or written notice of their intention to allow sufficient time to make the necessary preparations to comply with this rule.

Certain types of work may make it an undue hardship on bureau operations to allow an employee to express milk during work hours. If a manager or supervisor believes there is an undue hardship that would preclude such rest periods, they should consult with their Bureau's HR Business Partner.

#### Meal Periods.

Unless otherwise provided herein, all FLSA non-exempt employees shall be granted an unpaid meal period of not less than one-half (1/2) hour or more than one (1) hour during each work shift unless extended by mutual agreement of the employee and their supervisor. Whenever possible, the meal period shall be scheduled approximately mid-shift. If an employee is directed to work through a meal break, the meal break will be rescheduled, or the employee will be paid for the time worked. Employees shall not receive additional pay for meal periods that are not taken. Employees working overtime or a schedule other than their regular shift will be provided meal and rest breaks as required by state law.

**Section 7. Emergency Work Scheduling.** During an emergency and/or when there is staging for an emergency, changes to an employee's scheduled working hours (i.e., shift) may be necessary. ~~This section applies to FLSA overtime-eligible workers.~~

#### Definition of Emergency.

An emergency is indicated by either a State of an Emergency called by the Mayor or the activation of an Incident Command System.

#### Work Schedule Changes Without Notice Due to Emergency.

During an emergency, the City may make changes to employees' normally scheduled working hours without the notice required under section 5 of this Article. For any such change, an employee's first shift on the new schedule during the emergency and/or when there is staging for an

**Commented [KO1]:** This is intended to cover the preparation for the ICS or state of emergency; for example in preparing for an incident action plan employees are put on different shifts (12 hour A shift and 12 hour B shift, for example) and switch to those shifts while they are planning and preparing for the emergency. There are emergency employees in a number of different bureaus who are on "safety and emergency management teams/groups" throughout the City who do this work. We have examples.

emergency, shall be paid at the rate of one and a half times their normal rate.

The City will attempt to avoid situations which require employees to work more than sixteen (16) consecutive hours. Any hours over sixteen (16) will be paid at the double time rate.

There shall be no pyramiding of overtime rates.

Employee Right to Return to Regular Work Hours.

At the end of an emergency, employees shall retain their right to return to their regularly scheduled workweek.

**Section 8. Telework Arrangements.**

**a. General**

In accordance with HRAR 4.04 Telework, employees may request a telework arrangement. Should the provisions of HRAR 4.04 change, the City and the Unions will meet to negotiate over the impact of the change(s).

Telework arrangements are by mutual agreement and will not be unreasonably denied. If a telework agreement is denied, it will be done so in writing and state the reason for the denial. Final decisions regarding denial of telework arrangements are at the discretion of the City and are only subject to steps 1 and 2 of the grievance procedure. Such decisions are not subject to arbitration.

In Person Exemption for exceptional circumstances. If the employee demonstrates that they have a reasonable belief that their safety is at risk in commuting to in-office work and/or performing in person work and the employee's work can be performed remotely, the City will grant remote work during the period of the exceptional circumstances.

Employees and Managers should work to determine a telework schedule that meets personal preferences and organizational needs, taking into consideration possible technology or process changes to reduce impacts.

**Commented [KO2]:** This is intended to address concerns facing employees who have been or could be subject to violent stops and detentions, including unlawful and unconstitutional stops and detentions, by federal agents due to racial or religious profiling that is actively occurring.

Routine telework may require that an employee still be present at a City facility as needed.

For the purpose of determining a telework schedule, "in person time" is defined as work that is performed at a city facility, in a mobile workplace (including field work and other work performed on location) or in an alternate city work location.

Management shall provide as much advance notice as practicable when directing an employee to report on site outside of their previously approved telework schedule.

Employees who are scheduled to work remotely and who are required to perform "in person time" on a scheduled telework day may request to modify their schedule so that they can telework on a different day that workweek, so long as it does not disrupt the employees' ability to perform their job duties and they receive advance approval from their supervisor. Such requests should not be unreasonably denied.

If an employee works a hybrid schedule, the City will ensure that on the days the employee is to report to the City's workspace the employee shall be provided with adequate workspace.

**b. Position designation**

If the City determines that a position's hybrid or remote work location status is incompatible with the duties of the work assignment or the operational needs of the work unit, an employee will be given at least ~~six weeks~~ninety (90) days' notice of a return to office. If a position designation is changed, it will be done so in writing and state the reason for the change.

**c. Personal holiday**

Any employees who are required to report to work in person more than 50% of the time shall receive two (2) additional personal holidays. Any employees who are required to report to work in person 100% of the time shall receive ~~three-~~four (4) additional personal holidays, ~~effective upon ratification of the contract.~~