

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	4-1
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	October 2015
<b>Section Title</b>	<b>Hours of Work</b>		
<b>Subject</b>	<b>Scheduling Hours of Work</b>		

This section establishes guidelines for supervisors in scheduling the times employees are to be at their jobs in order to meet the needs of the City and to assure compliance with the Fair Labor Standards Act and appropriate state laws and regulations.

Police officers and firefighters are not covered under this section as it relates to the Fair Labor Standards Act.

Each supervisor will establish the hours of work in a day and days of work in a week for each employee under his/her supervision.

### **A Day's Work**

The normal workday for most City employees is eight hours with an unpaid lunch period of one-half hour to one hour. It is necessary for some departments to have 24-hour coverage in the unit making it necessary to schedule longer shifts. Such "scheduled" shifts shall not total more than 40 hours in a workweek.

### **Breaks**

Generally, employees will be allowed a fifteen (15) minute paid rest break approximately mid-way between their starting time and their lunch period and another fifteen (15) minute paid rest break approximately mid-way between their lunch period and the end of their shift. These break times are a general guideline, dependent on operational needs, and are not a guarantee of a specific number of daily breaks. Breaks may not be combined or used to make up for being late, leaving the workplace early or extending lunch periods.

- Breaks taking longer than 15 minutes will require the use of annual leave or compensatory time.
- Break times are at the discretion of supervisors.

### **The Workweek**

A normal workweek shall consist of no more than forty (40) working hours in a seven (7)-day period. The workweek is defined as Sunday through Saturday. Police and Fire may follow 29 C.F.R §553 and their respective collective bargaining agreements to determine work hours in a work period.