



MASON COUNTY FIRE DISTRICT #4

TITLE: Working Hours

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APPROVED: Signature on file Bob Burbridge, Chief

Working Hours

Eight (8) consecutive hours, inclusive of rest periods, to exclude one (1) hour meal period, shall constitute a workday. Five (5) consecutive days, Monday through Sunday shall constitute a workweek. 4/10's Option: During the Pacific Standard Time period (October through April) the workweek can be a 4/10's schedule. Ten (10) consecutive hours, inclusive of rest periods, but to exclude a one (1) hour meal period, shall constitute a workday. Four consecutive days, Monday through Sunday shall constitute a workweek. During Holiday weeks (as defined in Policy 2190) any employee working a 4/10 schedule shall automatically work 5/8's during the holiday week. The Fire Chief or his/her designee shall have sole discretionary power in determining sufficient staffing levels regarding scheduling.

Part-time and temporary employees will work hours as specified by the Fire Chief.

FLSA Section 7 (k) Staff

On or about February 1, 2015, the Fire Chief shall assign shift personnel to one of three shifts: A, B, C. A single shift assignment for the Temporary Firefighter/Lieutenant employee shall be worked as one (2) day (48 hours) on duty, followed by four (4) days (96 hours) off duty, and continuing in that pattern. Shift hours begin at 0900 hours and conclude at 0900 hours each 48-hour period.

Overtime and Compensatory Time

All District employees are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) regulations.

Non-exempt employees are entitled to additional compensation, either in additional monetary compensation or compensatory time off, when they work more than 40 hours during a work period.



MASON COUNTY FIRE DISTRICT #4

All work performed in excess of the work day and/or work week as provided above shall be compensated for at one and one-half (1½) times the employee's regular straight time hourly rate. All overtime work must be authorized in advance by the supervisor authorized to sign overtime. Exception: The employee may, at his/her option, take equivalent time off on the basis of one and one-half (1½) hours of compensatory time off for each one (1) hour of overtime worked. Compensatory time may accrue to a limit of forty (40) hours, with any time in excess of forty (40) hours paid at the applicable rate. Employees taking compensatory time off must use the accrued time within the following month's pay period. If the time off is not taken timely as stated above, the employee will be compensated at the applicable rate in the last pay period in the month following the accrual date. All compensatory time off must be scheduled seven days in advance. The Fire Chief or his/her designee shall confirm or deny the requested compensatory time off.

When computing overtime, holidays, sick leave and vacation time are not counted as hours worked.

Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. The Chair of the Board of Fire Commissioners or his/her designee shall administer exempt employee compensatory time policies.

Breaks and Meal Periods

Employees may take one (1) fifteen (15) minute break for every four (4) hours worked. All breaks shall be arranged so that they do not interfere with business or service to the public. The Fire Chief shall schedule meal periods. The scheduling of meal periods may vary depending on District workload. Meal periods are unpaid and usually one (1) hour in length.

Stand By

Many positions are subject to periodic stand-by responsibilities. Unless the employee is specifically restricted to his/her home, work-site or other identified location during periods of stand-by, such time is not considered hours worked and is not eligible for compensation.

Call Back

All employees are subject to callback in emergencies or as needed by the District to provide necessary services to the public. A refusal to respond to a callback is grounds for immediate disciplinary action, including possible termination. An employee should not respond to a callback request if the employee has consumed alcohol or drugs which may affect the employee's ability to safely conduct his or her work. The employee shall inform the supervisor



MASON COUNTY FIRE DISTRICT #4

of the reason for failure to respond at the time the callback is requested. Employees called back to duty will be paid their appropriate rate of pay for hours worked, including overtime pay, if applicable. Non-exempt employees will be credited with a one (1) hour minimum for reporting back to work after completion of a normal workday.