

## **II. WORK HOURS AND PAY**

### **A. Work Schedules**

Work hours and schedules may vary from employee to employee. The standard work schedule for most full-time employees is 40 hours per work week, consisting of 8 hours per day for 5 days per work week. The standard work week begins at 12:01 a.m. on Sunday and continues for seven (7) consecutive calendar days ending at 12:00 midnight the following Saturday. The standard schedule for full-time employees in the Fire Rescue Department currently is a 48-hour work week.

#### **1. *Consecutive Hours Worked***

Employees in the Fire Rescue Department cannot work more than 60 consecutive hours without a 12 hour break in between shifts.

#### **2. *Alternate Scheduling – Full time, regular, non-bargaining employees***

Alternate scheduling may also be permitted, at department heads' *and* the administrator's discretion, for *most* full time employees, and is also 40 hours per work week. It may be implemented as follows:

- a) The work week would begin at 12:01 p.m. on Friday and continue for seven (7) consecutive calendar days, ending at 12:00 p.m. (noon) the following Friday.
- b) Some employees would be permitted to work four consecutive, 10-hour days (Monday thru Thursday), and then be unscheduled for the next three consecutive days (Friday, Saturday, & Sunday) during the work week.
- c) Some employees would be permitted to work four consecutive nine (9) hour days, then an eight (8) hour day, 7 a.m. thru 3:30 p.m., *every other* Friday. This would allow for being unscheduled *every other* Friday, Saturday, & Sunday during the work week. • This effectively allows for these employees to have a three (3) day weekend every other Friday during the work week.
  - To the extent practicable, identical and/or similarly-staffed positions will alternate Friday's off to mitigate service delivery impact as determined by the department head *and* the administrator.
- d) Sick, vacation, and compensatory time will be scheduled according to the hours worked on the given day for which the PTO is utilized.
- e) Alternate start/end times may be permitted at department heads' discretion.
- f) As considered necessary, the administrator has final say in revocation of alternative scheduling rights organizationally, departmentally, or on an individual basis, in the event it becomes problematic.

Flex-time scheduling may be allowed for certain positions with approval of your Department Head or the Township Administrator. Requests for a flex-time schedule will be considered on a case-by-case basis.

Your supervisor will let you know your specific work schedule during orientation. The Township may change your schedule from time to time to meet the needs of the Township and our residents.