

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Hours of Work Policy

CONTENTS

I. Policy

Approval:  Date: 7/24/15
City Administrator

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

Hours of Work Policy

I. Policy

The following schedule should be followed for work times in particular departments. Due to the nature of municipal work and the provision of emergency public services, there may be occasions when an employee is expected to work more or less time than their schedule ordinarily requires. An employee's unwillingness or inability to work a particular shift may be treated as a performance issue and/or result in disciplinary action. Department Heads may adjust work schedules as necessary to accomplish the job.

Work Schedule by Department:

City Hall – 8:30 AM-5:00 PM, Monday-Friday; 1 hour lunch

Business License/Building Dept. – 8:30 AM-5:00 PM, Monday-Friday; 1 hour lunch

Codes Enforcement – 8:30 AM-5:00 PM Monday-Friday; 1 hour lunch

Street, Parks, and Trash – 7:00 AM-3:30 PM, Monday-Friday; 30 min. lunch

Garbage and Recycling – 7:00 AM-3:30 PM Monday-Friday; 30 min. lunch (Rev. 07/15)

Municipal Court – 8:30 AM-5:00 PM Monday-Friday; 1 hour lunch

Police Records – 8:00 AM-4:30 PM Monday-Friday; 1 hour lunch

Support/Admin. – 8:00 AM-4:30 PM Monday-Friday; 1 hour lunch

Victim Advocate – 8:00 AM-4:30 PM Monday- Friday; 1 hour lunch

Detectives/Police Support – 7:00 AM-4:00 PM or 8:00 AM-5:00 PM; 1 hour lunch

Patrol/Dispatch – 7:00 AM -7:00PM/7:00PM-7:00AM; meal break as work load permits

All employees on less than 12 hour shifts must take their lunch break unless requested to work through lunch by their supervisor. Regular full-time employees who work during the City's normal hours of business receive one unpaid meal break of either 30 or 60 minutes, as stated. Breaks and meals for employees whose departments operate outside the City's normal hours are set by those departments. All breaks are permitted only as the workload allows.

Employees may not use break times and lunch breaks to report late or to leave early. Break periods may not be combined with the meal period.

Adopted February 10, 2015; Revised July 24, 2015. Replaces all previous policies.