

PERSONNEL POLICY 07-06

SUBJECT: Work Schedules

PURPOSE: To establish and clarify work schedules within City of Clarksville

APPLICABILITY: All Departments

REFERENCES: Section 1-1304 City Code

POLICY STATEMENT: Outlined below in regards to office hours, regular and irregular work schedules, Lunch hours and Rest Breaks

OFFICE HOURS

The following are the hours of the City except those services requiring continuous operations:

Standard workday: The standard workday consists of eight (8) hours, beginning at 8:00 a.m. and ending at 4:30 p.m. with two fifteen (15) minute breaks as well as one half (1/2) hour constituting a lunch period. One (1) hour may be granted for lunch at the discretion of the Department Head provided that fifteen (15) minute breaks are not taken. The work day for an employee who travels to and from his regular job site in a City vehicle or equipment begins at the time and location at which the employee is initially required to report for duty. The work day ends when the employee is relieved of duty.

Hourly equivalents for days used are for employees on an 8 hour work day, 40 hours per week schedule.

REGULAR WORK SCHEDULES

The regular work schedule for most employees is 8:00 a.m. to 4:30 p.m., Monday through Friday. Local conditions may cause these hours to vary, but an employee scheduled to work 8 hours per day, Monday through Friday, is considered to be on a regular work schedule.

IRREGULAR WORK SCHEDULES

Many departments require irregular work schedules of their employees because of the nature of the work (Street Department, Police Department, Fire Department, etc). Management at each work location has the authority to schedule arrival and departure times and specific work days for employees depending upon local needs and subject to prior approval of the department head. The use of flex time and compressed work weeks is also subject to approval of the department head. Any work schedule totaling more than 40 hours per week must be approved by the Department Head in accordance with Personnel Procedure 92-2, Overtime and Compensatory Time.

LUNCH HOUR

One (1) hour may be granted for lunch at the discretion of the Department Head provided that fifteen (15) minute breaks are not taken during the day. If employees take the two fifteen (15) rest breaks separately during the work day, employees will be granted a 30 minute lunch period.

Example 1: The employee arrives at work at 8:00 a.m. and works continuously until 1:00 p.m. The employee then requests annual leave for the remainder of the day. The employee actually worked 5.0 hours and charged 3.0 hours of annual leave.

Example 2: The employee arrives at work at 8:00 a.m. and works until 1:00 with the usual lunch hour and then requests annual leave for the remainder of that day. This employee will be charged 4.0 hours of annual leave, having actually worked 4.0 hours and taken a lunch hour.

REST BREAKS

Breaks are provided one (1) midmorning and one (1) midafternoon. Authority to grant breaks is vested in each Department Head. Fifteen (15) minutes is the maximum time allowed for each break. Employees are expected not to leave the premises or general work area during breaks. Employees taking one (1) hour lunch periods will not be granted breaks.

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL: DECEMBER 6, 2007

EFFECTIVE DATE: JANUARY 1, 2008

WILLIAM MCNUTT, HR DIRECTOR