

Campbell County Fire Department Policy

General Administration

Hours of Work



900.207

PURPOSE:

The Fire Department establishes the time and duration of working hours as required by workload and flow, customer service needs, the efficient management of human resources, and any applicable law. The Fire Department reserves the right to schedule extra work time as needed, and nothing herein should be construed as a guarantee of hours in any day, week, or otherwise.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. The workweek is defined as Sunday through Saturday, beginning at 12:01 AM on Sunday and ending at midnight on Saturday. The normal workday or base daily schedule will be determined by the Fire Department based on business need. Although there are some exceptions based on business need, workdays exceeding five hours in length will include an unpaid meal period to be scheduled in approximately the middle of the workday. (Refer to Policy 900.502, Breaks from Work, for more information on meal and rest breaks.)
- B. The base daily and weekly work schedule for employees will be determined by the Fire Chief or his designee. The Fire Chief or his designee will be responsible for informing employees of their daily work schedule, including meal periods and rest breaks, and of any changes deemed necessary or desirable by the department. The Fire Chief or his designee will also be responsible for notifying the applicable payroll personnel of each employee's work schedule and any changes made to the work schedule.
- C. The Fire Chief and his designee may schedule extra work time during a shift or extra shifts when it is deemed necessary to accomplish the functions of the department. Supervisors will assign extra time to employees in the particular job for which the extra work time is required. Employees are not permitted to work extra time without prior approval. Refer to Guideline Policy 900.304, Pay Procedures, for information regarding compensation of extra hours.
- D. Employee attendance at lectures, meetings, and training programs will be considered hours of work and, it will be compensated time if such attendance is made mandatory by management.

Initial Approval: 3/28/07; 3/24/10
Revision Date: 2/23/11

Page 1 of 4

Sam Saunders, Chairman

ORIGINAL SIGNED

Campbell County Fire Department Policy

General Administration

Hours of Work



900.207

- E. Normally, time spent by an employee commuting to and from work is not compensable. Travel during the work day that is done as part of the employer's principal activity is compensable. When non-exempt employees are required to travel out of town and the travel requires an overnight stay, travel time that occurs during an employee's normal work day is compensable. (Including hours on days that are normally non-scheduled work days.) Time spent traveling outside of normal work hours riding on an airplane, train, boat, bus or in a car are not compensable. Any time spent working, including driving, during travel is compensable.
- F. The Fire Chief at his discretion will allow or require nonexempt employees to modify their base schedule within a weekly or bi-weekly work period, whichever is applicable, provided the employee has no bank of compensatory time. Modified base schedules may be worked only when the change is approved in advance, there is work the employee is qualified to do, and adequate supervision is available.
- G. All nonexempt employees are required to complete an individual time record showing daily time worked. Time records are to be completed at the beginning and end of each workday. Time will be kept in quarter (1/4) hour increments.
- H. Employees are to record the appropriate information on their time record. This information shall include starting time, time out for lunch, time in from lunch, quitting time, and may include total hours worked for each workday. Employees are responsible for the accuracy of the information they record on their time record.
- I. Employees are not permitted to clock/sign in or commence work more than seven minutes before their normal starting time or to clock/sign out or stop work more than seven minutes after their normal quitting time without prior approval.
- J. Employees are responsible for obtaining prior approval for working outside their normal scheduled hours as well as accurately reporting any time spent in off duty work.
- K. Approved employee time records are to be verified and approved by the employee's supervisor. Requests for time off should be made prior to the absence in adherence with the procedures established by the Fire Department. Employees should indicate the type of pay being requested for the absence. Pay for non-work time must be approved by the supervisor. In the case of unexpected absence, employees are required to notify their supervisor no later than the beginning of their scheduled shift. The notification should include the type of pay being requested for the absence. If

Initial Approval: 3/28/ 07; 3/24/10
Revision Date: 2/23/11

Page 2 of 4

Sam Saunders, Chairman

ORIGINAL SIGNED

Campbell County Fire Department Policy

General Administration

Hours of Work



900.207

no indication is made regarding the type of pay being requested, available banks of paid time off will be applied in the following order:

- a. vacation
 - b. compensatory
 - c. holiday;
- L. Unapproved absences are not to be considered as hours worked for pay purposes. Supervisors are to inform employees if they will not be paid for certain hours of absence.
- M. The filling out of another employee's time record, the falsifying of any time record, or any violation of this section is prohibited and may be grounds for disciplinary action, up to and including termination. Supervisors may complete employees' time record when the employee is on a leave and is unavailable to complete the time record within the necessary period.
- N. Personnel employed in executive, administrative, and professional positions which meet the requirements of the Fair Labor Standards Act for classification as "exempt," will not be paid overtime. Exempt employees are not required to fill out hourly time records, but must account for daily attendance on a time record. Exempt employees will be required to use applicable banks of paid leave for daily absence of more than four (4) hours. Occasionally after working abnormally long hours, exempt employees may be eligible for exempt administrative time-off. Exempt administrative leave must be approved by the department and may not exceed 80 hours per year. Further, those exempt employees paid on a salary basis will not have deductions made from their salary except as allowed by law. Complaints about improper deductions may be made to the Comptroller.
- O. Deductions from Salary of Exempt Employees. Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:
- a. Exempt employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have sick leave or vacation leave. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.

Initial Approval: 3/28/ 07; 3/24/10
Revision Date: 2/23/11

Page 3 of 4

Sam Saunders, Chairman

ORIGINAL SIGNED

Campbell County Fire Department Policy

General Administration

Hours of Work



900.207

- b. Exempt employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued sick leave or vacation leave. Their pay will be reduced by the hours missed even if it is less than a full day.
 - c. Exempt employees who are absent from work for a least a full day for personal reasons other than sickness or disability will not be paid for that day, unless they follow applicable procedures for the use of vacation leave. If an exempt employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.
 - d. Exempt employees who are absent from work for jury duty, attendance as a witness at a trial, or temporary military leave will have their pay reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week.
 - e. If an exempt employee violates a safety rule of major significance, his or her pay may be reduced in an amount to be determined by the Fire Department as a penalty for that violation.
 - f. Exempt employees may be suspended without pay for types of workplace misconduct, but only in full day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended.
 - g. Exempt employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked during those weeks.
- P. The Fire Department will reimburse any exempt employee whose pay is reduced in violation of this policy. The Comptroller can help address and answer questions concerning pay check deductions. If you feel your pay has been improperly reduced, please notify the Comptroller.
- Q. For policy regarding pay practices, refer to Policy 900.304, Pay Procedures.

Initial Approval: 3/28/ 07; 3/24/10
Revision Date: 2/23/11

Page 4 of 4

Sam Saunders, Chairman

ORIGINAL SIGNED